

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF MAY 26, 2016

TIME OF MEETING: 7:00 P.M.

*****MINUTES*****

- I. Call To Order:** President Alan Miller called the meeting to order at 7:00 P.M.
- II. Roll Call:** Present: Gilbert-Snyder, James, Merrill, O’Keefe (arrived at 8:50 P.M.), Miller
 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.

PUBLIC HEARING – PROPOSED AMENDMENT TO ANNUAL SEWER SERVICE CHARGE FOR FISCAL YEARS 2016-17, 2017-18, AND 2018-19

President Miller opened the public hearing at 7:01 P.M. The Manager announced the public hearing was noticed in the local newspaper two times on May 11, 2016 and May 18, 2016 in accordance with Government Code section 6066. The Manager gave a summary of the proposed reduction of scheduled annual sewer service charge rates for Fiscal Year 2016-17, 2017-18, and 2018-19 which would be implemented by Ordinance No. 2058-0616. No members of the public were in attendance to ask questions or make statements. The Board made some final comments and then agreed to leave the public hearing open until Ordinance No. 2058-0616 was ready for consideration later in the agenda.

III. Public Comment: There was no public comment.

IV. Approval of Minutes

A. Approval of April 28, 2016 Board Meeting Minutes

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve the minutes of the April 28, 2016 Board Meeting

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

B. Approval of May 14, 2016 Long Range Planning Workshop Minutes

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve the minutes of the May 14, 2016 Long Range Planning Workshop meeting minutes, as corrected

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

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 report on his attendance at the El Cerrito City Council Meeting held on May 17, 2016.

B. Written Communications

1. Celebrate Loving Day in El Cerrito ("Not In Our Town") - June 12, 2016
The Board was informed of the event.

VI. Reports of Staff and Officers

A. Attorney's Report

1. Northern San Pablo Avenue – Exaction/Impact Fee

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Reyes reported on how exaction and impact fees can be used to pay for sewer capacity improvements along San Pablo Avenue or an overlay could be established on connection fees for the subject area.

B. Manager's Report:1. Monthly Maintenance Summary Report – April 2016

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 on the replacement and repair invoices paid in April.

3. Employee Benefits

The Manager reported on the proposed employee benefits negotiated with staff. The Board agreed to have resolutions drafted to add 2 floating holidays and employer paid long term disability for consideration at a future Board meeting.

4. 4th of July Fair

The Manager reported on the plans for the upcoming fair. The Board indicated the times that they would be able to staff the District booth.

VII. Business**A. Ordinance 2058-0516 Amending Scheduled Sewer Service Charge Rates for Fiscal Years 2016-17, 2017-18, and 2018-19**

President Miller closed the public hearing at 8:30 P.M. The Board reviewed and approved the ordinance reducing the scheduled annual sewer service charge rates for Fiscal Year 2016-17, 2017-18, and 2018-19 with a minor correction.

MOTION: By Gilbert-Snyder, seconded by James, to approve Ordinance 2058-0516 Amending Scheduled Sewer Service Charge Rates for Fiscal Years 2016-17, 2017-18, and 2018-19, as corrected

VOTE: AYES: Gilbert-Snyder, James, Merrill, Miller

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NOES: None
ABSTAIN: None
ABSENT: O'Keefe

B. Sewer Service Charge Rate 30-day Notice

The Board reviewed and approved the rate notice with a minor amendment.

C. Ordinance 2059-0516 Establishing Election Tie Vote Procedure

The Board reviewed and approved the ordinance that establishes the "determination by lot" as the election tie vote procedure in order to avoid the high cost of a special run-off election. District Council noted that Elections Code Section 15651(a) requires that the Secretary of State and not the Board of Directors has to cast the lot to break a tie and handle the tie vote in his office at the Capitol in Sacramento.

MOTION: By James, seconded by Gilbert-Snyder, to approve Ordinance 2059-0516 Establishing Election Tie Vote Procedure

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

D. Draft Budget FY 2016-2017

The Board reviewed and discussed the latest draft of the budget.

E. Resolution 2060-0516 Central Contra Costa Sanitary District 70th Anniversary Commendation

The Board reviewed and approved the resolution as amended.

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MOTION: By Gilbert-Snyder, seconded by Merrill, to approve Resolution 2060-0516 Central Contra Costa Sanitary District 70th Anniversary Commendation

VOTE: AYES: Gilbert-Snyder, James, Merrill, Miller

NOES: None

ABSTAIN: None

ABSENT: O'Keefe

F. California Special Districts Association (CSDA) Proposed Bylaws Update - Ballot

The Board reviewed and approved the amendments to the CSDA bylaws.

MOTION: By James, seconded by Gilbert-Snyder, to vote "yes" to adoption of the 2016 CSDA Bylaws Amendments

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

NOES: None

ABSTAIN: None

ABSENT: None

G. Kids for the Bay – Watershed Action Program (WAP) Proposal for 2016-17 School Year

The Board reviewed and approved the WAP proposal for the next school year. Staff will work with Kids for the Bay staff to clarify items in the proposal and request feedback from parents on the program.

MOTION: By Gilbert-Snyder, seconded by James, to continue to fund \$12,000 towards the Kids for the Bay Watershed Action Program (WAP) Proposal for the 2016-17 School Year

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

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NOES: None
ABSTAIN: None
ABSENT: None

VIII. Financial Statements – April 2016

- A. Monthly Investment, Cash, Receivables Report, April 2016
B. Monthly Operating Statement, April 2016

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

IX. Approval of Checks

- A. Checks for May 12, 2016 and May 26, 2016 - Fund No. 3418 & 3423

MOTION: By Gilbert-Snyder, seconded by James, to pay the bills, Check Nos. 24334 through 24381 in the amount of \$115,947.58

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

X. Future Agenda Items

June 9, 2016

Draft Budget
Review Directors Meeting Compensation
July 4th Fair Discussion
Approve Project Plans and Specs (+CEQA)
Approval Salary Ranges for District Positions
Long Range Planning Draft Action Plan
Resolution - Benefits

June 23, 2016

CLOSED SESSION – Manager Performance Evaluation

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Approve and Adopt Final Budget

Ordinance – Directors Meeting Compensation

Review and Approve Incentive Award

Adopt Employee Incentive Award Goals & Objectives

District Reserve Policy

July 4th Fair Discussion

CD Quarterly Report

XI. Adjournment

The meeting was adjourned at 9:12 P.M. The next meeting of the District Board of Directors will be held on Thursday, June 9, 2016 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary