

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF NOVEMBER 19, 2015
TIME OF MEETING: 7:00 P.M.

*****MINUTES*****

I. Call To Order: President Gilbert-Snyder called the meeting to order at 7:01 P.M.

II. Roll Call: Present: James, Merrill, Miller (arrived 7:06 P.M.), 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

Liability Claims

Gov. Code § 54956.95

Claimant: Wagner

Agency Claimed Against: Stege Sanitary District

The Board entered into the closed session at 7:03 P.M. and returned to open session at 7:11 P.M. President Gilbert-Snyder announced the Board had taken no reportable actions.

IV. Approval of Minutes

A. Approval of Minutes October 22, 2015 Board Meeting

MOTION: By James, seconded by Merrill, to approve the minutes of the October 22, 2015 Board Meeting

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

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NOES: None

ABSTAIN: None

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

James gave a reported on the presentation given by Maintenance Superintendent, Dennis Wright, at the Kensington Public Safety Council Meeting held on November 14, 2015. O’Keefe gave a report on her attendance at EBMUD Director Lesa McIntosh’s event held on November 19, 2015. Miller also gave a report on his attendance at EBMUD Director Lesa McIntosh’s event. Miller then gave a report on the two most recent El Cerrito City Council Meetings.

B. Written Communications

1. CSDA eNews – “Feedback Needed: CalPERS Proposals to Fast Track Increased Employer Contributions”

The Board reviewed the article and chose not to take a position on the proposed move of the threshold from four percent down to two percent to trigger the lowering of the discount rate.

2. CASA Connects eNewsletter – November 9, 2015

The Board reviewed the newsletter and requested staff include all Directors on the mailing list.

3. CSDA Email – Call for Officer Nominations and Designation of District Voting Delegates

The Board reviewed the newsletter and chose not to make a nomination for a Contra Costa Special District Association (CCSDA) officer.

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MOTION: By James, seconded by O'Keefe, to re-confirm Miller as the District's representative that will exercise the district's right to vote and Merrill as the alternate

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

NOES: Merrill

ABSTAIN: None

ABSENT: None

4. The Endeavor Newsletter – Winter 2015

The Board reviewed a copy of the newsletter which will be sent out to residents this week.

VI. Reports of Staff and Officers

A. Attorney's Report:

Reyes gave a brief report on Assembly Bill 57 which puts a time limit on the process for applying wireless infrastructure of 150 days for new facilities and 90 days for add-ons to existing ones.

B. Manager's Report:

1. Monthly Maintenance Summary report – October 2015

The Manager reported on last month's maintenance activities to the Board with no significant issues.

2. Monthly Report of Sewer Replacements and Repairs

The Manager reported that there was 1 replacement invoiced for \$1,000 and 1 repair invoiced for \$6,002.

3. Proposed 2016 Meeting Calendar

The Manager reviewed the proposed meeting calendar for next year with the Board.

4. Stege Sanitary District Holiday Luncheon – Thursday, December 10, 2015, 12:00 PM

The Manager reminded the Board of the upcoming Annual Holiday Luncheon.

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5. Board of Directors President and Vice President Succession Plan

The Manager reported on the proposed succession plan for both the president and vice president positions.

VII. Business

A. Rosenberg's Rules of Order

The Board considered switching from The Standard Code of Parliamentary Procedure by Alice F. Sturgis to the more simplified Rosenberg's Rules of Order. Director Merrill indicated that Rosenberg's Rules of Order would be a great introduction to Parliamentary Procedure for someone with no experience but believed it was inadequate for Stege's purposes. He explained that the Rosenberg's simplified rules contained two severe structural defects including omitting the motion to divide the question and his treatment of the substitute motion. The other Directors have no issues with the current Parliamentary Procedure by Sturgis and felt there was no reason to change to Rosenberg's simplified rules. Since Director Merrill felt strongly about continuing to use The Standard Code of Parliamentary Procedure by Alice F. Sturgis, the Board agreed to a modified consensus to do so.

B. Strategic Planning

The Board began the strategic planning discussion and briefly reviewed Director Miller's summary of the vision, values and goals for the District. The Board decided to hold further discussion until the staff level *strengths, weaknesses, opportunities and threats* (SWOT) analysis was ready for review.

VIII. Monthly Financial Statements – October 2015

A. Monthly Investment, Cash, Receivables Report, October 2015

B. Monthly Operating Statement, October 2015

The financial items were reviewed by the Board with no significant issues.

IX. Approval of Checks

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

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MOTION: By James, seconded by Merrill, to pay the bills, Check Nos. 24037 through 24080 in the amount of \$866,694.05

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

X. Future Agenda Items

December 10, 2015

Nomination & Election of Officers
Fiscal Year Financial Audit
Connection Charge Calculation Report
CASA Conference
Meeting Calendar
Emergency Access

January 14, 2016

Board Governance Review
Reserve Fund Policy
Director's Contact Info
CASA Conference
Strategic Planning

XI. Adjournment

The meeting was adjourned at 8:28 P.M. The next meeting of the District Board of Directors will be held on Thursday, December 10, 2015 at 2:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California

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Rex Delizo
STEGE SANITARY DISTRICT
Secretary