



District Manager
Melissa Morton

VALLEJO FLOOD AND WASTEWATER DISTRICT
REGULAR MEETING AGENDA

6:00 P.M.
JUNE 8, 2021
[VIA TELECONFERENCE](#)

Board of Trustees
Robert McConnell (President)
Tina Arriola
Hakeem Brown
Pippin Dew
Mina Diaz
Erin Hannigan
Katy Miessner
Rozzana Verder-Aliga

NOTE: IF THE MEETING HAS NOT BEGUN AT 6:00 PM, IT MAY BE DUE TO THE VALLEJO CITY COUNCIL BEING IN SESSION PAST 6PM, AND THE VFWD MEETING WILL BEGIN FOLLOWING THEIR ADJOURNMENT.

Due to COVID-19, and in accordance with California Executive Orders N-25-20 and N-29-20, the District Board meeting will not be physically open to the public and all Board Members will be teleconferencing into the meeting. To maximize public safety while still maintaining transparency and public access, members of the public interested in participating or observing can join the Zoom webinar: <https://ZoomRegular.Cityofvallejo.net>, tune in locally on Comcast Channel 28, or click [this link](#) to find and follow the meeting livestreamed.

PUBLIC COMMENT: Members of the Public may provide public comments during the Board Meeting via [Zoom](#), or via phone, by dialing (669) 900-6833. For additional instructions on how to make public comment, please click [here](#).

Members of the public shall have the opportunity to comment on any item listed on this notice before or during consideration of that item by emailing as defined above. No other items may be discussed during this meeting.

During this period of modified Brown Act requirements, the District will use best efforts to respond to any requests for disability-related modifications or accommodations, aids or services. Such requests should be made to the Clerk of the Board's office no less than 48 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof. Please contact our office at (707) 644-8949.

Any writings or documents related to an agenda item for the open session of this meeting are available for public inspection on our website at www.vallejowastewater.org.

1. **CALL TO ORDER**
2. **ROLL CALL AND PLEDGE OF ALLEGIANCE**
3. **COMMENTS ON CONSENT CALENDAR BY MEMBERS OF THE PUBLIC:** *Members of the public wishing to address the Board on Consent Calendar Items are requested to follow the procedures noted [here](#). Each speaker is limited to five minutes. Requests for removal of Consent Items received from the public are subject to approval by a majority vote of the Board of Trustees. Items removed from the Consent Calendar will be heard immediately after approval of the Consent Calendar and Agenda.*
4. **CONSENT CALENDAR AND APPROVAL OF AGENDA:** *All matters are approved under one motion unless requested to be removed for discussion by the Board, District Manager, or requested for removal by a member of the public, which requires approval by a majority vote of the Board.*

- A. APPROVE MINUTES FROM THE REGULAR MEETING OF MAY 11, 2021.

PROPOSED ACTION

Approve the minutes from the regular meeting of May 11, 2021.

- B. APPROVE DISBURSEMENTS REGISTER FOR JUNE 8, 2021

PROPOSED ACTION

Adopt a resolution approving the Disbursements Register for June 8, 2021.

- C. RECEIVE MONTHLY INVESTMENT REPORT FOR APRIL 2021

PROPOSED ACTION

Receive the Monthly Investment Report for April 2021 as submitted.

- D. RECEIVE THIRD QUARTER BUDGET TO ACTUAL REPORT FOR FY 2020-21

PROPOSED ACTION

This report is for information only. No Board action is requested at this time.

- E. ADOPT RESOLUTION TO AUTHORIZE THE DISTRICT MANAGER TO APPROVE THE CLASSIFICATION & COMPENSATION RECOMMENDATIONS FOR THE HUMAN RESOURCES ANALYST POSITION

PROPOSED ACTION

Adopt a resolution authorizing the District Manager to approve the classification and compensation recommendations for the Human Resources Analyst position.

- F. ADOPT RESOLUTION TO AUTHORIZE THE ADOPTION OF A NEW CLASSIFICATION & COMPENSATION STRUCTURE FOR AN ADMINISTRATIVE SPECIALIST POSITION

PROPOSED ACTION

Adopt a resolution authorizing the adoption of a new classification and compensation structure for the Administrative Specialist position.

- G. APPROVE SALARY RANGE SCHEDULES FOR FISCAL YEAR 2021-2022

PROPOSED ACTION

Adopt a resolution approving the Salary Range Schedules for the fiscal year 2021-22.

- H. ADOPT RESOLUTION ACCEPTING STORMWATER RATE STUDY COST OF SERVICE AND RATE RECOMMENDATIONS

PROPOSED ACTION

Adopt resolution accepting Stormwater Rate Study Cost of Service and Rate Recommendations.

- I. ADOPT RESOLUTION DELEGATING MANAGEMENT RESPONSIBILITY FOR THE INVESTMENT PROGRAM TO THE DISTRICT TREASURER FOR FY 2021-22 AND APPROVING INVESTMENT POLICY CHANGES AS SUBMITTED

PROPOSED ACTION

Adopt the resolution delegating management responsibility for the investment

program to the District Treasurer for FY 2021-22 and approving Investment Policy changes as submitted.

- J. ADOPT RESOLUTION TO AUTHORIZE THE AWARD OF SOFTWARE AS A SERVICE AGREEMENT FOR ENTERPRISE RESOURCES PLANNING SOFTWARE TO TYLER TECHNOLOGIES AND AUTHORIZE DISTRICT MANAGER A PROJECT CONTINGENCY

PROPOSED ACTION

Adopt a resolution authorizing the award of Software as a Service Agreement for Enterprise Resources Planning software to Tyler Technologies and authorize the District Manager to have a project contingency.

- K. ADOPT RESOLUTION TO DIRECT THE STAFF TO PREPARE AND FILE A WRITTEN REPORT TO COLLECT SEWER SERVICE CHARGES, STORM DRAINAGE SERVICE CHARGES, AND UPPER LATERAL SERVICE CHARGES ON THE TAX ROLL FOR FISCAL YEAR 2021-22

PROPOSED ACTION

Adopt a resolution directing the staff to prepare and file a written report to collect sewer service charges, storm drainage service charges, and upper lateral service charges on the tax roll for fiscal year 2021-22.

- L. ADOPT RESOLUTION TO REJECT LOW BID RECEIVED FROM BAY PACIFIC PIPELINES, INC.; AWARD CONSTRUCTION CONTRACT FOR MEADOWS BASIN 101010 SEWER REHABILITATION PROJECT (CWM033) TO GLOSAGE ENGINEERING, INC. IN THE AMOUNT OF \$1,583,520

PROPOSED ACTION

Adopt a resolution rejecting the low bid received from Bay Pacific Pipelines, Inc. as nonresponsive, and awarding the construction contract for the Meadows Basin 101010 Sewer Rehabilitation Project (CWM033) to Glosage Engineering, Inc. based on a bid of \$1,583,520 and authorizing the District Manager to execute the construction contract and change orders up to a total amount not to exceed \$1,821,048.

5. ADMINISTRATIVE ITEMS

- A. CONSIDERATION OF ADOPTING RESOLUTION TO APPROVE BIENNIAL BUDGET FOR FISCAL YEARS 2021-22 AND 2022-23

PROPOSED ACTION

Adopt resolution to approve the final biennial budget for the Fiscal Years 2021-22 and 2022-23 as submitted.

- B. RECEIVE PRESENTATION ON 2020 PERFORMANCE MEASUREMENT REPORT

PROPOSED ACTION

Receive presentation from District Staff on the 2020 Performance Measurement Report.

6. DISTRICT MANAGER'S REPORT

- 7. **COMMUNITY FORUM:** *Anyone wishing to address the Board on any matter for*

*which another opportunity to speak is not provided on the agenda, and which is within the jurisdiction of the Board to resolve, may follow the procedures noted [here](#). Pursuant to VFWD Rules of Procedure, Community Forum is limited to 15 minutes, with each speaker limited to **three minutes**.*

8. REPORTS BY PRESIDING OFFICER AND TRUSTEES

9. ADJOURNMENT

I, MJ Brown, Clerk of the Board for the Vallejo Flood and Wastewater District declare that the foregoing agenda for the May 11, 2021, Regular Meeting was posted and available for review by the required time as prescribed by law at the District office located at 450 Ryder Street, Vallejo, California. This agenda is also available on the District website at www.vallejowastewater.org.