



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

6:30 P.M. JUNE 9, 2016  
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. [RECEIVE THE MINUTES OF THE APRIL 7, 2016, FINANCE COMMITTEE MEETING](#)
- B. [RECEIVE THE MINUTES OF THE APRIL 26, 2016, PUBLIC INFORMATION COMMITTEE MEETING](#)
- C. [RECEIVE THE MINUTES OF THE MAY 3, 2016, FINANCE COMMITTEE MEETING](#)

- D. [APPROVE THE MINUTES OF THE MAY 12, 2016, REGULAR BOARD MEETING](#)
- E. [RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 51110 THROUGH 51245 DATED MAY 13, 2016](#)  
(See Purchase Journal following this item for details.)
- F. [RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBER 51246 THROUGH 51248 DATED MAY 13, 2016](#)
- G. [RATIFY APPROVAL OF FACILITIES REHABILITATION FUND 3410 PAYMENT ORDER NUMBERS 511 THROUGH 512 DATED MAY 13, 2016](#)  
(See Purchase Journal following this item for details.)
- H. [RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBERS 2520 THROUGH 2528 DATED MAY 13, 2016](#)  
(See Purchase Journal following this item in packet for details.)
- I. [RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 51249 THROUGH 51256 DATED MAY 31, 2016](#)  
(See Purchase Journal following this item in packet for details.)
- J. [CONSIDER ADOPTION OF A MOTION DECLARING THE HEWLETT PACKARD OFFICEJET MODEL 300 FAX MACHINE SURPLUS PROPERTY AND DIRECTING DISTRICT STAFF TO DISPOSE OF IT PER DISTRICT CODE SECTION 2.12](#)
- K. [CONSIDER ADOPTION RESOLUTION NO. 1425-2016 RELATING TO THE COLLECTION OF SEWER SERVICE CHARGES WITH THE GENERAL TAXES FOR FISCAL YEAR 2016-17, SETTING TIME AND PLACE FOR PUBLIC HEARING ON THE REPORT OF THE ENGINEER, AND DIRECTING PUBLICATION OF NOTICE](#)
- L. [AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT 15-0009 – DUCKS UNLIMITED – CONSIDER ADOPTION OF A MOTION AUTHORIZING THE BOARD PRESIDENT TO EXECUTE AMENDMENT TO AGREEMENT \(PROFESSIONAL SERVICES AGREEMENT 15-0009\), TO EXTEND THE DURATION OF THE AGREEMENT TO DECEMBER 31, 2016](#)

#### 4. [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 BOARD SECRETARY

B. DELEGATION OF DISTRICT TREASURER DUTIES

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF RESOLUTION NO. \_\_\_\_-2016 DELEGATING THE AUTHORITY TO INVEST AND REINVEST DISTRICT FUNDS TO THE CONTRA COSTA COUNTY TREASURER AS DISTRICT TREASURER FOR A ONE YEAR PERIOD

C. EMPLOYEE BENEFITS – CONSIDER DISCONTINUING EMPLOYER PAID MEMBER CONTRIBUTIONS FOR DISTRICT CLASSIC EMPLOYEES

1. REPORT FROM STAFF
2. CONSIDER APPROVAL OF A MOTION DIRECTING THE DISTRICT MANAGER TO TAKE ALL ACTION NECESSARY TO IMPLEMENT THE TRANSITION TO DISCONTINUANCE OF EMPLOYER PAID MEMBER CONTRIBUTIONS AS DESCRIBED BELOW OR AS OTHERWISE MODIFIED BY THE BOARD OF DIRECTORS
3. CONSIDER ADOPTION OF RESOLUTION NO. \_\_\_\_-2016 FOR EMPLOYER PAID MEMBER CONTRIBUTIONS
4. CONSIDER ADOPTION OF RESOLUTION NO. \_\_\_\_-2016 TO TAX DEFER MEMBER PAID CONTRIBUTIONS – IRC 414(H)(2) EMPLOYER PICKUP

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

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION AUTHORIZING A COST OF LIVING ADJUSTMENT (COLA) OF 2.614 % FOR ALL DISTRICT POSITIONS

3. CONSIDER ADOPTION OF MVSD POLICY AND PROCEDURE 2305 – SALARY & WAGE SCHEDULES, EFFECTIVE JULY 1, 2016 PROVIDING A COST OF LIVING ADJUSTMENT TO ALL DISTRICT POSITIONS
  4. PROVIDE DIRECTION TO MAKE THE DISTRICT SALARY WAGE SCHEDULE AVAILABLE ON THE DISTRICT'S WEBPAGE
- E. [FISCAL YEAR 2016-2017 BUDGETS FOR FUNDS 3409, 3410 AND 3412](#)
1. REPORT FROM STAFF
  2. CONSIDER ADOPTION OF A MOTION APPROVING THE FISCAL YEAR 2016-2017 BUDGETS FOR FUNDS 3409, 3410 AND 3412 (FY 16-17)
- F. [AWARD OF CONTRACT FOR SLUDGE EQUIPMENT BUILDING BOILER AND VALVE REPLACEMENT CONTRACT NO. 5-15](#)
1. REPORT FROM STAFF
  2. CONSIDER ADOPTION OF RESOLUTION NO. \_\_\_\_\_ -2016, AWARDING CONTRACT FOR THE "SLUDGE EQUIPMENT BUILDING BOILER AND VALVE REPLACEMENT CONTRACT NO. 5 -15" TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER
- G. [PROPOSED CSDA BYLAWS UPDATES](#)
1. REPORT FROM STAFF
  2. DETERMINE WHETHER TO SUPPORT OR OPPOSE THE CHANGES TO THE CSDA BYLAWS AMENDMENTS AND ADOPT A MOTION AUTHORIZING THE BOARD PRESIDENT TO CAST THE DISTRICT'S VOTE IN ACCORDANCE WITH THE DETERMINATION VIA MAIL-IN BALLOT
- H. [2016 GENERAL ELECTION](#)
1. REPORT FROM STAFF
  2. PROVIDE DIRECTION TO STAFF WITH REGARD TO THE COMPLETION OF THE SPECIAL DISTRICT WORKSHEET

3. CONSIDER ADOPTION OF RESOLUTION NO. \_\_\_\_-2016 CALLING FOR THE GENERAL ELECTION AND DIRECTING THE SECRETARY TO PROVIDE REQUESTED DOCUMENTS TO THE COUNTY

I. [ACCEPTANCE OF SEWER SYSTEM MANAGEMENT PLAN \(SSMP\) AUDIT](#)

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION ACCEPTING THE MARCH 2016 SEWER SYSTEM MANAGEMENT PLAN AUDIT

J. [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 3 EFFECTIVE JULY 1, 2016

K. [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 4 EFFECTIVE JULY 1, 2016

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

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION AUTHORIZING ADVANCEMENT OF WASTEWATER OPERATOR GRADE II KEITH RAYNOR FROM STEP 2 TO STEP 3 EFFECTIVE JULY 1, 2016

M. [ADVANCEMENT OF OFFICE ADMINISTRATOR/BOARD SECRETARY SHERI L. RIDDLE](#)

1. REPORT FROM STAFF

2. CONSIDER ADOPTION OF A MOTION AUTHORIZING ADVANCEMENT OF OFFICE ADMINISTRATOR/BOARD SECRETARY SHERI L. RIDDLE TO STEP 5 EFFECTIVE JULY 1, 2016

N. [2015 SEWER REHABILITATION PROJECT, CONTRACT NO. 7-15](#)

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION APPROVING CHANGE ORDER NO. 1 TO THE 2015 SEWER REHABILITATION PROJECT, CONTRACT NO. 7-15
3. CONSIDER ADOPTION OF RESOLUTION NO. \_\_\_\_ - 2016 APPROVING AND ACCEPTING 2015 SEWER REHABILITATION PROJECT, CONTRACT NO. 7-15 IMPROVEMENTS AS COMPLETE AND DIRECTING FILING OF NOTICE OF COMPLETION

O. [INTERFUND TRANSFER FROM FUND 3409 TO FUND 3412](#)

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF RESOLUTION NO. \_\_\_\_-2016 AUTHORIZING THE TRANSFER OF \$1,002,533 FROM FUND 3409 TO FUND 3412

5. 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 BRIAN A. DANLEY

R 6.03 DIRECTOR GREGORY T. PYKA

R 6.04 VICE PRESIDENT DAVID P. MAGGI

R 6.05 PRESIDENT ELMER J. SCHAAL

6. COMMUNICATIONS

7. FUTURE BOARD ITEMS

A. REQUESTS AND DIRECTIVES FOR FUTURE MEETINGS

8. ADJOURNMENT – THE NEXT SCHEDULED BOARD MEETING IS A PLANNING COMMITTEE MEETING ON TUESDAY JUNE 28, 2016, AT 2:30 P.M. THE NEXT MEETING THEREAFTER IS A REGULAR BOARD MEETING ON THURSDAY, JULY 14, 2016, AT 6:30 P.M.