

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF SEPTEMBER 8, 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.stegesan.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)

IV. Approval of Minutes

Motion:

A. Approval of Minutes August 18, 2016 Board Meeting

(The Board will be asked to review and approve the minutes of August 18, 2016 Board Meeting)

Info:

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

B. Written Communications

1. Special District Leadership Foundation (SDLF) Recognition in Special District Governance
2. City of El Cerrito Centennial Celebration Planning Task Force Meeting Invitation

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF SEPTEMBER 8, 2016

TIME OF MEETING: 7:00 P.M.

- Info: **VI. Reports of Staff and Officers**
- A. Staff Report:
1. Madera Circle Development
(The Board will get an update on the development)
 2. October 10-13, 2016 California Special Districts Association (CSDA) Annual Conference
(The Board will confirm plans to attend the conference)
- Info/Motion: **VII. Business**
- A. Strategic Planning
(The Board will continue the strategic planning process)
- Info/Motion: **VIII. Approval of Checks**
- A. Checks for September 8, 2016 - Fund No. 3418 & 3423
(The Board will be asked to approve the September checks)
- Info: **IX. Future Agenda Items**
- September 22, 2016**
- CLOSED SESSION – Anticipated Litigation
Flexible Benefits Plan Contribution Review
Deferred Compensation Matching Contribution Review
CSDA Conference
Consent Decree Minimum Requirements Quarterly Report
- October 13, 2016**
- CSDA Conference Attendee Reports
Strategic Planning
Comparable Agencies Review
- X. Adjournment**
- (The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on September 22, 2016 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF AUGUST 18, 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: Gilbert-Snyder, James, Merrill, O'Keefe, Miller
Absent: None
Others Present: Rex Delizo, District Manager
Kristopher Kokotaylo, Assistant 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.

IV. Approval of Minutes

A. Approval of Minutes July 28, 2016 Board Meeting

MOTION: By Gilbert-Snyder, seconded by James, to approve the minutes of the July 28, 2016 Board Meeting, as corrected

VOTE: AYES: Gilbert-Snyder, James, Merrill, Miller
NOES: None
ABSTAIN: O'Keefe
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 a report on his attendance at the El Cerrito City Council meeting held on August 16.

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF AUGUST 18, 2016

TIME OF MEETING: 7:00 P.M.

b. CASA Conference Attendee Reports

In accordance with AB 1234, each Director gave a report on their attendance at the 61st Annual CASA Conference.

B. Written Communications

There were no written communications to report.

VI. Reports of Staff and Officers

A. Attorney's Report:

Kokotaylo reported that in the Ninth Circuit decision of Flores v. City of San Gabriel, the amount of cash an employee receives in lieu of an employer's contribution to health premiums under a flexible benefits plan must be included in the FLSA regular rate. Kokotaylo then reported on new and proposed legislation regarding unmanned aerial vehicles, commonly known as drones.

B. Manager's Report:

1. Monthly Maintenance Summary Report – July 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 revised June 2016 to close out last fiscal year 2015-16 and that no replacement or repairs were invoiced for July 2016 to begin fiscal year 2016-2017.

3. Connection Charge Report per Gov. Code 66013

The Manager reported on the annual compliance report detailing the amount of charges received by the District and the public improvement on which the charges were solely expended. The report is posted on the District's website for public review.

4. San Pablo Ave. Future Capacity Update

The Manager reported that staff is continuing to work with the City of El Cerrito and their consultant regarding their evaluation of existing capacity and potential required capacity based on future development as proposed in the City of El Cerrito's San Pablo Avenue Specific Plan.

5. October 10-13, 2016 California Special District Association (CSDA) Annual Conference

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF AUGUST 18, 2016

TIME OF MEETING: 7:00 P.M.

The Manager reported on the upcoming CSDA conference.

6. Candidate Filing List Report

The Manager reported that 2 candidates filed papers for the 2 Director positions up for election in November.

VII. Business

A. Resolution 2069-0716 Amending Resolution No. 1989-0911 Salary and Benefits of the District Manager/Engineer

The Board approved the resolution declaring terms of compensation and employment benefits for the District Manager/Engineer.

MOTION: By James, seconded by Gilbert-Snyder, to approve Resolution 2069-0716 Amending Resolution No. 1989-0911 Salary and Benefits of the District Manager/Engineer, as corrected

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

B. Resolution 2070-0716 Award of Contract to Mosto Construction for Project #16203, Supplementary Sewer Rehabilitation

The Board approved the resolution awarding the supplementary sewer rehabilitation contract to Mosto Construction.

MOTION: By James, seconded by Merrill, to approve Resolution 2070-0716 Award of Contract to Mosto Construction for Project #16203, Supplementary Sewer Rehabilitation

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF AUGUST 18, 2016

TIME OF MEETING: 7:00 P.M.

C. Sewer Service Charge Assessments – 10 Properties

The Board discussed sewer service charge adjustments for 10 properties in the District for past sanitary sewer services rendered but not assessed due to previously unreported water meter data.

MOTION: By James, seconded by Gilbert-Snyder, to approve filing the sewer service charge adjustments for the 10 properties and sending courtesy notices informing the property owners

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

VIII. Monthly Financial Statements – July 2016

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

B. Monthly Operating Statement, July 2016

C. California Employers’ Retiree Benefit Trust (CERBT) Quarterly Statement

The Board reviewed the financial statements with no significant issues.

IX. Approval of Checks

A. Checks for August 18, 2016 - Fund No. 3418 & 3423

MOTION: By James, seconded by O’Keefe, to pay the bills, Check Nos. 24495 through 24536 in the amount of \$89,240.26.

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

X. Future Agenda Items

September 8, 2016

CSDA Conference

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF AUGUST 18, 2016

TIME OF MEETING: 7:00 P.M.

Strategic Planning

September 22, 2016

Flexible Benefits Plan Contribution Rate Review

Deferred Compensation Matching Contribution Rate Review

Consent Decree Minimum Requirements Quarterly Report

XI. Adjournment

The meeting was adjourned at 8:48 P.M. The next meeting of the District Board of Directors will be held on Thursday, September 8, 2016 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary



FOR DIRECTORS AND TRUSTEES

Recognition in Special District Governance

This recognition is an opportunity for staff, board members and trustees to demonstrate to their constituents and colleagues the extent of their commitment and dedication to providing the best possible service to the communities they serve.

Requirements

- CSDA SPECIAL DISTRICT LEADERSHIP ACADEMY
Requires completion of all four modules of the California Special Districts Association (CSDA) Special District Leadership Academy within the last two years:
Module 1: Governance Foundations
Module 2: Setting Direction & Community Leadership
Module 3: Board's Role in Finance & Fiscal Accountability
Module 4: Board's Role in Human Resources
- ELECTIVE COURSES
Requires at least 10 hours of continuing education from the California Special Districts Association (CSDA) or another statewide association specializing in local government.

Frequently Asked Questions (FAQs)

What is the Recognition program?

Recognition in Special District Governance was designed to acknowledge special district board members/trustees that have taken the time and made the effort to get core governance training and continuing education. The program is comprised of two distinct parts: the CSDA Special District Leadership Academy, and at least 10 hours of continuing education from the California Special Districts Association (CSDA) or another statewide association specializing in local government.

Who should apply?

This is an individual recognition. Special district board members, trustees and staff are encouraged to apply.

What do you receive?

Upon completion and verification of the application and submission of the one-time fee, you will be recognized by receiving a custom certificate in a beautiful padded folder, along with the recognition at an upcoming event should you be able to attend.

Is there a way for my district to be recognized also?

In addition to recognitions given to individual directors/trustees and staff, there is also a District Recognition. Districts that have a majority of their governing board holding recognitions will receive a Silver Recognition, and districts with their entire board holding recognitions will receive a Gold Recognition. District Recognitions will be presented at an upcoming event should representatives be able to attend.

How long is the recognition good for?

This is recognition for a lifetime. All you need to do is keep SDLF current anytime you change address, jobs, etc.

Fees

Individual Recognition: \$65

District Recognition: free of charge



Submit Application

Submit this application along with all required documentation and payment of \$65 for individual recognition (additional District Recognition is free of charge) to:

SPECIAL DISTRICT LEADERSHIP FOUNDATION

1112 I Street, Suite 200

Sacramento, CA 95814

Phone: 916-231-2939 • Fax: 916-442-7889 • www.sdlf.org

NAME:		
DISTRICT:		
CONTACT NAME:		
CONTACT TITLE:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	FAX:	
EMAIL:	WEBSITE:	

CSDA SPECIAL DISTRICT LEADERSHIP ACADEMY	
MODULE	DATE TAKEN
MODULE 1: GOVERNANCE FOUNDATIONS	
MODULE 2: SETTING DIRECTION/COMMUNITY LEADERSHIP	
MODULE 3: BOARD'S ROLE IN FINANCE & FISCAL ACCOUNTABILITY	
MODULE 4: BOARD'S ROLE IN HUMAN RESOURCES	

ELECTIVES* (AT LEAST 10 HOURS REQUIRED WITHIN THE LAST TWO YEARS)		
COURSE TITLE & SPONSORING ORGANIZATION	DATE TAKEN	HOURS
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**Please attach any verifying documentation. Use additional pages if necessary.*

PAYMENT	
TOTAL: \$	<input type="checkbox"/> CHECK <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS
ACCT. NAME:	ACCT. NUMBER:
EXPIRATION DATE:	AUTHORIZED SIGNATURE:

From: Suzanne Iarla [mailto:siarla@ci.el-cerrito.ca.us]
Sent: Wednesday, July 20, 2016 3:58 PM
Cc: 'jsbayat1@comcast.net'; 'donna.houser@alumni.berkeley.edu'
Subject: Your invited to an upcoming Centennial Celebration Planning Task Force Meeting

Dear Board/Commission/Committee Chairs, cc: staff liaisons

I am sending you this letter on behalf of the City's Centennial Celebration Planning Task Force...

The City of El Cerrito will be celebrating its One Hundredth Birthday in 2017.

The City's Centennial Celebration Planning Task Force is already considering a number of various proposed activities --from a celebration weekend in September, to a community play, tours, and possible special movies at Rialto Cinemas Cerrito throughout the year to name just a few.

The Task Force wants to focus on all aspects of El Cerrito. From its rich history, its outstanding fine arts community, its thriving commercial sector, its cutting edge environmental work, and its groundbreaking social and political advancements.

The purpose of this letter is to invite you to a centennial planning meeting. We would like to hear your ideas about how your group might like to be a part of the 2017 celebration. The sky is the limit for any and all participation!

There will be two evening meetings at 7pm at El Cerrito City Hall to choose from to attend: Monday August 15 or Monday September 19

Please let us know you which meeting you will be attending by August 5 by emailing either Joann Steck-Bayat (jsbayat1@comcast.net) or Donna Houser (donna.houser@alumni.berkeley.edu), co-chairs of the Centennial Celebration Planning Task Force.

Thank you and we hope to see you at an upcoming meeting.

If you have questions please call, Joann at 524 9468.

Sincerely,

Joann Steck-Bayat & Donna Houser



August 10, 2016

Thank you for your enthusiastic interest in our city's 2017 Centennial Celebration. Please accept our invitation to a Centennial Task Force planning meeting on **September 19**.

The meeting will start at 7:00pm and be held in the Council Chambers.

The purpose of the meeting, led by Donna Houser, will be for:

- ✓ Each Centennial task force member to share their goals and plans for the Centennial
- ✓ Your group to share its plans and ideas for the Centennial

Two minute overviews by the Centennial Planning Task Force members will give you an idea of what we have cooking already.

- | | |
|--------------------------------------|-------------------|
| ▪ The big overview | Joann Steck-Bayat |
| ▪ Art events and ideas | Ruth Cazden |
| ▪ Local business involvement | Lisa Montinengo |
| ▪ Historical Society involvement | Pat Shaw |
| ▪ Time capsule | Bruce Yow |
| ▪ Gala event | Donna Houser |
| ▪ Programs' speakers and development | Joan Carpenter |

What we would like to learn from you at the meeting:

- Group you are representing and point of contact for the task force to work with
- Date(s) and time of your event. Will it be a onetime event or more than once (i.e., Tours)
- What is your groups' focus
- If interested in partnerships with other commissions/groups, what groups
- What type of event will your group host and what is the Centennial tie in
- What city events throughout the year you will tie into the Centennial
- Venue of the event
- How you would like the City to support your event.

Please bring the attached form with the above information to the meeting if possible.

We look forward to working with you the rest of this year and the year to come.

If you may have any questions, please contact me at 524 9468 or at jsbayat1@comcast.net.

Sincerely,

Joann Steck-Bayat

Centennial Celebration Planning Task Force members

Ruth Cazden, Joan Carpenter, Ann Chen, Donna Houser Lisa Martinengo, Patricia Shaw, Joann Steck-Bayat, Bruce Yow

EL CERRITO CENTENNIAL CELEBRATION

Event Form

Please provide us as much information as possible about your organization's plan for the Centennial Celebration.

Return completed form to Joann Steck-Bayat at jsbayat1@comcast.net

1. Organization: _____
2. Point of contact name, email and phone: _____

3. Title and focus of event you will host including Centennial tie in: _____

4. Are there city events throughout the year your organization will tie into the Centennial? _____

5. Describe your event: _____
6. Is this a one-time event? No / Yes If no, what is frequency: _____
7. Date(s) and time of the event: _____
8. Venue: _____
9. How do you see the city supporting your event: _____
10. How much do you estimate the event(s) will cost, and how do you plan to cover those costs, i.e. charge admission, partner with other groups, seek business sponsorships, etc? _____

11. Anticipated staff time to carry out event: None | Minimal | A lot
12. Proposed partner/co-sponsor: If you represent an organization or business that is proposing an event that you will help fund and/or carry out, please list the organization and what resources you are proposing to contribute: _____

13. If interested in partnerships with other commissions/groups, what groups? _____

Today's date _____

**California Special Districts Association (CSDA)
2016 Annual Conference
October 10-13, 2016**

Sheraton San Diego Hotel and Marina

	<u>Arrival Date</u>	<u>Departure Date</u>
Paul Gilbert-Snyder	<i>TBD</i>	
Jay Z. James	Tuesday 10/11	Thursday 10/13
Dwight Merrill	<i>TBD</i>	
Al Miller	Sunday 10/9	Thursday 10/13
Beatrice O'Keefe	<i>TBD</i>	

CSDA Registration Deadline: **September 9, 2016 (Early Bird)**

Hotel Cancellation Deadline: **September 18, 2016**

STEGE SANITARY DISTRICT

DRAFT Strategic Plan

MISSION

“...it shall be the mission of the Stege Sanitary District to plan and operate a safe, efficient and economical wastewater collection and transfer system for the present and future customers of the District. “

VISION

The District will continue to:

- Protect public health and our environment
- Meet all legal and regulatory requirements
- Work in a safe and efficient manner
- Provide excellent customer service
- Employ our proactive asset management methods to provide a sustainably reliable collection system and reduce sewer system overflows (SSOs)
- Utilize a Pay-as-you-go (PayGo) financial policy including prudent, justifiable reserves
- Manage resources to accomplish our mission while maintaining a rate structure among the lowest in the San Francisco Bay Area
- Provide a safe, enjoyable, and rewarding work environment that recognizes the value and worth of our employees
- Use governance and transparency practices that qualify for the Special District Leadership Foundation District of Distinction Accreditation and the District Transparency Certificate of Excellence
- Anticipate and plan for future changes
- Keep customers informed through newsletters, public appearances, website and other appropriate outreach

VALUES

The District will adhere to the following set of core values in all aspects of operations:

- Safety
- Fiscal Responsibility
- Fairness
- Ethical and Transparent Governance
- Professional Excellence
- Education and Training
- Appropriate, Safe and Secure Up-To-Date Technology and Equipment

- Continue Improvement
- Sustainable Environmental Practices (Reduce, Reuse, Recycle)

GOALS & OBJECTIVES

1. Comply with state and federal regulations
 - a.
 - b.
 - c.
2. Maintain and improve infrastructure
 - a. Sewer system life cycle of 60+ year
 - b. Reduce “preventable” SSOs
 - c. BPD education and outreach
3. Ensure financial stability and efficiency
 - a.
 - b.
 - c.
4. Provide safe and rewarding work environment that recognizes the worth and value of employees
 - a.
 - b.
 - c.
5. Plan for the loss of key employees
 - a. Identify critical tasks and backup plans
 - b. Identify more than one employee per task
 - c.
6. Promote professional excellence and recognition
 - a. Promote professional development and certification
 - b. Encourage active participation in professional organizations
 - c.
7. Maintain and improve community outreach and communication
 - a.
 - b.
 - c.

11:21 AM	STEGE SANITARY DISTRICT			
09/06/2016	Check Report			
Accrual Basis	September 8, 2016			
	Name	Memo	Amount	Num
Sep 8, 16				
	3T Equipment Company, Inc.	Video Camera Repair	-2,357.53	24537
	Alliant Insurance Services, Inc	Endorsement Premium 04/1/16-07/1/16	-14.00	24538
	Aramark Uniform Services	Uniform Services	-630.34	24539
	AT&T (510 526-9389)	Burlingame Pump Station	-123.87	24540
	AT&T (510 526-9489)	Canon Pump Station	-117.52	24541
	B&G Telephone Answering Serv.	Answering Service - Oct 2016	-114.60	24542
	Bay Alarm Company	Fire & Burglar Alarm	-536.04	24543
	CCP Industries	Gloves	-141.15	24544
	Cerrito Printing, Inc.	Envelopes	-188.10	24545
	Chevron and Texaco Card Services	Gas	-345.97	24546
	Dwight Merrill	CASA Conference 8/10-12/16	-700.57	24547
	East Bay Sanitary Co., Inc.	Garbage Sep-Oct	-680.14	24548
	Home Depot Credit Services	Maintenance Supplies	-30.51	24549
	Jay Z. James	CASA Conference 8/09-12/16	-828.43	24550
	Meyers Nave	Legal Services	-4,182.84	24551
	MR Copy	Copier Supplies	-254.14	24552
	Nakano Landscape	Landscaping Aug 2016	-280.00	24553
	Pastime Hardware	Maintenance Supplies	-77.91	24554
	Paul B. Gilbert-Snyder	CASA Conference 8/10-12/16	-767.88	24555
	PG&E- #0103467151-9	Burlingame Pump Station	-81.54	24556
	PG&E- #6675831511-4	Office/Shop	-636.06	24557
	TelePacific Communications	Office Phones	-668.04	24558
	U.S. Bank	CASA Conference, Travel and Misc	-3,527.49	24559
	Vavrinek, Trine, Day & Co., LLP	Audit 2015/2016	-5,000.00	24560

	Name	Memo	Amount	Num
	WECO Industries, Inc.	Debris Basket	-304.00	24561
	Xerox Financial Services	Copier Lease Payment 08/08-09/07	-177.03	24562
	Xtelesis Corporation	Server Upgrade	-2,678.42	24563
Sep 8, 16			-25,444.12	

STEGE SANITARY DISTRICT SEPTEMBER 2016

SEPTEMBER 2016	OCTOBER 2016	NOVEMBER 2016	DECEMBER 2016	JANUARY 2017	FEBRUARY 2017
9/5 HOLIDAY	CSDA Annual Conf. October 10-13, 2016 San Diego, CA	11/24-25 HOLIDAY	12/8 Christmas Luncheon 12/25 HOLIDAY	1/2 & 1/16 HOLIDAY CASA Conference January 18-20, 2017 Palm Springs, CA	2/20 HOLIDAY CASA Conference FEB 27-MAR 1, 2017 Washington, DC
9/8/2016 – 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.	1/12/2017 – 7:00 P.M.	2/9/2017 – 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"> ○ CSDA Conference ○ Strategic Planning 	<ul style="list-style-type: none"> ○ CSDA Conference – Attendee Reports ○ Strategic Planning ○ Comparable Agencies Review 	<ul style="list-style-type: none"> ○ Proposed Meeting Calendar ○ Board Officer Succession Plan ○ CASA Conference ○ San Pablo Ave. Future Capacity Update ○ Strategic Planning 	<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 ○ Kids for the Bay ○ Expenditure Notification Threshold 	<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
9/22/2016 – 7:00 P.M.	10/27/2016 – 7:00 P.M.			1/26/2017 – 7:00 P.M.	
Board of Directors Meeting	Board of Directors Meeting			Board of Directors Meeting	
<ul style="list-style-type: none"> ◆ Flexible Benefits Plan Contribution Review ◆ Deferred Compensation Matching Contribution Review ○ CSDA Conference ○ Consent Decree Min. Req. Quarterly Report 	<ul style="list-style-type: none"> ○ CLOSED SESSION – Quarterly Claims Rpt ○ Quarterly Financial Statements 			<ul style="list-style-type: none"> ○ CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval ◆ Resolution for Disposal of Surplus Property ○ Quarterly Financial Statements ○ CASA Conf. – Director’s Reports ○ Service Rate Discussion 	

○ INFORMATIONAL ITEMS

◆ ACTION ITEMS

CHANGES IN ITALICS

STEGE SANITARY DISTRICT SEPTEMBER 2016

MARCH 2017	APRIL 2017	MAY 2017	JUNE 2017	JULY 2017	AUGUST 2017
	CASA Public Policy Forum April 19, 2017 Sacramento, CA	5/29 HOLIDAY	6/14 Safety and Recognition Awards Luncheon	7/4 HOLIDAY 4 th of July Fair Booth	CASA Conference August 22-24, 2017 San Diego, CA
3/9/2017 – 7:00 P.M.	4/13/2017 – 7:00 P.M.	5/13/2017 – 9:00 A.M.	6/8/2017 – 7:00 P.M.	7/13/2017 – 7:00 P.M.	8/16/2016 – 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"> ○ Long Range Planning Discussion of Topics ○ CASA Conf. – Director’s Reports ○ CASA Conference ○ Service Rate Discussion ○ Board Training Summary ○ Form 700 ○ Auditor – RFP (2018) 	<ul style="list-style-type: none"> ○ Service Rate Discussion/Approval (& 30-day Notice) ○ Long Range Planning Discussion of Topics ○ Board Training Summary ○ CASA Conference 	<p><u>9AM Meeting Time</u></p> <ul style="list-style-type: none"> ○ Long Range Planning Workshop 	<ul style="list-style-type: none"> ○ Draft Budget ◆ Review Director Meeting Compensation ○ July 4th Fair Discussion ◆ Approve Project Plans and Specs (+CEQA) ◆ Approve Salary Ranges for District Positions ◆ Long Range Planning Draft Action Plan 	<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 ○ CSDA Conference ○ Select Actuary for Analysis of Retiree Health Benefits (odd years) ○ Quarterly (FY End) Financial Statements ○ San Pablo Ave. Future Capacity Update ○ Connection Charge Report per Gov. Code 66013
3/23/2017 – 7:00 P.M.	4/27/2017 – 7:00 P.M.	5/25/2017 – 7:00 P.M.	6/22/2017 – 7:00 P.M.	7/27/2017 – 7:00 P.M.	
Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	
<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 ○ CASA Conference 	<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 ○ CASA Conf. – Director’s Reports 	<ul style="list-style-type: none"> ○ 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 – Director Meeting Compensation ◆ Review and Approve Incentive Award ◆ Adopt Incentive Award Goals & Objectives ○ District Reserve Policy ○ July 4th Fair Discussion ○ Consent Decree Min. Req. Quarterly Report 	<ul style="list-style-type: none"> ○ CLOSED SESSION – Quarterly Claims Rpt ○ CASA Conference ○ Reimb. Report per Gov. Code 53065.5 ○ Quarterly Financial Statements ○ Candidate filing period (even years) ◆ Establish and Collect Sewer Service Charges ◆ Notice of Completion/ Award of Contract 	

○ INFORMATIONAL ITEMS

◆ ACTION ITEMS

CHANGES IN ITALICS