

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF JUNE 25, 2015
TIME OF MEETING: 7:00 P.M.

*****MINUTES*****

I. Call To Order: Vice President Miller called the meeting to order at 7:01 P.M.

II. Roll Call: Present: James, Merrill, Miller, O'Keefe
Absent: Gilbert-Snyder (provided prior notice of absence)
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

Public Employment Performance Evaluation

Gov. Code § 54957

Title: District Manager

The Board entered into closed session at 7:04 P.M. and returned to open session at 8:08 P.M. Vice President Miller announced the Board had taken no reportable actions.

IV. Approval of Minutes

A. Approval of Minutes June 11, 2015 Board Meeting

MOTION: By Merrill, seconded by O'Keefe, to approve the minutes of the June 11, 2015 Board Meeting

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

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ABSENT: Gilbert-Snyder

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 a brief report on his attendance at the El Cerrito City Council Meeting held on June 23, 2015.

B. Written Communications

1. August 19-21, 2015 California Association of Sanitation Agencies (CASA Conference

The Board authorized attendance at the upcoming conference for Directors that choose to attend.

VI. Reports of Staff and Officers

A. Attorney's Report:

Reyes updated the Board on an agreement with Safeway for a sewer service charge adjustment.

B. Manager's Report:

1. Monthly Maintenance Summary Report – May 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 an invoice for 8 items was paid in the amount of \$254,408. There were no repairs invoiced in May.

3. Form 470: Officeholder and Candidate Campaign Statement

The Manager informed the Board that the filing deadline is July 31. Staff is awaiting confirmation on the most up to date form to use for filing.

4. 4th of July Fair

The Manager confirmed the plans and schedule for the upcoming fair.

VII. Business

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A. Ordinance No. 2047-0615 Amending Chapter 7 of the Stege Sanitary District Ordinance Code – Connection Fees

The Board reviewed and approved the ordinance increasing connection fees from \$1790 to \$1913. The change is due to total assets having increased to \$39,253,887 largely due to capital improvement projects adding value to the collection system.

MOTION: By Merrill, seconded by James, to approve Ordinance No. 2047-0615 Amending Chapter 7 of the Stege Sanitary District Ordinance Code – Connection Fees

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

B. Incentive Award Contribution (IAC) Achievements for FY 2014-2015

The Board reviewed and approved the tabulation of the cost saving goals achieved by employees. The overall savings resulted in an award to the IAC to be shared among the eligible employees of the District and to be distributed on or about June 30, 2015. The Board would prefer more detailed information on the repairs performed in-house that resulted in savings to the District.

MOTION: By Merrill, seconded by James, to approve the incentive goals achieved in 2014-2015 and pay \$16,066 to employees for achievement of these goals that resulted in direct savings to the District

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

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C. Incentive Award Contribution (IAC) Goals and Objectives for FY 2015-2016

The Board reviewed and approved the cost savings goals and objectives for next fiscal year 2015-2016.

MOTION: By James, seconded by O'Keefe, to approve the Employee Incentive Award Goals and Objectives for FY 2015-2016

VOTE: AYES: James, Merrill, Miller, O'Keefe

NOES: None

ABSTAIN: None

ABSENT: Gilbert-Snyder

D. Reserve Fund Policy

The Board discussed the Reserve Fund Policy and asked staff to bring the item back with a slight change to the Capital Reserve language.

E. Kids for the Bay – Watershed Action Program (WAP) Proposal for 2015-16 School Year

The Board reviewed and approved the proposal requesting continued partnership and support of the WAP for a 7th year. The Board would like more information on which school the program will next be implemented.

MOTION: By Merrill, seconded by James, to approve the funding of \$12,000 for the Kids for the Bay - Watershed Action Program for the 2015-16 School Year, pending a report on the school of implementation

VOTE: AYES: James, Merrill, Miller, O'Keefe

NOES: None

ABSTAIN: None

ABSENT: Gilbert-Snyder

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F. Resolution No. 2048-0615 Approving and Adopting Annual Budget for Fiscal Year 2015-2016

The Board reviewed and approved the final budget.

MOTION: By James, seconded by O'Keefe, Approve and Adopt the Annual Budget for Fiscal Year 2015-2016.

VOTE: AYES: James, Merrill, Miller, O'Keefe

NOES: None

ABSTAIN: None

ABSENT: Gilbert-Snyder

VIII. Financial Statements – May 2015

A. Monthly Investment, Cash and Receivables Report, May 2015

B. Monthly Operating Statement, May 2015

The Board reviewed the financial statements.

IX. Approval of Checks

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

MOTION: By James, seconded by Merrill, to pay the bills, Check Nos. 23758 through 23798 in the amount of \$106,068.59

VOTE: AYES: James, Merrill, Miller, O'Keefe

NOES: None

ABSTAIN: None

ABSENT: Gilbert-Snyder

X. Future Agenda Items

July 9, 2015

PUBLIC HEARING – Proposed Directors Fee Increase

CLOSED SESSION – Manager Performance Evaluation

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District Reserve Policy
Establish and Collect Sewer Service Charges
July 4th Fair Debrief
District Investment Policy
CASA Conference

July 23, 2015

CLOSED SESSION – Quarterly Claims Report
Quarterly Financial Statements
CASA Conference
Reimbursement Report per Gov. Code 53065.5
Resolution Establishing Salary of District Manager

XI. Adjournment

The meeting was adjourned at 9:27 P.M. The next meeting of the District Board of Directors will be held on Thursday, July 9, 2015 at 7:00 A.M. at the District office, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary