



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

6:30 P.M. SEPTEMBER 14, 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 AUGUST 10, 2017, REGULAR BOARD MEETING](#)
 - B. [APPROVE THE MINUTES OF THE AUGUST 7, 2017, PUBLIC INFORMATION COMMITTEE MEETING](#)
 - C. [RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 52690 THROUGH 52769 DATED AUGUST 15, 2017](#)
(See Purchase Journal following this item for details.)
 - D. [RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBER 52770 THROUGH 52773 DATED AUGUST 15, 2017](#)
 - E. [RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBER 52774 THROUGH 52784 DATED AUGUST 31, 2017](#)
(See Purchase Journal following this item for details.)
 - F. [RATIFY APPROVAL OF FACILITIES REHABILITATION FUND 3410 PAYMENT ORDER NUMBERS 557 THROUGH 559 DATED AUGUST 15, 2017](#)
(See Purchase Journal following this item for details.)
 - G. [RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBERS 2655 THROUGH 2665 DATED AUGUST 15, 2017](#)
(See Purchase Journal following this item in packet for details.)
 - H. [RATIFY APPROVAL OF GENERAL FUND 3412 CHECK NUMBERS 2666 THROUGH 2667 DATED AUGUST 31, 2017](#)
(See Purchase Journal following this item in packet for details.)
7. [COMBINED PUBLIC HEARINGS – CONTINUED FROM JUNE 8, 2017](#)
- 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 ON APPROVAL OF DISTRICT CODE AMENDMENTS INCORPORATING EXISTING GENERAL REGULATIONS AND ORDINANCE OF THE DISTRICT, REVISING CERTAIN EXISTING PROVISION AND ADDING NEW PROVISIONS](#)
 - 1. REPORT FROM STAFF
 - 2. COMBINED PUBLIC HEARINGS
 - a) OPEN COMBINED PUBLIC HEARINGS
 - b) RECEIVE PUBLIC TESTIMONY

- c) CONTINUE COMBINED PUBLIC HEARINGS TO THE OCTOBER 12, 2017 BOARD MEETING

8. NEW BUSINESS

A. APPROVAL OF CHANGE ORDERS AND ACCEPTANCE OF WET WEATHER CONNECTION PROJECT CONTRACT NO. 1-16

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION APPROVING CHANGE ORDERS NO. 2 AND 3 FOR THE WET WEATHER CONNECTION PROJECT, CONTRACT NO. 1-16
3. ADOPT RESOLUTION NO. _____ - 2017 APPROVING AND ACCEPTING AS COMPLETE WET WEATHER CONNECTION PROJECT, CONTRACT NO. 1-16 AND DIRECTING BOARD SECRETARY TO RECORD NOTICE OF COMPLETION

B. FISCAL YEAR 2016-2017 FOURTH QUARTER BUDGET REVIEW

1. REPORT FROM STAFF
2. PROVIDE DIRECTION AS NECCESARY

C. APPROVAL OF AGREEMENT 17-0016 WITH CIRCLEPOINT FOR BRANDING AND MARKETING OF THE DOROTHY M. SAKAZAKI ENVIRONMENTAL ENDOWMENT FUND

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION AUTHORIZING THE BOARD PRESIDENT TO EXECUTE AGREEMENT 17-0016 AND TASK ORDER NO. 1 WITH CIRCLEPOINT TO DEVELOP BRANDING AND MARKETING MATERIALS FOR THE DOROTHY M. SAKAZAKI ENVIRONMENTAL ENDOWMENT FUND, NOT TO EXCEED \$30,000.

D. MOORHEN MARSH PROJECT CHANGE ORDERS NO. 1 THROUGH 3

1. REPORT FROM STAFF

2. CONSIDER ADOPTION A MOTION APPROVING CHANGE ORDER NO. 1 THROUGH 3 TO CONTRACT NO. 2-17 FOR PHASE A OF THE MOORHEN MARSH WESTERN POND TURTLE HABITAT ENHANCEMENT PROJECT, WITH A NOT TO EXCEED INCREASE OF \$36,917.36 AND SIX (6) ADDITIONAL DAYS OF CONTRACT TIME

E. DISTRICT ENGINEER – JOB CLASSIFICATION DESCRIPTION AND RECCOMENDED SALARY RANGE

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF DISTRICT POLICY AND PROCEDURE 2320 – DISTRICT ENGINEER, ESTABLISHING THE CLASSIFICATION (JOB DESCRIPTION) FOR THE NEW DISTRICT POSITION INDENTIFIED AS THE MVSD DISTRICT ENGINEER AND AUTHORIZED BY DISTRICT POLICY AND PROCEDURE 2300 – AUTHORIZED POSITION ADOPTED JULY 13, 2017
3. CONSIDER APPROVAL OF THE RECOMMENDED FIVE-STEP COMPENSATION SCHEDULE FOR THE DISTRICT ENGINEER WITH A TOP STEP OF \$13,775 PER MONTH, EFFECTIVE JANUARY 1, 2018
4. DIRECT THE DISTRICT MANAGER TO PROCEED WITH FILLING THE NEWLY CREATED DISTRICT ENGINEER POSITION

F. ASSISTANT DISTRICT MANAGER - ADJUSTMENT TO SALARY TO MAINTAIN INTERNAL ALIGNMENT WITH THE DISTRICT MANAGER AND NEW DISTRICT ENGINEER

1. REPORT FROM STAFF
2. CONSIDER APPROVAL OF RECOMMENDED FIVE-STEP COMPENSATION SCHEDULE FOR THE ASSISTANT DISTRICT MANAGER WITH A TOP STEP OF \$14,500 PER MONTH, EFFECTIVE JANUARY 1, 2018

G. 2305 - SALARY WAGE SCHEDULES

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF REVISED DISTRICT POLICY AND PROCEDURE 2305 - SALARY AND WAGE SCHEDULE EFFECTIVE JANUARY 1, 2018 ADJUSTING THE SALARY RANGE FOR THE ASSISTANT DISTRICT MANAGER AND CREATING THE SALARY RANGE FOR THE DISTRICT ENGINEER

3. PROVIDE DIRECTION TO STAFF TO MAKE THE DISTRICT SALARY AND WAGE SCHEDULE AVAILABLE ON THE DISTRICT'S WEBPAGE

H. [2018 CSDA COMMITTEE & EXPERT FEEDBACK TEAM PARTICIPATION](#)

1. REPORT FROM STAFF
2. CONSIDER REQUEST FROM CSDA FOR COMMITTEE AND EXPERT FEEDBACK TEAM PARTICIPATION, DETERMINE BOARD MEMBER/STAFF INTEREST AND ADOPT A MOTION AUTHORIZING THE BOARD PRESIDENT TO EXECUTE THE CSDA 2018 COMMITTEE AND EXPERT FEEDBACK TEAM INTEREST FORM AND DIRECTING STAFF TO FORWARD THE DOCUMENT TO CSDA

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 – AUGUST 31, 2017 – MONTHLY STATEMENT
- B. [HOUSEHOLD HAZARDOUS WASTE COLLECTION FACILITY 20TH YEAR ANNIVERSARY RECEPTION](#)

C. [CALPERS CERBT JUNE 30, 2017 – QUARTERLY STATEMENT](#)

D. [CSRMA WORKER'S COMP PAYROLL AUDIT PREMIUM RETURN](#)

11. FUTURE BOARD ITEMS

A. REQUESTS AND DIRECTIVES FOR FUTURE MEETINGS

10. ADJOURNMENT

A. THE NEXT SCHEDULED BOARD MEETING IS A REGULAR BOARD MEETING ON THURSDAY, OCTOBER 12, 2017 AT 6:30 P.M.