



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

February 11, 2021 06:30 PM Pacific Time (US and Canada)

Due to the ongoing health crisis, the Mt. View Sanitary District will hold its Board and Committee Meetings online until further notice.

**You may attend this virtual meeting via a Zoom meeting by calling
(253) 215-8782 or (929) 205-6099**

You may register in advance for this meeting:

https://us02web.zoom.us/meeting/register/tZwucOGrrj4sGdERTEj_zL9ILURlzisbXJnl

After registering, you will receive a confirmation email containing information about joining the meeting.

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 JANUARY 14, 2021 REGULAR BOARD MEETING

- B. [RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBERS 57951 THROUGH 57993 DATED JANUARY 12, 2021](#) (See purchase journal following this item in packet for details.)
- C. [RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBER 57994 DATED JANUARY 19, 2021](#) (See purchase journal following this item in packet for details.)
- D. [RATIFY APPROVAL OF GENERAL FUND 3409 CHECK NUMBER 57995 THROUGH 58027 DATED JANUARY 26, 2021](#) (See purchase journal following this item in packet for details.)
- E. [RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3410 PAYMENT ORDER NUMBER 646 DATED JANUARY 12, 2021](#) (See purchase journal following this item in packet for details.)
- F. [RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBERS 2978 THROUGH 2981 DATED JANUARY 12, 2021](#) (See purchase journal following this item in packet for details.)
- G. [RATIFY APPROVAL OF CAPITAL OUTLAY FUND 3412 PAYMENT ORDER NUMBERS 2982 THROUGH 2983 DATED JANUARY 26, 2021](#) (See purchase journal following this item in packet for details.)

4. NEW BUSINESS

A. [ADVANCEMENT OF CFO/ADMINISTRATIVE SERVICES MANAGER DENISE GRAY](#)

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION AUTHORIZING THE ADVANCEMENT OF CFO/ADMINISTRATIVE SERVICES MANAGER DENISE GRAY FROM STEP 3 TO STEP 4 EFFECTIVE FEBRUARY 16, 2021

B. [ADVANCEMENT OF ENVIRONMENTAL SERVICES MANAGER STACEY AMBROSE](#)

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION AUTHORIZING THE ADVANCEMENT OF ENVIRONMENTAL SERVICES MANAGER (ESM) STACEY AMBROSE FROM STEP 2 TO STEP 3 TO BE EFFECTIVE MARCH 2, 2021

C. [ADVANCEMENT OF ADMINISTRATIVE ASSISTANT KELLI PORRAS](#)

1. REPORT FROM STAFF

2. CONSIDER ADOPTION OF A MOTION AUTHORIZING THE ACCELERATED ADVANCEMENT OF ADMINISTRATIVE ASSISTANT KELI PORRAS FROM STEP 1 TO STEP 3 EFFECTIVE MARCH 2, 2021

D. ACCEPTANCE OF THE BIOTOWER FEED PUMP IMPROVEMENTS

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF RESOLUTION NO. ____-2021 APPROVING AND ACCEPTING AS COMPLETE THE BIOTOWER FEED PUMP IMPROVEMENTS AND DIRECTING THE BOARD SECRETARY TO FILE A NOTICE OF COMPLETION

E. EFFECTIVE UTILITY MANAGEMENT PRIORITIZATION

1. REPORT FROM STAFF
2. PROVIDE DIRECTION TO THE DISTRICT MANAGER REGARDING THE RELATIVE PRIORITY OF THE EFFECTIVE UTILITY MANAGEMENT 10-KEY AREAS OF MANAGEMENT

F. ANNUAL REVIEW OF BOARD MEMBER COMPENSATION AND PARTICIPATION ON OTHER BOARDS

1. RECEIVE REPORT FROM STAFF AND REVIEW AND DETERMINE THE FOLLOWING:
 - a) WHETHER THE DISTRICT'S CURRENT BOARD MEMBER COMPENSATION FOR EACH DAY'S ATTENDANCE AT MEETINGS AND/OR SERVICES RENDERED, BOARD MEMBER HEALTH CARE INSURANCE COSTS AND BENEFITS, BOARD MEMBER PENSION/DEFERRED COMPENSATION BENEFITS, AND BOARD MEMBER EXPENSE REIMBURSEMENTS ARE REASONABLE, IN LINE WITH THOSE OF OTHER SPECIAL DISTRICTS, AND WHETHER ANY CHANGES SHOULD BE MADE; AND,
 - b) WHETHER THE DISTRICT'S CURRENT POLICY ON BOARD MEMBER PARTICIPATION ON "OTHER" BOARDS REQUIRES ANY CHANGE
2. PROVIDE DIRECTION AS NECESSARY OR ADOPT A MOTION DECLARING THAT THE BOARD HAS CONDUCTED ITS ANNUAL REVIEW AND DETERMINED THAT THE CURRENT BOARD MEMBER COMPENSATION FOR EACH DAY'S ATTENDANCE AT MEETINGS AND/OR SERVICES RENDERED IS REASONABLE.

3. PROVIDE DIRECTION AS NECESSARY OR ADOPT A MOTION DECLARING THAT THE BOARD HAS CONDUCTED ITS ANNUAL REVIEW AND DETERMINED THAT THE CURRENT BOARD MEMBER HEALTH CARE INSURANCES COSTS AND BENEFITS ARE REASONABLE.
4. PROVIDE DIRECTION AS NECESSARY OR ADOPT A MOTION DECLARING THAT THE BOARD HAS CONDUCTED ITS ANNUAL REVIEW AND DETERMINED THAT THE CURRENT BOARD MEMBER PENSION/DEFERRED COMPENSATION BENEFITS ARE REASONABLE.
5. PROVIDE DIRECTION AS NECESSARY OR ADOPT A MOTION DECLARING THAT THE BOARD HAS CONDUCTED ITS ANNUAL REVIEW AND DETERMINED THAT THE CURRENT BOARD MEMBER EXPENSE REIMBURSEMENT STANDARDS ARE REASONABLE.
6. PROVIDE DIRECTION AS NECESSARY OR ADOPT A MOTION CONTINUING THE DISTRICT'S CURRENT POLICY ON BOARD MEMBER PARTICIPATION ON "OTHER" BOARDS.

G. SELECTION OF DISTRICT MANAGER'S EVALUATION REVIEW INSTRUMENT

1. REPORT FROM STAFF
2. CONSIDER ADOPTION OF A MOTION ACCEPTING THE DISTRICT MANAGER'S RECOMMENDATION TO CONDUCT THE MANAGER'S ANNUAL EVALUATION DURING THE REGULAR BOARD MEETING ON APRIL 8, 2021, AGREEING TO THE USE OF THE DISTRICT MANAGER'S EVALUATION FORM AS THE METHOD OF EVALUATION AND ADOPTING THE EVALUATION PROCESS DESCRIBED IN THE "**PROPOSED APRIL 2021 DISTRICT MANAGER'S EVALUATION PROCEDURE**"

5. REPORTS

- R-1. DISTRICT MANAGER
- R-2. DISTRICT ENGINEER
- R-3. CFO/ADMINISTRATIVE SERVICES MANAGER
- R-4. ENVIRONMENTAL SERVICES MANAGER
- R-5. WASTEWATER OPERATIONS MANAGER

R-6. [DISTRICT LEGAL COUNSEL](#)

R-7. BOARD SECRETARY

R-8. DIRECTORS

R 8.01 DIRECTOR BRIAN A. DANLEY

R 8.02 DIRECTOR DAVID P. MAGGI

R 8.03 DIRECTOR GREGORY T. PYKA

R 8.04 DIRECTOR ELMER J. SCHAAL

R 8.05 DIRECTOR STANLEY R. CALDWELL

6. COMMUNICATIONS

A. [BANK OF THE WEST MONTHLY STATEMENT](#)

B. [LAIF MONTHLY STATEMENT](#)

C. [RESIDENT DWIGHT BENEDICT - EMAIL REGARDING WEEKLY RECYCLING PICK UP](#)

7. FUTURE BOARD ITEMS

A. REQUESTS AND DIRECTIVES FOR FUTURE MEETINGS

8. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL– ANTICIPATED LITIGATION INITIATION OF LITIGATION PURSUANT TO SUBDIVISION (c) OF GOVERNMENT CODE SECTION 54956.9 (one case)

B. REPORT OUT OF CLOSED SESSION

9. ADJOURNMENT

A. THE NEXT SCHEDULED BOARD MEETING IS A REGULAR BOARD MEETING ON THURSDAY, MARCH 11, 2021 At 6:30 P.M.