

MINUTES OF THE SPECIAL MEETING
OF THE DISTRICT BOARD
MT. VIEW SANITARY DISTRICT
AUGUST 27, 2009

The District Board of the Mt. View Sanitary District convened in a special session at its regular place of meeting, Mt. View Sanitary District Meeting Room, 3800 Arthur Road, Martinez, County of Contra Costa, State of California, on August 27, 2009, at 6:30p.m.

ROLL CALL OF DIRECTORS

PRESENT: Directors David P. Maggi and Randell E. Williams, Vice President Stanley R. Caldwell and President Gregory T. Pyka
ABSENT: Director Elmer "Al" J. Schaal (arrived 6:41 p.m.)
Also Present: STAFF – District Manager Michael D. Roe, Secretary Sheri L. Riddle, District Engineer Randolph W. Leptien and District Counsel J. Daniel Adams
PUBLIC –Brent Ives of BHI Management Consulting.

PUBLIC COMMENT

None

MINUTES, CHECKS, AND PAYMENT ORDERS

1. GENERAL FUND NO. 3409 - CONSIDER ADOPTION OF A MOTION APPROVING CHECK NUMBERS 43003 THROUGH 43006 DATED AUGUST 28, 2009

District Manager Roe explained the IRS limits with regard to pensions and how the limits affect former District Manager Contreras' retirement checks and the District. After discussion of the checks, it was moved by Vice President Caldwell, seconded by President Pyka, to approve General Fund 3409 check numbers 43003 through 43006 dated August 28, 2009

Motion carried by the following vote:

AYES: Directors Maggi and Williams, Vice President Caldwell and President Pyka
NOES: None
ABSENT: Director Schaal
ABSTAIN: None

NEW BUSINESS

2. AMENDMENTS TO THE POSITION OF ASSISTANT DISTRICT MANAGER AND ITS JOB DESCRIPTION (MT. VIEW SANITARY DISTRICT POLICY AND PROCEDURE MANUAL POLICY NO. 2315)

A. REPORT FROM STAFF

District Manager Roe stated the change is recommended to increase the Districts technical capabilities and to provide for well qualified candidates capable of meeting the long term succession planning needs of the District. In addition to the revised minimum qualifications, minor additions to the job description have been added to provide a requirement for knowledge of the NPDES permit. District Manager Roe stated he has received comments from the board on the job description. He did not have time to incorporate them. District Manager Roe stated he would like the Board to consider one proposed addition tonight to the qualifications on Page 3 of the job description. District Manager Roe stated he had added the qualification for licensed Professional Engineer within the state of California. He would like to add to that the qualification of being a licensed engineer outside of California and with a 1 year time frame for achieving licensing within the state of California. He would like the Board to approve the job description with this one change tonight so we can proceed with advertising for the position and moving forward. We can then come back at the September meeting with a revised job description incorporating the remaining changes. Vice President Caldwell noted the mileage reference varies in the documents from 110 mile of sewer pipes to 85 miles. District Manager Roe stated those changes will be made before the brochure goes out, as well as some other clean up.

President Pyka inquired of the rest of the Board as to the addition to the engineer license qualifications and whether the rest of the board agrees to that addition.

District Manager Roe noted the changes to the job description are very minor and they reflect the job description as it was approved back in 2007. Other than the minimum qualifications, he felt that under the regulatory compliance requirement it needed to be strengthened in terms of a requirement of understanding of the NPDES permit and permitting process.

B. CONSIDER ADOPTION OF A MOTION AMENDING THE POSITION OF THE ASSISTANT DISTRICT MANAGER AND ITS JOB DESCRIPTION, (MT. VIEW SANITARY DISTRICT POLICY AND PROCEDURE MANUAL POLICY NUMBER 2315) AND DIRECTING STAFF TO INCORPORATE THE AMENDED JOB DESCRIPTION INTO THE DISTRICT'S POLICY AND PROCEDURE MANUAL

It was moved by Vice President Caldwell, seconded by President Pyka, to amend the position of the Assistant District Manager and its job description, (Mt. View Sanitary District Policy and Procedure Manual Policy Number 2315) by adding to the qualifications the requirement of a professional engineering license and directing staff to incorporate the amendment into the District's Policy and Procedure manual..

Motion carried by the following vote:

AYES:	Directors Maggi and Williams, Vice President Caldwell and President Pyka
NOES:	None
ABSENT:	None
ABSTAIN:	schaal

3. AMENDMENTS TO THE POSITION OF SENIOR ADMINISTRATIVE ASSISTANT AND ITS JOB DESCRIPTION (MT. VIEW SANITARY DISTRICT POLICY AND PROCEDURE MANUAL POLICY NO. 2430)

A. REPORT FROM STAFF

District Manager Roe reported that In July 2008, the Board approved the job description for the Senior Administrative Assistant position that established a reporting relationship with the Office Manager. This action will change the reporting relationship for the Senior Administrative Assistant so that this position reports to the District Manager or the Office Manager at the discretion of the District Manager. This change will provide for staff time to implement new management software that has been purchased and will improve the District's Strategic Plan execution including: task prioritization, delegation, scheduling and completion and increase the productivity of the District Manager. The revision also provides for discretion in the District Manager to change the Senior Administrative Assistant's reporting requirements without the necessity of further Board action.

- B. CONSIDER ADOPTION OF A MOTION AMENDING THE POSITION OF SENIOR ADMINISTRATIVE ASSISTANT AND ITS JOB DESCRIPTION (MT. VIEW SANITARY DISTRICT POLICY AND PROCEDURE MANUAL POLICY NO. 2430) AND DIRECTING STAFF TO INCORPORATE THE AMENDED JOB DESCRIPTION INTO THE DISTRICT'S POLICY AND PROCEDURE MANUAL

It was moved by President Pyka, seconded by Director Schaal amending the position of Senior Administrative Assistant and its job description (Mt. View Sanitary District Policy and Procedure Manual Policy No. 2430) and directing staff to incorporate the amended job description into the District's Policy and Procedure Manual.

Motion carried by the following vote:

AYES:	Directors Maggi, Schaal, and Williams, Vice President Caldwell and President Pyka
NOES:	None
ABSENT:	None
ABSTAIN:	None

4. SCHEDULING OF STUDY SESSION FOR BOARD POLICIES AND PROCEDURES MANUAL

A. REPORT FROM STAFF

District Manager Roe stated this item was placed on the agenda to schedule a 3rd and final study session on Board Policies and Procedures with Brent Ives of BHI Management Consulting. After discussion of possible dates for the study session, it was determined that September 17, 2009, is good for the study session.

B. PROVIDE DIRECTION TO STAFF REGARDING SCHEDULING OF STUDY SESSION WITH BRENT IVES OF BHI, INC.

The Board scheduled the study session for September 17, 2009 at 6:30 p.m.

President Pyka noted he would not be at the meeting on September 10, 2009 regular board meeting so Vice President Caldwell will need to conduct the meeting.

COMMUNICATIONS – INFORMATION ONLY – NO ACTION NECESSARY

- 6. EMAIL FROM KELLY DAVIDSON, ENVIRONMENTAL EDUCATION COORDINATOR, REGARDING DELTA DISCOVERY VOYAGE TRIP ON SEPTEMBER 16, 2009

District Manager Roe relayed Ms. Davidson's invitation to the Board attend Delta Discovery Voyage trip on September 16th at no cost to the District. District Manager Roe asked the board to let staff know if they are interested.

Secretary Riddle was excused.

5. BIENNIAL AB1234 ETHICS TRAINING CONDUCTED BY CONSULTANT BRENT IVES

An ethics training session was held from 6:52 PM to 9:01 PM.

At 9:01 p.m., President Pyka adjourned the meeting.

ADJOURNMENT – THE NEXT REGULARLY SCHEDULED MEETING IS THURSDAY, SEPTEMBER 10, 2009

A handwritten signature in black ink, appearing to read 'Sheri L. Riddle', written over a horizontal line.

Sheri L. Riddle, Board Secretary