

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF APRIL 23, 2015  
TIME OF MEETING: 7:00 P.M.

\*\*\*\*\*MINUTES\*\*\*\*\*

**I. Call To Order:** President Gilbert-Snyder called the meeting to order at 7:00 P.M.

**II. Roll Call:** Present: James, Merrill, Miller, O'Keefe, Gilbert-Snyder  
Absent: None  
Others Present: Rex Delizo, District Manager  
Ben Reyes, District Counsel

**Agenda Items:** Directors and Officers of the Board did not announce any conflicts of interest posed by items on the meeting agenda.

**III. Public Comment:** There was no public comment.

**CLOSED SESSION**

**Conference with Legal Counsel--Anticipated Litigation**

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: (1 potential case)

The Board entered into the closed session at 7:07 P.M. and returned to open session at 7:14 P.M. President Gilbert-Snyder announced the Board had taken no reportable actions.

**IV. Approval of Minutes**

A. Approval of Minutes April 9, 2015 Board Meeting

MOTION: By Miller, seconded by James, to approve the minutes of the April 9, 2015 Board Meeting

VOTE: AYES: James, Merrill, Miller, O'Keefe, Gilbert-Snyder  
NOES: None  
ABSTAIN: None

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ABSENT: None

**V. Communications****A. Oral Communications**

1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings

- a. City & Community Meetings

Miller gave reports on his attendance at the Quarterly Meeting of the Contra Costa Special Districts Association held on April 20, 2015 and the El Cerrito City Council Meeting held on April 21, 2015.

**B. Written Communications**

1. East Bay Municipal Utility District (EBMUD) – Water Use During Water Shortage Emergency Condition

The Board reviewed the EBMUD regulation requiring all customers to reduce water use until further notice due to the water shortage emergency condition.

**VI. Reports of Staff and Officers****A. Attorney's Report:**

1. Board Governance Manual Addition - District Counsel's Role in Representing the District

District Counsel, Ben Reyes, reviewed the proposed language with the Board for inclusion in the Board Governance Manual. The Board approved the language and asked staff to prepare a final Board Governance Manual for approval at a future Board meeting.

**B. Manager's Report:**

1. Monthly Maintenance Summary Report- March 2015

The Manager reported on last month's maintenance activities to the Board.

2. Monthly Report of Sewer Replacements and Repairs

The Manager reported that sewer replacements by D'Arcy and Harty Construction at 4 locations were invoiced for a total of \$484,867 and 4 repairs were invoiced for a total of \$17,376.

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3. Long Range Planning (LRP) Workshop – Topics  
The Manager reviewed the final agenda with the Board.
4. Employee Benefits Request  
The Manager reported that employees were still working on their request and will have it ready for next month's Board meeting.
5. The Endeavor Newsletter  
The Manager reported that he is working on drafting the next issue of the newsletter that will highlight the District's Performance Report.
6. Service Rate 30-day Notice  
The Manager presented the draft 30-day notice to the Board for review.
7. California Association of Sanitation Agencies (CASA)  
The Manager informed the Board of the upcoming CASA conference dates.

**VII. Business**

- A. Draft Budget FY 2015-2016  
The Board reviewed and discussed the draft budget.
- B. Resolution 2044-0415 Revised Personnel Policy  
The Board reviewed the revisions recommended by the labor and employment attorneys of the Office of the District Counsel. Staff will take the Directors' comments and prepare a revised Policy for approval at a future Board meeting.

**VIII. Financial Statements – April 2015**

- A. Monthly Investment, Cash, Receivables Report, April 2015
- B. Monthly Operating Statement, April 2015
- C. California Employers' Retiree Benefit Trust (CERBT) Quarterly Statement
- D. Local Agency Investment Fund (LAIF) Quarterly Statement  
The financial items were reviewed by the Board.

**IX. Approval of Checks**

- A. Checks for April 2015 - Fund No. 3418 & 3423

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MOTION: By O'Keefe, seconded by James, to pay the bills, Check Nos. 23656 through 23684 in the amount of \$64,550.66.

VOTE: AYES: James, Merrill, Miller, O'Keefe, Gilbert-Snyder

NOES: None

ABSTAIN: None

ABSENT: None

**X. Future Agenda Items****May 16, 2015**

Long Range Planning Workshop

**May 28, 2015**

Draft Budget

July 4<sup>th</sup> Fair Discussion

CASA Conference Director's Report

**XI. Adjournment**

The meeting was adjourned at 9:27 P.M. The next meeting of the Stege Sanitary District Board of Directors will be held on Saturday, May 16, 2015 at 9:00 A.M. at the District office, 7500 Schmidt Lane, El Cerrito, California

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Rex Delizo  
STEGE SANITARY DISTRICT  
Secretary