

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF JULY 14, 2016

TIME OF MEETING: 7:00 P.M.

***** AGENDA *****

In accordance with California Government Code Section 54957.5, any writing that is a public record and relates to an open session agenda item which is distributed less than 72 hours prior to the meeting shall be available for public inspection at the District Office, 7500 Schmidt Lane, El Cerrito, during regular business hours. Copies of the agenda are posted on the District website at www.stegesand.org. Those disabled persons requiring auxiliary aids or services in attending or participating in this meeting should notify the District at least 48 hours prior to the meeting at 510/524-4668.

I. Call To Order:

II. Roll Call:

Agenda Items: Directors and Officers of the Board will consider and announce if they have any conflicts of interest posed by items on the meeting agenda.

III. Public Comment:

(Members of the public are invited to address the Board concerning topics that are not on the agenda)

CLOSED SESSION

Public Employment Performance Evaluation

Gov. Code § 54957

Title: District Manager

Conference with Labor Negotiator

Gov. Code § 54957.6

Unrepresented employee: District Manager

Motion: **IV. Approval of Minutes**

A. Approval of June 23, 2016 Board Meeting Minutes

(The Board will be asked to review and approve the minutes of the June 23, 2016 Board Meeting)

Info: **V. Communications**

A. Oral Communications

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF JULY 14, 2016

TIME OF MEETING: 7:00 P.M.

1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings
 - a. City & Community Meetings
 - b. 4th of July Fair –Debriefing
- B. Written Communications
 1. Contra Costa County Elections Division - Notice of November 2016 Election

Info:

VI. Reports of Staff and Officers

- A. Manager's Report
 1. August 10-12, 2016 California Association of Sanitation Agencies (CASA) Conference
 2. Form 470: Officeholder and Candidate Campaign Statement

VII. Business

Info/Motion:

- A. District Investment Policy
(The Board will review the District Investment Policy)

Motion:

VIII. Approval of Checks

- A. Checks for July 14, 2016 - Fund No. 3418 & 3423
(The Board will be asked to approve the July checks)

Info:

IX. Future Agenda Items

July 28, 2016

CLOSED SESSION – Quarterly Claims
CASA Conference
Reimbursement Report per Gov. Code 53065.5
Quarterly Financial Statements
Establish and Collect Sewer Service Charges
Notice of Completion/Award of Contract

August 18, 2016

CASA Conference Attendee Reports
CSDA Conference

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF JULY 14, 2016

TIME OF MEETING: 7:00 P.M.

Quarterly (FY End) Financial Statements

X. Adjournment

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on July 28, 2016 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF JUNE 23, 2016

TIME OF MEETING: 7:00 P.M.

*****MINUTES*****

I. Call To Order: President Miller called the meeting to order at 7:00 P.M.

II. Roll Call: Present: James, Merrill, O'Keefe, Miller
Absent: Gilbert-Snyder
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 7:06 P.M. and returned to open session at 7:34 P.M. President Miller announced the Board appointed him labor negotiator by a 4-0 vote for the purpose of negotiations with the District Manager.

IV. Approval of Minutes

A. Approval of Minutes June 9, 2016 Board Meeting

MOTION: By Merrill, seconded by James, to approve the minutes of the June 9, 2016 Board Meeting, as amended

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

NOES: None

ABSTAIN: None

ABSENT: Gilbert-Snyder

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF JUNE 23, 2016

TIME OF MEETING: 7:00 P.M.

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 Meetings held on June 14 & 21, 2016.

B. Written Communications

1. California Special Districts Association (CSDA) - 2016 Board Elections

The Board reviewed and discussed the ballot and candidate information.

MOTION: By James, seconded by O'Keefe, to vote for Ryan Clausnitzer for the CSDA Board of Directors, Bay Area Network, Seat B

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

NOES: None

ABSTAIN: None

ABSENT: Paul Gilbert-Snyder

VI. Reports of Staff and Officers

A. Attorney's Report:

Reyes reported on Gov. Jerry Brown's proposed legislation in which eligible housing proposals across the state would be approved "by right," meaning they would not be subject to case-by-case local approvals or review under the California Environmental Quality Act.

B. Manager's Report:

1. Monthly Maintenance Summary Report – May 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 May.

2. Consent Decree Minimum Requirements Status Report

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF JUNE 23, 2016

TIME OF MEETING: 7:00 P.M.

The Manager reported that the District is ahead of all minimum requirements of the Consent Decree this fiscal year.

3. Project #16203 – Engineer’s Estimate

The Manager reported on the engineer’s estimate for the upcoming project that will soon go out to bid.

MOTION: By James, seconded by Merrill, to approve the engineer’s estimate for Project #16203 contingent on balancing of the estimate numbers

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

4. Action Plan for 2016 – Revised with target completion dates

The Manager reported on the Action Plan with proposed target completion dates for each item.

5. 4th of July Fair

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

6. August 10-12, 2016 California Association of Sanitation Agencies (CASA) Conference

The Board approved the Directors’ attendance to the upcoming CASA Annual Conference in Monterey, CA and gave their preliminary requests for accommodations.

MOTION: By James, seconded by Merrill, to approve the Directors’ attendance for those that chose to attend the upcoming CASA Annual Conference in Monterey, CA

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF JUNE 23, 2016

TIME OF MEETING: 7:00 P.M.

VII. Business

A. Resolution No. 2063-0616 Amending the Employee Personnel Policies of the Stege Sanitary District Article IV, Section 1, Employee Benefits, 4.1.9. Long-Term Disability Insurance

The Board reviewed and approved the resolution to add employer paid long term disability coverage at a monthly benefit of \$6,000 or 60% of the employee's basic monthly earnings, whichever is less.

MOTION: By James, seconded by Merrill, to approve Resolution No. 2063-0616 Amending the Employee Personnel Policies of the Stege Sanitary District Article IV, Section 1, Employee Benefits, 4.1.9. Long-Term Disability Insurance, as amended

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

B. Resolution No. 2065-0616 Approving and Adopting Annual Budget for Fiscal Year 2016-2017

The Board reviewed and approved the resolution adopting the budget for fiscal year 2016-2017.

MOTION: By O'Keefe, seconded by James, to Approve and Adopt the Annual Budget for Fiscal Year 2016-2017, as amended

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

C. Incentive Award Contribution (IAC) Achievements for FY 2015-2016

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF JUNE 23, 2016

TIME OF MEETING: 7:00 P.M.

The Board reviewed and approved the tabulation of the cost saving goals achieved by employees.

MOTION: By James, seconded by O'Keefe, to approve the Incentive Goals Achieved in 2015-2016 and pay \$10,082 to employees for achievement of goals that resulted in direct savings to the District

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

D. Incentive Award Contribution (IAC) Goals and Objectives for FY 2016-2017

The Board reviewed and approved the cost savings goals and objectives for next fiscal year 2016-2017 with a minor amendment.

MOTION: By Merrill, seconded by James, to approve the Employee Incentive Award Goals and Objectives for FY 2016-2017, as amended

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

E. Reserve Fund Policy

The Board reviewed, discussed and agreed that no changes to the District's Reserve Fund Policy were needed.

VIII. Financial Statements – May 2016

A. Monthly Investment, Cash, Receivables Report, May 2016

B. Monthly Operating Statements, May 2016

The Board reviewed the financial statements with no significant issues.

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF JUNE 23, 2016

TIME OF MEETING: 7:00 P.M.

IX. Approval of Checks

A. Checks for June 23, 2016 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by James, to pay the bills, Check Nos. 24398 through 24431 in the amount of \$48,468.45

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

X. Future Agenda Items

July 14, 2016

July 4th Fair Debrief

District Investment Policy

CASA Conference

Form 470

CLOSED SESSION – Public Employee Performance Evaluation

CLOSED SESSION – Conference with Labor Negotiators

July 28, 2016

CLOSED SESSION – Quarterly Claims

CASA Conference

Reimbursement Report per Gov. Code 53065.5

Quarterly Financial Statements

Establish and Collect Sewer Service Charges

Notice of Completion/Award of Contract

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, July 14, 2016 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF JUNE 23, 2016

TIME OF MEETING: 7:00 P.M.

Rex Delizo
STEGE SANITARY DISTRICT
Secretary

DRAFT

FILING FOR OFFICES TO APPEAR ON THE NOVEMBER BALLOT

Nomination papers for the offices listed below are available starting 8:00 a.m. on Monday, July 18 at the Elections Office, 555 Escobar Street, Martinez, CA. The nomination period ends 5:00 p.m. on Friday, August 12, 2016,

The offices for which nomination papers will be available at the Elections Office are:

SCHOOLS Governing Board Members

Acalanes Union High School District, 2
Antioch Unified School District, 3
Brentwood Union School District, 2
Byron Union School District, 2
Canyon Elementary School District, 2
Chabot-Las Positas Community College, Area 7 - 1 (*Shared with Alameda*)
Contra Costa Co. Board of Education, Area 1 and Area 3, 1 for each area
Contra Costa Comm. College Dist., Ward 2 and Ward 5, 1 for each ward.
John Swett Unified School District, 3
Knighten Elementary School District, 3
Lafayette School District, 2
Liberty Union High School District, 2
Livermore Valley Joint Unified School District, 2 (*Shared with Alameda*)
Martinez Unified School District, 3
Moraga School District, 2 (4 year-term) - 1 (2 year term)
Mt Diablo Unified School District, 2
Oakley Union Elementary School District, 2
Orinda Union School District, 2
Pittsburg Unified School District, 2
San Ramon Valley Unified School District, 2
Walnut Creek School District, 2
West Contra Costa Unified School District, 2

SPECIAL DISTRICTS Directors

Alameda-Contra Costa Transit District, At-Large, Ward 1, 1 for each (*Shared with Alameda*)
Ambrose Recreation & Park District, 2
Bethel Island Municipal Improvement District, 3
Byron-Bethany Irrigation District Division 2, 1
Byron Sanitary District, 3 (4 year-term) - 1 (2 year term)
Castle Rock County Water District, 3
Central Contra Costa Sanitary District, 3
Contra Costa Water District, Division 3, Division 4, Division 5, 1 for each division
Crockett Community Services District, 2 (4 year-term) - 1 (2 year term)
Diablo Community Services District, 2
Diablo Water District, 2

Town of Discovery Bay Community Services District, 2
Dublin-San Ramon Services District, 3 (4 year-term) - 1 (2 year term) *Shared with Alameda*
East Bay Municipal Utility District Ward 1, 1
 East Bay Regional Park District, Ward 1, Ward 2, 1 for each ward. *(Shared with Alameda)*
East Contra Costa Irrigation District, Division 1 (2 year-term) Division 2, Division 3, Division 5, (4 year-term) 1 for each division.
Green Valley Recreation & Park District, 2 (4 year-term) - 3 (2 year-term)
Ironhouse Sanitary District, 3
Kensington Fire Protection District, 2 (4 year-term), 1 (2 year-term)
Kensington Police Protection & Community Services District, 2
Knightsen Town Community Services District, 2 (4 year-term), 1 (2 year-term)
Los Medanos Community Healthcare District, 2
Moraga-Orinda Fire Protection District, Division 2, Division 5, 1 for each division
Mt. View Sanitary District, 3
Pleasant Hill Recreation & Park District, 2
Rodeo-Hercules Fire Protection District, 2
Rodeo Sanitary District, 3 (4 year-term) 2 (2 year-term)
Rollingwood-Wilart Park Recreation & Park District, 2
San Francisco Bay Area Rapid Transit District, District 1, District 3, District 7, 1 for each division
 (Shared with Alameda and San Francisco)
San Ramon Valley Fire Protection District, 3 Directors
Stege Sanitary District, 2
West Contra Costa Healthcare District, 2
West County Wastewater District, 2 (4 year-term), 1 (2 year-term)

CITY OF PINOLE, Treasurer 1, Councilmember 2 (4 year term), 1 (2 year term)

For all other city positions, please visit your local City Clerk's office for filing.

For further information regarding filing for these offices, call (925) 335-7800.

Dated: June 29, 2016

By: Rosa M. Mena, Elections Processing Supervisor

NOTA:

Si desea obtener la versión en Español de este aviso legal, puede solicitar una copia de la misma llamando al Departamento de Elecciones, (925) 335-7800.

**California Association of Sanitation Agencies (CASA)
61st Annual Conference
August 10-12, 2016
Monterey, CA**

**Marriott, Monterey
Hotel Reservations**

	<u>Arrival Date</u>	<u>Departure Date</u>	<u>CSRMA</u>
Paul Gilbert-Snyder	Wednesday 8/10*	Friday 8/12*	*
Jay Z. James	<i>(Made his own reservations)</i>		Yes
Dwight Merrill	Wednesday 8/10	Friday 8/12	No
Al Miller	Tuesday 8/9	Friday 8/12	Yes
Beatrice O'Keefe	Wednesday 8/10	Friday 8/12	No

**Still to be determined*

CASA Registration Deadline: **August 3, 2016**

Hotel Cancellation Deadline: **August 5, 2016**

Officeholder and Candidate Campaign Statement — Short Form - AND - Form 470 Supplement

CALIFORNIA
FORM

470

Who Uses Form 470:

Form 470 is for use by officeholders and candidates who:

- do not have a controlled committee;
- do not anticipate receiving contributions totaling \$2,000 or more during the calendar year; and
- do not anticipate spending \$2,000 or more during the calendar year.

Officeholders and candidates who have a controlled committee or who have raised or spent \$2,000, file the Recipient Committee Statement – Form 460.

Exceptions:

The following individuals seeking or holding office are not required to file campaign disclosure statements (Form 470 or Form 460):

- candidates for county central committee offices that do not raise or spend \$2,000 or more in a calendar year;
- officeholders whose salaries are less than \$200 per month and judicial candidates who have not made or received contributions or made expenditures during non-election years; and
- judges who do not receive contributions and who make personal expenditures of less than \$1,000 or more in non-election years.

Period Covered:

The period covered is always the calendar year (January 1 through December 31).

\$2,000 Threshold:

To determine if \$2,000 has been raised or spent, or will be raised or spent, the candidate's personal funds for the filing fee or statement of qualifications are excluded.

A campaign bank account must be established if the candidate receives contributions from other persons.

When to File:

Ensure campaign deadlines are met. Go to www.fppc.ca.gov for campaign disclosure filing schedules.

If the Form 470 is filed in connection with an election, or on or before the filing deadline for the first campaign statement required for the calendar year, no additional campaign statements need to be filed for that calendar year as long as total contributions received remain less than \$2,000 and total expenditures made remain less than \$2,000. In most cases, July 31 is the filing deadline for the first campaign statement required to be filed by officeholders and candidates not being voted upon.

The Form 470 is filed in connection with an election if it is filed with the declaration of candidacy, or as a first preelection statement in connection with an election, covering the year of the election. If, after filing Form 470, receipts or expenditures reach \$2,000 or more, see the attached Form 470 Supplement for important reporting requirements.

Where to File:

State Elections:

State officeholders, state candidates, candidates and members of CalPERS and CalSTRS, judges and judicial candidates must file the original and one copy with:

Secretary of State
Political Reform Division
1500 11th Street, Room 495
Sacramento, CA 95814
Phone (916) 653-6224
Fax (916) 653-5045
www.sos.ca.gov

Additional Copies:

A copy of the Form 470 must also be filed with the candidate's county of domicile's filing officer. CalPERS and CalSTRS board candidates must file a copy of the Form 470 with the relevant CalPERS or CalSTRS office and not the candidate's county of domicile.

Local Elections:

- Elected officers and candidates for local multi-county agencies file an original and one copy with the elections official for the county with the largest number of registered voters in the district and one copy with the candidate's county of domicile.
- Elected county officeholders and candidates for county offices file an original and one copy with the elections official for that county.
- Elected city officeholders and candidates for city offices file an original and one copy with the city clerk.

Note: A local agency may impose additional requirements.

Amendments: If you are filing an amendment to a previously filed statement, give a brief explanation of the amendment. Be sure to enter the calendar year covered by the statement you are amending and the date of election, if applicable.

This form was prepared by the Fair Political Practices Commission (FPPC). For detailed information on campaign reporting requirements and the Information Practices Act of 1977, see the FPPC Campaign Disclosure Manual.

**Officeholder and Candidate
Campaign Statement -
Short Form**

Date of election if applicable: (Month, Day, Year) _____	<input type="checkbox"/> Amendment (Explain Below) _____ _____	Date Stamp	CALIFORNIA FORM 470 <small>For Official Use Only</small>
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1. Statement Covers Calendar Year 20 _____ .

2. Officeholder or Candidate Information

NAME OF OFFICEHOLDER OR CANDIDATE

STREET ADDRESS

CITY _____ STATE _____ ZIP CODE _____

AREA CODE/DAYTIME PHONE NUMBER _____ OPTIONAL: FAX / E-MAIL ADDRESS _____

3. Office Sought or Held

OFFICE SOUGHT OR HELD

JURISDICTION (LOCATION)

DISTRICT NUMBER
(IF APPLICABLE)

4. Committee Information

List all committees of which you have knowledge that are primarily formed to receive contributions or to make expenditures on behalf of your candidacy.

COMMITTEE NAME AND I.D. NUMBER	COMMITTEE ADDRESS	NAME OF TREASURER

5. Verification

I declare under penalty of perjury that to the best of my knowledge I anticipate that I will receive less than \$2,000 and that I will spend less than \$2,000 during the calendar year and that I have used all reasonable diligence in preparing this statement. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on _____
DATE

By _____
SIGNATURE OF OFFICEHOLDER OR CANDIDATE

**Officeholder and Candidate
Campaign Statement -
Form 470 Supplement**

SEE INSTRUCTIONS ON REVERSE

<input type="checkbox"/> Amendment (Explain Below) _____ _____

Date Stamp

CALIFORNIA FORM 470
For Official Use Only

This form is written notification that the officeholder/candidate listed below has received contributions totaling \$2,000 or more or has made expenditures of \$2,000 or more during the calendar year.

1. Officeholder or Candidate Information

NAME OF OFFICEHOLDER OR CANDIDATE			
STREET ADDRESS			
CITY	STATE	ZIP CODE	
AREA CODE/DAYTIME PHONE NUMBER	OPTIONAL: FAX / E-MAIL ADDRESS		

2. Office Sought

OFFICE SOUGHT	DISTRICT NUMBER (IF APPLICABLE)
DATE OF ELECTION (MONTH, DAY, YEAR)	

3. Date Contributions Totaling \$2,000 or More Were Received or Date Expenditures of \$2,000 or More Were Made

(MONTH, DAY, YEAR)

Instructions for Completing Form 470 Supplement

Form 470 Supplement:

If an officeholder or candidate files the Form 470 for an election year and later receives contributions (including monetary and non-monetary contributions, loans, and the candidate's personal funds) totaling \$2,000 or more or makes expenditures totaling \$2,000 or more during the same calendar year, the officeholder or candidate must send a written notice within 48 hours. Use the attached Form 470 Supplement or follow the instructions below for preparing the notice.

When to File:

The notice must be sent within 48 hours of receiving contributions totaling \$2,000 or more or making expenditures of \$2,000 or more.

Method of Delivery:

The notice must be sent by guaranteed overnight delivery service, personal delivery, fax, or email. Regular mail may not be used.

Where to File:

- Secretary of State's Office;
- local filing officer with whom the officeholder/candidate is required to file the originals of his/her campaign statements; and
- each candidate seeking the same office.

Contact your filing officer for candidate addresses.

Officeholder/Candidate Information

Enter the officeholder/candidate's full name, residential or business address and daytime telephone number.

Office Sought

- Enter the title of the office sought;
- the district number, if any; and
- the date of the election.

Date Contributions/Expenditures Were Made or Received:

Enter the date monetary or non-monetary contributions totaling \$2,000 or more (including the candidate's personal funds) were received or the date expenditures of \$2,000 or more were made.

Amendments: If you are filing an amendment to a previously filed statement, give a brief explanation of the amendment.

Note: Once an officeholder or candidate reaches the \$2,000 threshold in receipts or expenditures, in addition to filing the Form 470 Supplement, other forms are required. See FPPC Campaign Disclosure Manual 1 for state candidates or Manual 2 for local candidates.

DISTRICT INVESTMENT POLICY

ISSUE:

Public agencies are required to review their investment policy annually.

FISCAL IMPACT:

There is minimal cost to review the policy during a regular Board meeting.

BACKGROUND:

The District investment policy is a typical policy of this type that identifies safety, liquidity and yield as the goals of investments.

RECOMMENDATION:

No changes are recommended to the policy.

ATTACHMENTS:

- ◆ Resolution No. 1928-0508 - District Investment Policy

RESOLUTION NO. 1928-0508

A RESOLUTION AMENDING RESOLUTION NO. 1834-0304, RESOLUTION
ESTABLISHING THE INVESTMENT POLICY OF THE
STEGER SANITARY DISTRICT

The District Board of Directors of the Steger Sanitary District finds and determines as follows:

A. Temporarily idle public funds placed in the District's trust by its customers of the District, should be invested to produce revenue for the District rather than remain idle, and

B. A primary duty and responsibility of the Board of Directors of the Steger Sanitary District is to protect, preserve and maintain intact cash and investments of the District.

C. The investment policy of the Board of Directors of the Steger Sanitary District shall be, in order of priority, to invest idle funds of the District with the basic objectives of investment safety, liquidity and yield. Investment yield shall be a consideration only after the basic requirements of safety and liquidity have been met. Consideration will also be given to the effects of the investment on the natural environment and the quality of life.

D. The basic objectives of the District's investment program shall be defined as:

i. Investment safety - the preservation of invested capital shall be a primary concern. Risk due to interest rate fluctuations shall also be controlled by limiting the term of all fixed yield investments to not greater than two years.

ii. Liquidity - maintenance of sufficient liquidity to meet cash flow needs of the District; and

iii. Yield - attainment of the maximum yield consistent with meeting the first two objectives.

E. Investing in the State Local Agency Investment Fund constitutes one acceptable investment strategy to meet the above basic objectives of the District's investment program, and

F. The District may invest up to twenty percent (20%) of its funds in prudent mutual funds to obtain higher yield.

In consideration of the foregoing findings and determinations, IT IS RESOLVED by the District Board as follows:

1. The District Manager is hereby authorized to invest and deposit for safekeeping, as far as possible, all money belonging to, or in the custody of the District, pursuant to

Section 53635 et seq. of the Government Code of the State of California, and shall submit a monthly report of investments to the Board of Directors, and

2. Investments or securities so purchased with idle funds be kept in safe keeping in a depository in accordance with the provisions of Section 53608 of the Government Code of the State of California while they are the property of the District.

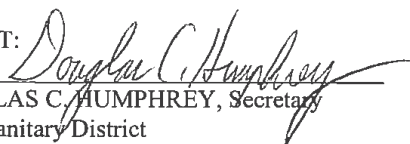
STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the forgoing Resolution was duly and regularly adopted by the Board of Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 1st day of May 2008 by the following vote:

AYES:	BOARD MEMBERS:	Brand, James, Merrill, Miller, O'Keefe
NOES:	BOARD MEMBERS:	None
ABSENT:	BOARD MEMBERS:	None
ABSTAIN:	BOARD MEMBERS:	None



BEATRICE O'KEEFE, President
Stege Sanitary District
Contra Costa County, California

ATTEST: 
DOUGLAS C. HUMPHREY, Secretary
Stege Sanitary District

12:04 PM	STEGE SANITARY DISTRICT			
07/11/2016	Check Report			
Accrual Basis	July 14, 2016			
	Name	Memo	Amount	Num
Jul 14, 16				
	Alliant Insurance Services, Inc	Physical Damage Policy 7/1/2015-7/1/2016	-4,062.00	24432
	Aramark Uniform Services	Uniform Services	-545.66	24433
	AT&T (510 526-9389)	Burlingame Pump Station	-101.00	24434
	AT&T (510 526-9489)	Canon Pump Station	-101.88	24435
	B&G Telephone Answering Serv.	Answering Service - Aug 2016	-104.40	24436
	Bay Area News Group - East Bay	Board Meeting Notice & Ordinance	-434.70	24437
	Capital One Commercial	Costco Supplies	-224.26	24438
	Chevron and Texaco Card Services	Gas	-269.85	24439
	Contra Costa CO. Auditor-Controller	LAFCO 2016-17	-2,459.70	24440
	CSRMA	Workers Comp & Property Ins	-14,155.82	24441
	CWEA	Membership Renewal #680I Bondoc	-86.00	24442
	D'Arcy & Harty Construction	Project 15201	-221,857.36	24443
	DATCO	Jul-Sep 2016	-146.25	24444
	East Bay Municipal Utility District	Annual Consumption Report	-59.40	24445
	East Bay Sanitary Co., Inc.	Garbage Jul-Aug	-680.14	24446
	EBMUD 92526846174	Hydrant Meter	-391.92	24447
	Home Depot Credit Services	Maintenance Supplies	-7.36	24448
	Julie McDonald.	Replenish Petty Cash	-26.97	24449
	Pastime Hardware	Maintenance Supplies	-37.30	24450
	PG&E- #0103467151-9	Burlingame Pump Station	-83.05	24451
	PG&E- #0607499583-5	Canon Pump Station	-147.44	24452
	PG&E- #6675831511-4	Office/Shop	-461.54	24453
	R & R Auto Services	Gas 04/01/16-06/30/16	-3,679.68	24454
	Reserve Account	Postage	-200.00	24455
	Rob's Automotive	Auto Repairs	-2,353.23	24456
	Speed-Ox, Inc.	CO2 Rental	-32.85	24457
	TelePacific Communications	Office Phones	-657.20	24458

	Name	Memo	Amount	Num
	The Office City	Supplies	-75.03	24459
	U.S. Bank	4th of July Supplies, Ink, Travel and Misc	-3,076.02	24460
	Vanguard Cleaning Systems	Janitorial Service Jul 2016	-295.00	24461
	Xerox Financial Services	Copier Lease	-177.03	24462
	EBMUD 52485300001	Hydrant Meter	-324.84	24463
	EBMUD 92526846174	Hydrant Meter	-634.44	24464
Jul 14, 16			-257,949.32	

STEGE SANITARY DISTRICT

JULY 2016

JULY 2016	AUGUST 2016	SEPTEMBER 2016	OCTOBER 2016	NOVEMBER 2016	DECEMBER 2016
7/4 HOLIDAY 4 th of July Fair Booth	CASA Conference August 10-12, 2016 Monterey, CA	9/5 HOLIDAY	CSDA Annual Conf. October 10-13, 2016 San Diego, CA	11/24-25 HOLIDAY	12/8 Christmas Luncheon 12/25 HOLIDAY
07/14/2016 – 7:00 P.M.	08/18/2016 – 7:00 P.M.	09/8/2016 – 7:00 P.M.	10/13/2016 – 7:00 P.M.	11/10/2016 – 7:00 P.M.	12/8/2016 – 2:00 P.M.
Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting
<ul style="list-style-type: none"> ○ July 4th Fair Debrief ○ District Investment Policy ○ CASA Conference ◆ Resolution Est. Salary of District Manager ◆ Form 470 	<ul style="list-style-type: none"> ○ CASA Conference – Attendee Reports ○ CSDA Conference ○ Select Actuarial for Analysis of Retiree Health Benefits (odd years) ○ Quarterly (FY End) Financial Statements ○ San Pablo Ave. Future Capacity Update 	<ul style="list-style-type: none"> ○ CSDA Conference ○ <i>Strategic Planning</i> 	<ul style="list-style-type: none"> ○ CSDA Conference – Attendee Reports ○ <i>Strategic Planning</i> 	<ul style="list-style-type: none"> ○ Proposed Meeting Calendar ○ Board Officer Succession Plan ○ CASA Conference ○ San Pablo Ave. Future Capacity Update ○ <i>Strategic Planning</i> 	<p><u>2PM Meeting Time</u></p> <ul style="list-style-type: none"> ◆ Nomination & Election of Officers ◆ Fiscal Year Financial Audit ◆ Connection Charge Calculation Report ○ CASA Conference ○ Meeting Calendar ○ Consent Decree Min. Req. Quarterly Report
07/28/2016 – 7:00 P.M.		09/22/2016 – 7:00 P.M.	10/27/2016 – 7:00 P.M.		
Board of Directors Meeting		Board of Directors Meeting	Board of Directors Meeting		
<ul style="list-style-type: none"> ○ CLOSED SESSION – Quarterly Claims Rpt ○ CASA Conference ○ Reimb. Report per Gov. Code 53065.5 ○ Quarterly Financial Statements ○ <i>Candidate filing period</i> ◆ Establish and Collect Sewer Service Charges ◆ Notice of Completion/ Award of Contract 		<ul style="list-style-type: none"> ◆ Flexible Benefits Plan Contribution Rate Review ◆ Deferred Compensation Matching Contribution Rate Review ○ CSDA Conference ○ Consent Decree Min. Req. Quarterly Report 	<ul style="list-style-type: none"> ○ CLOSED SESSION – Quarterly Claims Rpt ○ Quarterly Financial Statements 		

○ INFORMATIONAL ITEMS

◆ ACTION ITEMS

CHANGES IN ITALICS

STEGE SANITARY DISTRICT

JULY 2016

JANUARY 2017	FEBRUARY 2017	MARCH 2017	APRIL 2017	MAY 2017	JUNE 2017
1/2 & 1/16 HOLIDAY CASA Conference January 18-20, 2017 Palm Springs, CA	2/20 HOLIDAY CASA Conference Washington, DC		CASA Public Policy Forum Sacramento, CA	5/29 HOLIDAY	6/7 Safety and Recognition Awards Luncheon
01/12/2017 – 7:00 P.M.	02/9/2017 – 7:00 P.M.	03/9/2017 – 7:00 P.M.	04/13/2017 – 7:00 P.M.	05/13/2017 – 9:00 A.M.	06/8/2017 – 7:00 P.M.
Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting
<ul style="list-style-type: none"> ◆ Board Governance Review ◆ Connection Charge Ord. ○ Service Rate Discussion ○ District of Distinction (even years) ○ CASA Conference ○ Director’s Contact Info ○ Board Training Summary 	<ul style="list-style-type: none"> ◆ Board Governance Approval ○ Actuarial Analysis of Retiree Health Benefits Report (even years) ○ Service Rate Discussion ○ CASA Conference ○ Board Training Summary ○ San Pablo Ave. Future Capacity Update 	<ul style="list-style-type: none"> ○ Long Range Planning Discussion of Topics ○ CASA Conf. – Director’s Reports ○ Service Rate Discussion ○ Board Training Summary ○ Form 700 ○ Auditor – RFP (2018) 	<ul style="list-style-type: none"> ○ CASA Conf. – Director’s Reports ○ Service Rate Discussion/Approval (& 30-day Notice) ○ Long Range Planning Discussion of Topics ○ Board Training Summary 	<p><i>9AM Meeting Time</i></p> <ul style="list-style-type: none"> ○ Long Range Planning Workshop 	<ul style="list-style-type: none"> ○ Draft Budget ◆ Review Directors Meeting Compensation ○ July 4th Fair Discussion ◆ Approve Project Plans and Specs (+CEQA) ◆ Approve Salary Ranges for District Positions ◆ Long Range Planning Draft Action Plan
01/26/2017 – 7:00 P.M.	02/23/2017 – 7:00 P.M.	03/23/2017 – 7:00 P.M.	04/27/2017 – 7:00 P.M.	05/25/2017 – 7:00 P.M.	06/22/2017 – 7:00 P.M.
Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting
<ul style="list-style-type: none"> ◆ Resolution for Disposal of Surplus Property ○ CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval. ○ Quarterly Financial Statements ○ CASA Conf. – Director’s Reports ○ Service Rate Discussion 		<ul style="list-style-type: none"> ◆ Auditor – RFP (2018) ○ Long Range Planning Discussion of Topics ○ California Employer’s Retiree Benefit Trust (CERBT) Contributions ○ Form 700 Consent Decree Min. Req. Quarterly Report 	<ul style="list-style-type: none"> ○ CLOSED SESSION – Quarterly Claims Rpt ○ Quarterly Financial Statements ○ Long Range Planning Discussion of Topics ○ Draft Budget ◆ Employee Benefits Req. ○ Service Rate Discussion/Approval (& 30-day Notice) ○ July 4th Fair Discussion 	<ul style="list-style-type: none"> ○ PUBLIC HEARING – FY 2016-17 Rates ◆ Ordinance – Rate Amendment ○ CLOSED SESSION – District Counsel Performance Evaluation ○ Draft Budget ○ July 4th Fair Discussion ○ Service Rate Discussion/Approval (& 30-day Notice) ○ Board Training Summary 	<ul style="list-style-type: none"> ○ CLOSED SESSION – Manager Perf. Eval. ◆ 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 ○ Consent Decree Min. Req. Quarterly Report

○ INFORMATIONAL ITEMS

◆ ACTION ITEMS

CHANGES IN ITALICS