

It was moved by Director Danley, seconded by Director Caldwell, to adopt a motion approving Consent Calendar Agenda Items 3A through 3E.

Motion carried by the following vote:

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

4. PUBLIC HEARING

A. DISTRICT FEES AND CHARGES FOR THE FISCAL YEARS 2020-2021 THROUGH 2024-2025

1. REPORT FROM STAFF

District Manager Corona reported due to the ongoing COVID-19 health crisis and the District's inability to hold an open public hearing her recommendation is the Board open the public hearing, hear public testimony, then continue the public hearing to the May 14th Board of Directors meeting.

2. OPEN PUBLIC HEARING ON PROPOSED INCREASE IN DISTRICT FEES AND CHARGES FOR FISCAL YEAR 2020-2021

a) OPEN PUBLIC HEARING

President Pyka opened the Public Hearing.

b) RECEIVE PUBLIC TESTIMONY

District resident Alice Jackman expressed her concerns in relation to the sewer service charges increase that the Board is considering.

President Pyka thanked Ms. Jackman for sharing her concerns with the Board and advised the Board would take them into consideration. Ms. Jackman thanked the Board for hearing her, then left the meeting.

c) CONTINUE PUBLIC HEARING TO MAY 14, 2020 AT 6:30 p.m.

President Pyka continued the Public Hearing to the next Board meeting on May 14, 2020, at 6:30 p.m.

5. NEW BUSINESS

A. COVID-19 IMPACTS

1. CONSIDER ADOPTION OF A MOTION APPROVING THE LETTER REQUESTING ADDITIONAL FEDERAL AID AND SUPPLEMENTAL APPROPRIATION MEASURES TO ADDRESS THE ECONOMIC IMPACT OF THE CORONAVIRUS COVID-19 PANDEMIC INCLUDE SPECIAL DISTRICTS

District Manager Corona reported that staff are monitoring COVID-19 updates and implementing new protocols and procedures. Because the District is within the definition of Essential Infrastructure under the Governor's Executive Orders, the District's day to day operations continue as modified by all applicable State and Local directives. Regarding Governance and Public Meetings, Staff's recommendation is that in order to comply with the various State and Local directives, until further notice, they should be conducted remotely under the relaxed Brown Act Rules.

Ms. Corona's recommendation is to adopt a motion approving the letter requesting additional federal aid and supplemental appropriation measures to address the economic impact of the coronavirus COVID-19 pandemic include special districts.

2. PROVIDE DIRECTION

It was moved by Director Danley, seconded by Director Caldwell, to adopt a motion approving the submission of the letter requesting additional federal aid and supplemental appropriation measures to address the economic impact of the coronavirus COVID-19 pandemic include special districts.

Motion carried by the following vote:

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

B. REVIEW OF RATE INCREASE

1. REPORT FROM STAFF

District Manager Lilia Corona reported the onset of the global COVID-19 pandemic has raised concerns about the ability of ratepayers to support the proposed rate increase scheduled for Public Hearing on April 9, 2020. Because of the the COVID_19 pandemic, a subsequent Notice of Continued Public Hearing was timely mailed scheduling the Continued Public Hearing for May 14, 2020. Because of this concern, the District Manager has asked Municipal Financial Services to present alternative five-year rate increase schedules to the Board for consideration.

Tomy Pavlitech of Municipal Finances presented alternative five-year rate increase schedules and answered questions from the Board.

2. PROVIDE DIRECTION

The Board discussed the alternate options presented by staff and under consensus directed staff to proceed with scenario #6. Scenario #6 will have a one year dip below target cash reserves with an approximate 15% rate increase for single-family residences.

C. SSC REBATE ASSISTANCE PROGRAM

1. REPORT FROM STAFF

CPO/Administrative Services Manager Denise Gray reported District Manager Corona is proposing a new Sewer Service Charge Rebate Assistance Program for eligible residents to ease the burden of sewer service rates on low-income households. The rebate assistance program was developed to help low-income households who pay property taxes and own a parcel in the Mt. View Sanitary District. The fiscal year (FY) 2020-21 budget will stipulate \$50,000 for the cost of the program in its pilot year. The program will be solely funded by District revenue unrelated to Sewer Service Charges.

2. CONSIDER ADOPTION OF A MOTION APPROVING THE SEWER SERVICE CHARGE REBATE ASSISTANCE PROGRAM (SSCRAP) AND AUTHORIZE STAFF TO UTILIZE THE SEWER SERVICE CHARGE REBATE ASSISTANCE FORM

It was moved by Vice President Schaal, seconded by Director Maggi, to Adopt a motion approving the Sewer Service Charge Rebate Assistance Program (SSCRAP) and authorize the District manager to publicize and administer the program.

Motion carried by the following vote:

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

D. DRAFT 10-YEAR CAPITAL IMPROVEMENT PROGRAM UPDATE

1. REPORT FROM STAFF

District Engineer Chris Elliott reported a draft 10-year CIP update is presented to the Board annually for review and direction at its March Strategic Planning meeting or April Regular Board meeting. A final version is presented for Board adoption thereafter at its May Regular Board Meeting. Total estimated project costs across the ten-year plan exceed \$55.6 million. Capital project expenditures will be offset by revenues from a combination of sources, including sewer service charges, ad valorem property tax, debt, and possibly grants. The District is currently carrying out a Proposition 218 process whereby sewer service charge rates are proposed to be increased. The capital funding plan also includes the acquisition of a \$5.0 million loan but does not factor in capacity fees for new connections.

2. PROVIDE DIRECTION TO DISTRICT MANAGER

By consensus, the Board directed staff to carry on with the excellent work and keep the Board apprised of updates and changes.

E. ANNUAL REVIEW OF DISTRICT STAFF POSITIONS AND SUCCESSION

1. REPORT FROM STAFF

District CPO/Administrative Services Manager Denise Gray reported that with every retirement, loss of staff in attrition, or internal promotion, the District must reevaluate job skill needs and organizational deficiencies. The proposed recommendations of the District Manager concerning the change in the job description for the Accounting Technician establish a higher level of internal and external financial accountability within the District and position the District to improve stewardship and use of public resources.

2. BY MOTION ADOPT REVISED POLICY AND PROCEDURE 2300 – AUTHORIZED POSITIONS, AND ADOPT A REVISED ORGANIZATION CHART TO REFLECT CHANGES RESULTING FROM REVISED POLICY AND PROCEDURE 2300

It was moved by Director Caldwell, seconded by President Pyka, to adopt a motion approving revised Policy and Procedure 2300 – Authorized Positions, and adopt a revised organization chart to reflect changes resulting from revised Policy and Procedure 2300.

Motion carried by the following vote:

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

3. BY MOTION ADOPT REVISED POLICY AND PROCEDURE 2415 – ACCOUNTING AND FINANCIAL ANALYST

It was moved by President Pyka, seconded by Director Danley, to adopt revised Policy and Procedure 2415 – Accounting and Financial Analyst.

Motion carried by the following vote:

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

4. PROVIDE DIRECTION TO THE DISTRICT MANAGER

The Board under consensus directed District Manager Corona to proceed.

F. RETROACTIVE RATIFICATION OF SALARY AND WAGE SCHEDULE (POLICY AND PROCEDURE 2305) EFFECTIVE JULY 25, 2019 THAT INCLUDED THE REVISION TO DISTRICT MANAGER ALLEN'S SALARY, AND CONFIRM THE POLICY WAS SUPERSEDED ON OCTOBER 10, 2019

1. REPORT FROM STAFF

District Manager Lilia Corona reported it has come to staff's attention that although the Board took appropriate action in an open session of an Adjourned Regular Meeting to approve the First amendment to then District Manager Allen's Employment Agreement to pay him \$20,778 /month, the Board did not also take the formal action to amend the then applicable District Policy and Procedure 2305 – Salary & Wage Schedules to include this new monthly amount in the Policy.

2. CONSIDER ADOPTION OF A MOTION RETROACTIVELY RATIFYING THE ATTACHED DISTRICT POLICY AND PROCEDURE 2305 – SALARY & WAGE SCHEDULES, TO BE EFFECTIVE JULY 25, 2019 THAT INCLUDED THE BOARD APPROVED REVISION TO DISTRICT MANAGER ALLEN'S SALARY, AND CONFIRMING THE POLICY WAS SUPERSEDED BY BOARD ACTION ON OCTOBER 10, 2019

It was moved by Director Danley, seconded by Director Maggi, to adopt a motion retroactively ratifying the attached District Policy and Procedure 2305 – Salary & Wage Schedules, to be effective July 25, 2019, that included the Board approved revision to District Manager Allen's salary and confirming the policy was superseded by Board action on October 10, 2019.

Motion carried by the following vote:

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

G. CSDA BOARD OF DIRECTORS: CALL FOR NOMINATIONS (SEAT C) BAY AREA NETWORK

1. REPORT FROM STAFF

District Manager Lilia Corona reported CSDA called for nominations for a candidate to fill Seat C on the CSDA Board of Directors for the 2021-2023 term. Should the Mt. View Sanitary District Board choose to nominate a candidate, the nomination will need to be accompanied by either a motion or a resolution.

2. CONSIDER ADOPTION OF RESOLUTION NO. _____ - 2020 NOMINATING A CANDIDATE FOR ELECTION TO CSDA BOARD OF DIRECTORS SEAT C, BAY AREA NETWORK FOR THE 2021-2023 TERM

It was moved by President Pyka, seconded by Director Maggi, to adopt Resolution No. 1514 - 2020 2020 nominating Director Caldwell for election to CSDA Board of Directors Seat C, Bay Area Network for the 2021-2023 term, and directing the Board Secretary to cast the District's vote electronically.

Motion carried by the following vote:

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

6. REPORTS

R-1. DISTRICT MANAGER

District Manager Corona reported the scheduling of the Employee Appreciation Luncheon on September 9, 2020.

Ms. Corona also advised the Board the District received an Invoice for \$159,560 for the resolution of Complaint No. R2-2009-0027 from the Regional Water Quality Control Board. The Regional Board will issue a closure letter confirming the liability has been paid once they receive and process the payment.

R-2. DISTRICT ENGINEER

District Engineer Elliott noted his written report was included with the packet and would answer any questions the Board may have. There were no questions.

R-3. CFO/ADMINISTRATIVE SERVICES MANAGER

CFO/Administrative Services Manager Gray fielded questions from the Board.

R-4. WASTEWATER OPERATIONS MANAGER

None

R-5. DISTRICT LEGAL COUNSEL

District Legal Counsel Adams reported his written report was included with the packet and would be happy to answer any questions. There were no questions.

R-6. BOARD SECRETARY

Board Secretary Seregin stated she had an item for President Pyka to sign.

R-7. DIRECTORS

R 7.01 DIRECTOR BRIAN A. DANLEY

Director Danley reported on the CASA conference call he took part in. During the call, the issues addressed included the COVID-19 health issue, wipes in pipes, possible COVID-19 testing of wastewater, and the possible cancellation/postponement of their summer conference.

R 7.02 DIRECTOR DAVID P. MAGGI

Director Maggi advised staff of his appreciation for all their efforts and hard work during the current crisis and complimented the ease at which the Zoom process went.

R 7.03 DIRECTOR GREGORY T. PYKA

President Pyka recognized the hard work staff has put in, stated everyone is doing a great job and to keep of the good work.

R 7.04 DIRECTOR ELMER J. SCHAAL

None

R 7.05 DIRECTOR STANLEY R. CALDWELL

Director Caldwell thanked President Pyka and Director Maggi for their assistant last month after the Board meeting and supplied the Board with a health update. He then provided updates on the following:

- Contra Costa Special Districts upcoming meeting
- Contra Costa Special Districts newsletter
- CSDA Legislative Days possibly being held virtually
- CSDA Annual Conference

7. COMMUNICATIONS

None

8. FUTURE BOARD ITEMS

A. REQUESTS AND DIRECTIVES FOR FUTURE MEETINGS

None

District Counsel Adams advised after holding a test meeting with the Zoom program, he has determined the Zoom procedures do not provide adequate privacy features necessary to hold a closed session. Counsel Adams's recommendation is by consensus the Board continue the District Manager's six-month review and postpone to a future meeting yet to be determined.

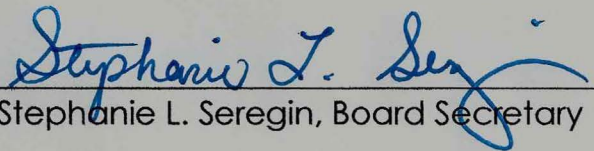
9. CLOSED SESSION

A. PERSONNEL MATTERS – PUBLIC EMPLOYMENT – GOVERNMENT CODE SECTION 54957 - TITLE: DISTRICT MANAGER'S SIX MONTH EVALUATION

B. REPORT OUT OF CLOSED SESSION

A. THE NEXT SCHEDULED BOARD MEETING IS A REGULAR BOARD MEETING ON THURSDAY, MAY 14, 2020, At 6:30 p.m.

President Pyka adjourned the meeting at 8:56 p.m. The next scheduled meeting is a regular board meeting on Thursday, May 14, 2020, at 6:30 p.m.


Stephanie L. Seregin, Board Secretary