



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

6:30 P.M. OCTOBER 10, 2019
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 SEPTEMBER 12, 2019 REGULAR BOARD MEETING
- B. RECEIVE THE MINUTES OF THE SEPTEMBER 18, 2019, PERSONNEL COMMITTEE MEETING
- C. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 55307 THROUGH 55385 DATED SEPTEMBER 13, 2019
(See Purchase Journal following this item for details.)

- D. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 55386 THROUGH 55394 DATED SEPTEMBER 13, 2019 (See Purchase Journal following this item for details.)
- E. RATIFY APPROVAL OF GENERAL FUND 3410 CHECK NUMBERS 612 THROUGH 613 DATED SEPTEMBER 13, 2019 (See Purchase Journal following this item for details.)
- F. RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBER 2870 DATED SEPTEMBER 13, 2019
(See Purchase Journal following this item in packet for details.)
- G. RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 55395 THROUGH 55403 DATED SEPTEMBER 30, 2019
(See Purchase Journal following this item in packet for details.)
- H. ADOPT A MOTION RATIFYING THE DISTRICT LETTER ISSUED BY THE DISTRICT MANAGER ON SEPTEMBER 18, 2019 REQUESTING THAT GOVERNOR NEWSOM VETO SENATE BILL 13

4. NEW BUSINESS

- A. SEWER SYSTEM MANAGEMENT PLAN UPDATE AND RE-CERTIFICATION (SSMP)
 - 1. REPORT FROM STAFF
 - 2. CONSIDER ADOPTION OF RESOLUTION NO. ____-2019 APPROVING AND ADOPTING THE DISTRICT'S SSMP UPDATE AND DIRECTING THE DISTRICT MANAGER TO COMPLETE THE RE-CERTIFICATION PROCESS IN ACCORDANCE WITH THE LAW
- B. CALIFORNIA VOTING RIGHTS ACT
 - 1. REPORT FROM STAFF
 - 2. CONSIDER ADOPTION OF A MOTION SCHEDULING A PUBLIC HEARING FOR DECEMBER 12, 2019 AND DIRECTING THE BOARD SECRETARY TO PROPERLY NOTICE IT AND PUBLISH THE NOTICE IN BOTH SPANISH AND ENGLISH IN THE MARTINEZ GAZETTE
 - 3. CONSIDER ADOPTION OF A MOTION DECLARING THE INTENT TO ADOPT A PROPOSED RESOLUTION CONTINUING THE CURRENT PRACTICE OF ELECTING DIRECTORS "AT LARGE" UNLESS EVIDENCE IS RECEIVED AT THE PUBLIC HEARING THAT PERSUADES THE BOARD THAT FURTHER STUDY OF THE ISSUE IS MERITED

4. DIRECT STAFF TO INCLUDE AN ARTICLE REGARDING THE PUBLIC HEARING IN THE DISTRICT'S NOVEMBER MT. VIEW MONITOR

C. DISTRICT MANAGER RECRUITMENT

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION FINDING THAT THE AD HOC COMMITTEE HAS FULLY PERFORMED ITS PURPOSE AND THAT IT BE DISBANDED

D. SUCCESSION AND ENVIRONMENTAL SERVICES MANAGER JOB DESCRIPTION

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION TO APPROVING DISTRICT POLICY AND PROCEDURE 2340 - ENVIRONMENTAL SERVICES MANAGER JOB DESCRIPTION; AND,
3. CONSIDER ADOPTION OF A MOTION APPROVING REVISED DISTRICT POLICY AND PROCEDURE 2300 - AUTHORIZED POSITIONS; AND,
4. CONSIDER ADOPTION OF A MOTION APPROVING REVISED ORGANIZATION CHART; AND,
5. CONSIDER ADOPTION OF A MOTION APPROVING REVISED DISTRICT POLICY AND PROCEDURE 2305 – SALARY WAGE SCHEDULE; AND,
6. PROVIDE DIRECTION TO THE DISTRICT MANAGER TO RECRUIT FOR AND FILL THE ENVIRONMENTAL SERVICES MANAGER POSITION

E. DISTRICT POLICY AND PROCEDURE 2015 – BENEFITS - CLARIFICATION OF DISTRICT INTENT WITH RESPECT TO PROVISION OF RETIREE HEALTH BENEFITS

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION APPROVING RESOLUTION ____ - 2019 CLARIFYING THE DISTRICT'S INTENT TO PROVIDE RETIREE HEALTH BENEFITS AND APPROVING REVISED DISTRICT POLICY AND PROCEDURE 2015 – BENEFITS

F. AGREEMENT WITH V. W. HOUSEN & ASSOCIATES AND TASK ORDER FOR THE COLLECTION SYSTEM CLEANING & TELEVISION INSPECTION PROGRAM

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION APPROVING CONTRACT NO. 19-0013 WITH V. W. HOUSEN & ASSOCIATES (VWH) WITH A TOTAL CONTRACT AMOUNT OF \$171,212
3. CONSIDER ADOPTION OF A MOTION APPROVING TASK ORDER NO. 1 TO CONTRACT NO. 19-0013 IN THE AMOUNT OF \$171,212 AUTHORIZING VWH TO PROVIDE PROFESSIONAL ENGINEERING SERVICES

G. JOB DESCRIPTIONS REVISIONS

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION APPROVING NEW JOB CLASSIFICATION AND DESCRIPTION DISTRICT POLICY AND PROCEDURE 2400 – BOARD SECRETARY/EXECUTIVE ASSISTANT
3. CONSIDER ADOPTION OF A MOTION REVISING NINE (9) EXISTING DISTRICT POLICY AND PROCEDURE JOB DESCRIPTIONS AS LISTED BELOW:
 - 2310 – DISTRICT MANAGER
 - 2315 – ASSISTANT DISTRICT MANAGER
 - 2320 – DISTRICT ENGINEER
 - 2325 – CFO/ADMINISTRATIVE SERVICES MANAGER
 - 2380 – DISTRICT BIOLOGIST
 - 2385 – LABORATORY ANALYST
 - 2410 – ADMINISTRATIVE ASSISTANT
 - 2420 – MAINTENANCE SCHEDULER-PLANNER
 - 2435 – WASTEWATER OPERATOR SERIES (TRAINEE/I/II)
4. DIRECT STAFF TO INCLUDE THE NEW AND REVISED JOB CLASSIFICATION AND DESCRIPTIONS IN THE DISTRICT'S POLICY AND PROCEDURE MANUAL AND TO DISTRIBUTE TO ALL DISTRICT STAFF

H. AMENDMENT NO. 3 TO AGREEMENT 13-0005, AND AMENDMENT NO. 1 TO TASK ORDER NO. 4, AGREEMENT 13-0005 WITH HDR ENGINEERING, INC. – PEYTON SLOUGH HYDRAULIC RELIEF PROJECT

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION AUTHORIZING THE BOARD PRESIDENT TO EXECUTE AMENDMENT NO. 3 TO AGREEMENT 13-0005 ESTABLISHING THE EXPIRATION DATE AS JUNE 30, 2022, AND INCREASING THE PAYMENT LIMIT TO \$1,198,375, AN INCREASE OF \$90,000; AND,
3. CONSIDER ADOPTION OF A MOTION AUTHORIZING THE BOARD PRESIDENT TO EXECUTE AMENDMENT NO. 1 TO TASK ORDER NO. 4, AGREEMENT 13-0005 WITH HDR ENGINEERING, INC., INCREASING THE TOTAL NOT TO EXCEED AMOUNT BY \$82,960 TO A TOTAL OF \$767,195

I. CROPPER ACCOUNTANCY CORPORATION - TASK ORDER NO. 3

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION APPROVING TASK ORDER NO. 3 TO AGREEMENT 15-0010 WITH CROPPER ACCOUNTANCY CORPORATION TO PREPARE THE ANNUAL AUDIT OF DISTRICT FINANCIAL STATEMENTS FOR FISCAL YEAR ENDING JUNE 30, 2019 WITH A TOTAL NOT TO EXCEED VALUE OF \$20,000 AND AUTHORIZE THE BOARD PRESIDENT TO EXECUTE THE TASK ORDER

5. REPORTS

- R-1. DISTRICT MANAGER
- R-2. DISTRICT ENGINEER
- R-3. ADMINISTRATIVE SERVICES MANAGER
- R-4. WASTEWATER OPERATIONS MANAGER
- R-5. DISTRICT LEGAL COUNSEL
- R-6. BOARD SECRETARY

R-7. DIRECTORS

- R 7.01 DIRECTOR BRIAN A. DANLEY
- R 7.02 DIRECTOR DAVID P. MAGGI
- R 7.03 DIRECTOR GREGORY T. PYKA
- R 7.04 DIRECTOR ELMER J. SCHAAL
- R 7.05 DIRECTOR STANLEY R. CALDWELL

6. COMMUNICATIONS

- A. LAIF – AUGUST 2019, MONTHLY STATEMENT

7. FUTURE BOARD ITEMS

- A. REQUESTS AND DIRECTIVES FOR FUTURE MEETINGS

8. ADJOURNMENT

- A. THE NEXT SCHEDULED MEETING IS A REGULAR BOARD MEETING ON THURSDAY, NOVEMBER 14, 2019 AT 6:30 P.M.