

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF OCTOBER 13, 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](http://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 September 22, 2016 Board Meeting

(The Board will be asked to review and approve the minutes of September 22, 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. CSDA Conference Attendee Reports

B. Written Communications

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF OCTOBER 13, 2016

TIME OF MEETING: 7:00 P.M.

**VI. Business**

Info/Motion:

A. Comparable Agencies Review

(The Board will review and consider changes to the agencies considered comparable to the District for salary and benefit comparison purposes)

Info/Motion:

B. Strategic Planning

(The Board will continue the strategic planning process)

**VII. Approval of Checks**

Info/Motion:

A. Checks for October 13, 2016 - Fund No. 3418 & 3423

(The Board will be asked to approve the October checks)

Info:

**VIII. Future Agenda Items**

**October 27, 2016**

CLOSED SESSION – Quarterly Claims Report

Quarterly Financial Statements

Flexible Benefits Plan Review

**November 10, 2016**

Proposed Meeting Calendar

Board Officer Succession Plan

CASA Conference

San Pablo Ave. Future Capacity Update

Strategic Planning

**IX. Adjournment**

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on October 27, 2016 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF SEPTEMBER 22, 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, 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.

**CLOSED SESSION**

**Conference with Legal Counsel - Anticipated Litigation**

Gov. Code § 54956.9(d)(2) or (d)(3)

Number of Potential Cases: 3

The Board entered into the closed session at 7:01 P.M. and returned to open session at 7:17 P.M. President Miller announced the Board had taken no reportable actions.

**III. Public Comment:** There was no public comment.

**IV. Approval of Minutes**

**A. Approval of Minutes September 8, 2016 Board Meeting**

**MOTION:** By James, seconded by Gilbert-Snyder, to approve the minutes of the September 8, 2016 Board Meeting, as amended

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF SEPTEMBER 22, 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 reports on his attendance at the El Cerrito Centennial Planning Committee Meeting held on September 19, El Cerrito Chamber of Commerce Meeting held on September 20, and the El Cerrito City Council Meeting held on September 20.

B. Written Communications

1. Contra Costa Special Districts Association (CCSDA) October 17<sup>th</sup> Meeting Program and Bylaws with Proposed Changes

Board Members will forward any comments on the proposed changes to the Manager.

**VI. Reports of Staff and Officers**

A. Attorney's Report:

Reyes informed the Board about a letter dated September 20, 2016 that he received from the law offices of Davis S. Geenseid requesting further information about previously unassessed sewer charges for a laundromat located at 11940 San Pablo Avenue, El Cerrito. Reyes indicated that he will respond back to Mr. Geenseid's request and will update the Board at a future meeting.

B. Manager's Report:

1. Monthly Maintenance Summary Report – August 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 June 2016 report was revised to add another repair in the amount of \$3,532 to last fiscal year 2015-16. There were no replacements and 1 repair paid in August in the amount of \$3,532 for the current fiscal year 2016-17.

3. Consent Decree Minimum Requirements Status Report

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF SEPTEMBER 22, 2016

TIME OF MEETING: 7:00 P.M.

The Manager reported on the District's minimum requirement status at the end of the first quarter of the fiscal year with no significant issues.

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

Board Members confirmed their individual plans to attend the conference.

**VII. Business**

A. Flexible Benefit Plan Contribution Review

The Board discussed proposed changes to the flexible benefits plan including paying for employee-only health coverage and then converting the difference (~\$900) into an increase in salary and the salary range. Those employees needing more coverage would pay the difference out of salary. The Board asked the Manager to discuss this idea with staff, work with District Counsel on the details, and bring the item back for further discussion.

B. Deferred Compensation Matching Contribution Review

The Board reviewed and discussed changes to the deferred compensation matching contribution but decided to table the discussion until the proposed changes to the flexible benefits plan are resolved.

C. Approval of the Purchase of a Hybrid Vehicle

The Board discussed replacing a 2001 Ford Taurus with a midsize plug-in hybrid electric vehicle.

MOTION: By James, seconded by Gilbert-Snyder, to approve the purchase of a Ford C-Max SE midsize plug-in hybrid electric vehicle through the State of California's contracted pricing program for \$28,810 plus taxes and fees

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF SEPTEMBER 22, 2016

TIME OF MEETING: 7:00 P.M.

D. Resolution 2071-0916 Amending the Employee Personnel Policies of the Stege Sanitary District, Article II. Employment/Compensation Provisions, Section 4. Overtime

The Board reviewed and discussed changes to the District's personnel policy. The changes make clear the issue of compensability under the Fair Labor Standards Act (FLSA) for time spent by a non-exempt employee performing off-duty work-related emails or other similar use of electronic resources.

MOTION: By Merrill, seconded by James, to approve Resolution 2071-0916 Amending the Employee Personnel Policies of the Stege Sanitary District, Article II. Employment/Compensation Provisions, Section 4. Overtime

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

**VIII. Financial Statements – August 2016**

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

B. Monthly Operating Statement, August 2016

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

**IX. Approval of Checks**

A. Checks for September 22, 2016 - Fund No. 3418 & 3423

MOTION: By James, seconded by Gilbert-Snyder, to pay the bills, Check Nos. 24577 through 24595 in the amount of \$87,546.10

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF SEPTEMBER 22, 2016

TIME OF MEETING: 7:00 P.M.

**X. Future Agenda Items**

**October 13, 2016**

CSDA Conference – Attendee Reports

Strategic Planning

Comparable Agencies Review

**October 27, 2016**

CLOSED SESSION – Quarterly Financial Statements

Quarterly Financial Statements

**XI. Adjournment**

The meeting was adjourned at 8:50 P.M. The next meeting of the District Board of Directors will be held on Thursday, October 13, 2016 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California

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Rex Delizo  
STEGE SANITARY DISTRICT  
Secretary

**COMPARABLE AGENCIES REVIEW**

**ISSUE:**

The Board will review and consider changes to the agencies considered comparable to the District for salary and benefit comparison purposes.

**FISCAL IMPACT:**

The cost to review the comparable agencies is minimal.

**BACKGROUND:**

After approving salary ranges for employees at the Board Meeting on June 9, 2016, the Board requested a future agenda item revisiting the comparable agencies and private industry.

The District reviews the salary ranges for employees every year as part of the budget process. Salary ranges are typically adjusted to equal the median and/or mean of a market survey every five years and then adjusted each year in between by a cost-of-living adjustment. The market survey typically compares salaries and benefits to those of comparable positions at 11 comparable agencies which were chosen by Koff & Associates in 2001 as follows:

LIST OF COMPARABLE AGENCIES

<b>Agency</b>	<b>Collection and/or Treatment</b>	<b>Miles of Sewer</b>	<b># of Positions</b>
Castro Valley SD	Collection	160	21
Central Marin SA	Treatment	n/a	41
Ironhouse SD	Both	152	30
Las Gallinas Valley SD	Both	105	21
Mt. View SD	Both	73	14
Napa SD	Both	270	51
Novato SD	Both	220	17
Ross Valley SD	Collection	200	38
West Bay SD	Collection	210	26
West County SD	Both	255	57
West Valley SD	Collection	426	27
<b>Stege SD</b>	<b>Collection</b>	<b>148</b>	<b>10</b>



Other agencies to consider are as follows:

<b>Agency</b>	<b><i>Collection and/or Treatment</i></b>	<b><i>Miles of Sewer</i></b>	<b><i># of Positions</i></b>
Oro Loma SD	Both	280	43
Central Contra Costa SD	Both	1600	290
Union SD	Both	783	140

In the Koff report, it was noted that it was difficult to develop a number of private industry comparator positions with those of public agencies for three reasons:

- Most private firms do not have comparative area of service delivery (i.e. General Manager, etc.). Maintenance work is often of a different nature, but basic engineering, craft and clerical comparisons can be made.
- Benefit packages are very different. The private firm may only pay for the employee's cost of various health and dental insurances, and the employee bears the cost of dependent coverage. Private firms, however, often offer stock options and bonuses. The primary difference is that public agency benefits are considered entitlements (payable to all employees who regularly appear at work), while many private benefits are dependent upon company performance.
- Many of the sewer maintenance firms are heavily on a commission basis.

**RECOMMENDATION:**

Add Oro Loma Sanitary District to the agencies considered comparable to the District for salary and benefit comparison purposes since it is similar in size and scope to the other agencies already on the list.

**ATTACHMENTS:**

None.

# 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

## MEASUREMENT

1. Comply with state and federal regulations
  - a. *Quarterly Compliance Review*
  - b. *Provide appropriate training*

*100% Compliance*
  
2. Maintain and improve infrastructure
  - a. *Sewer system life cycle of 60+ year*
  - b. *Reduce "preventable" SSOs*
  - c. *BPD education and outreach*
  - d. *Work with local planning agencies to develop growth strategies that ensure necessary sewer collection infrastructure is funded and installed*
  
3. Ensure financial stability and efficiency
  - a. *Develop and implement an annual budget*
  - b. *Annual Audit*
  - c. *Assess and maintain an appropriate reserve fund*
  - d. *Monthly review of Finances*
  - e. *Annual review of Investment Policy*

*No major deficiencies*

*No Surprises*
  
4. Provide safe and rewarding work environment that recognizes the worth and value of employees
  - a. *Annual review of salary/benefits vs. comparable agencies*
  - b. *Monitor loss time due to work accidents*

*Remain competitive*
  
5. Plan for the loss of key employees
  - a. *Identify critical tasks and backup plans*
  - b. *Identify more than one employee per task*
  - c. *Ensure salaries are comparable to other agencies*
  
6. Promote professional excellence and recognition
  - a. *Promote professional development and certification*
  - b. *Encourage active participation in professional organizations*

*Employee reporting/monitoring system*
  
7. Maintain and improve community outreach and communication
  - a. *Publish a newsletter twice a year*
  - b. *Invite appropriate politicians to Board Meetings for 2-way communication*
  - c. *Maintain an up-to-date website with useful information for customers*
  - d. *Participate in community fairs and events*
  - e. *Work cooperatively with other public agencies within our service area*

10:39 AM	STEGE SANITARY DISTRICT			
10/10/2016	Check Report			
Accrual Basis	October 13, 2016			
	Name	Memo	Amount	Num
<b>Oct 13, 16</b>				
	Aramark Uniform Services	Uniform Services	-439.48	24596
	AT&T (510 526-9389)	Burlingame Pump Station	-110.52	24597
	AT&T (510 526-9489)	Canon Pump Station	-111.93	24598
	B&G Telephone Answering Serv.	Answering Service - Nov 2016	-109.60	24599
	Capital One Commercial	Costco Supplies	-63.12	24600
	Chevron and Texaco Card Services	Gas	-207.90	24601
	Clark Pest Control	Pest Control	-129.00	24602
	DATCO	Oct-Dec 2016	-146.25	24603
	Don's Tire Service, Inc.	Vaccon & Rodder Tires	-2,938.87	24604
	East Bay Muni Utility District	FY 16-17 TAB FEES	-18,074.00	24605
	Golden Gate Truck Center	Vaccon Tow	-1,440.90	24606
	Julie McDonald	Reissue Ck #24415 CSRMA Wellness Reimb 2016	-109.00	24607
	Nakano Landscape	Landscaping Sep 2016	-280.00	24608
	Pastime Hardware	Maintenance Supplies	-201.37	24609
	PG&E- #0103467151-9	Burlingame Pump Station	-74.07	24610
	PG&E- #0607499583-5	Canon Pump Station	-49.43	24611
	PG&E- #6675831511-4	Office/Shop	-635.77	24612
	Pump Repair Service Co.	Burlingame & Canon Repairs	-1,769.00	24613
	TelePacific Communications	Office Phones	-657.20	24614
	U.S. Bank	CSDA Registration, Carpet Cleaning & Misc	-2,566.00	24615
	Vanguard Cleaning Systems	Janitorial Service Oct 2016	-295.00	24616
	Xerox Financial Services	Copier Lease Payment 09/08-10/07	-202.03	24617
<b>Oct 13, 16</b>			<b>-30,610.44</b>	

## STEGE SANITARY DISTRICT OCTOBER 2016

OCTOBER 2016	NOVEMBER 2016	DECEMBER 2016	JANUARY 2017	FEBRUARY 2017	MARCH 2017
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	
10/13/2016 – 7:00 P.M.	11/10/2016 – 7:00 P.M.	12/8/2016 – <b>2:00 P.M.</b>	1/12/2017 – 7:00 P.M.	2/16/2017 – 7:00 P.M.	3/9/2017 – 7:00 P.M.
<b>Board of Directors Meeting</b>	<b>Board of Directors Meeting</b>	<b>Board of Directors Meeting</b>	<b>Board of Directors Meeting</b>	<b>Board of Directors Meeting</b>	<b>Board of Directors Meeting</b>
<ul style="list-style-type: none"> <li>○ CSDA Conference – Attendee Reports</li> <li>○ Strategic Planning</li> <li>○ Comparable Agencies Review</li> </ul>	<ul style="list-style-type: none"> <li>○ Proposed Meeting Calendar</li> <li>○ Board Officer Succession Plan</li> <li>○ CASA Conference</li> <li>○ San Pablo Ave. Future Capacity Update</li> <li>○ Strategic Planning</li> </ul>	<p><u>2PM Meeting Time</u></p> <ul style="list-style-type: none"> <li>◆ Nomination &amp; Election of Officers</li> <li>◆ Fiscal Year Financial Audit</li> <li>◆ Connection Charge Calculation Report</li> <li>○ CASA Conference</li> <li>○ Meeting Calendar</li> <li>○ Consent Decree Min. Req. Quarterly Report</li> <li>○ Kids for the Bay</li> <li>○ Expenditure Notification Threshold</li> </ul>	<ul style="list-style-type: none"> <li>◆ Board Governance Review</li> <li>◆ Connection Charge Ord.</li> <li>○ Service Rate Discussion</li> <li>○ District of Distinction (even years)</li> <li>○ CASA Conference</li> <li>○ Director’s Contact Info</li> <li>○ Board Training Summary</li> </ul>	<ul style="list-style-type: none"> <li>◆ Board Governance Approval</li> <li>○ Actuarial Analysis of Retiree Health Benefits Report (even years)</li> <li>○ Service Rate Discussion</li> <li>○ CASA Conference</li> <li>○ Board Training Summary</li> <li>○ San Pablo Ave. Future Capacity Update</li> </ul>	<ul style="list-style-type: none"> <li>○ Long Range Planning Discussion of Topics</li> <li>○ CASA Conf. – Director’s Reports</li> <li>○ CASA Conference</li> <li>○ Service Rate Discussion</li> <li>○ Board Training Summary</li> <li>○ Form 700</li> <li>○ Auditor – RFP (2018)</li> </ul>
10/27/2016 – 7:00 P.M.			1/26/2017 – 7:00 P.M.		3/23/2017 – 7:00 P.M.
<b>Board of Directors Meeting</b>			<b>Board of Directors Meeting</b>		<b>Board of Directors Meeting</b>
<ul style="list-style-type: none"> <li>○ CLOSED SESSION – Quarterly Claims Rpt</li> <li>○ Quarterly Financial Statements</li> </ul>			<ul style="list-style-type: none"> <li>○ CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval</li> <li>◆ Resolution for Disposal of Surplus Property</li> <li>○ Quarterly Financial Statements</li> <li>○ CASA Conf. – Director’s Reports</li> <li>○ Service Rate Discussion</li> </ul>		<ul style="list-style-type: none"> <li>◆ Auditor – RFP (2018)</li> <li>○ Long Range Planning Discussion of Topics</li> <li>○ California Employer’s Retiree Benefit Trust (CERBT) Contributions</li> <li>○ Form 700</li> <li>○ Consent Decree Min. Req. Quarterly Report</li> <li>○ CASA Conference</li> </ul>

○ INFORMATIONAL ITEMS

◆ ACTION ITEMS

*CHANGES IN ITALICS*

## STEGE SANITARY DISTRICT OCTOBER 2016

APRIL 2017	MAY 2017	JUNE 2017	JULY 2017	AUGUST 2017	SEPTEMBER 2017
CASA Public Policy Forum April 19, 2017 Sacramento, CA	5/29 HOLIDAY	6/14 Safety and Recognition Awards Luncheon	7/4 HOLIDAY 4 <sup>th</sup> of July Fair Booth	CASA Conference August 22-24, 2017 San Diego, CA	9/4 HOLIDAY
4/13/2017 – 7:00 P.M.	5/13/2017 – <b>9:00 A.M.</b>	6/8/2017 – 7:00 P.M.	7/13/2017 – 7:00 P.M.	8/17/2017 – 7:00 P.M.	9/14/2017 – 7:00 P.M.
<b>Board of Directors Meeting</b>	<b>Board of Directors Meeting</b>	<b>Board of Directors Meeting</b>	<b>Board of Directors Meeting</b>	<b>Board of Directors Meeting</b>	<b>Board of Directors Meeting</b>
<ul style="list-style-type: none"> <li>○ Service Rate Discussion/Approval (&amp; 30-day Notice)</li> <li>○ Long Range Planning Discussion of Topics</li> <li>○ Board Training Summary</li> <li>○ CASA Conference</li> </ul>	<p style="text-align: center;"><i>9AM Meeting Time</i></p> <ul style="list-style-type: none"> <li>○ Long Range Planning Workshop</li> </ul>	<ul style="list-style-type: none"> <li>○ Draft Budget</li> <li>◆ Review Director Meeting Compensation</li> <li>○ July 4<sup>th</sup> Fair Discussion</li> <li>◆ Approve Project Plans and Specs (+CEQA)</li> <li>◆ Approve Salary Ranges for District Positions</li> <li>◆ Long Range Planning Draft Action Plan</li> </ul>	<ul style="list-style-type: none"> <li>○ July 4<sup>th</sup> Fair Debrief</li> <li>○ District Investment Policy</li> <li>○ CASA Conference</li> <li>◆ Resolution Est. Salary of District Manager</li> <li>◆ Form 470</li> </ul>	<ul style="list-style-type: none"> <li>○ CASA Conference</li> <li>○ CSDA Conference</li> <li>○ Select Actuary for Analysis of Retiree Health Benefits (odd years)</li> <li>○ Quarterly (FY End) Financial Statements</li> <li>○ San Pablo Ave. Future Capacity Update</li> <li>○ Connection Charge Report per Gov. Code 66013</li> </ul>	<ul style="list-style-type: none"> <li>○ CSDA Conference</li> <li>○ Strategic Planning</li> </ul>
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.		9/28/2017 – 7:00 P.M.
<b>Board of Directors Meeting</b>	<b>Board of Directors Meeting</b>	<b>Board of Directors Meeting</b>	<b>Board of Directors Meeting</b>		<b>Board of Directors Meeting</b>
<ul style="list-style-type: none"> <li>○ CLOSED SESSION – Quarterly Claims Rpt</li> <li>○ Quarterly Financial Statements</li> <li>○ Long Range Planning Discussion of Topics</li> <li>○ Draft Budget</li> <li>◆ Employee Benefits Req.</li> <li>○ Service Rate Discussion/Approval (&amp; 30-day Notice)</li> <li>○ July 4<sup>th</sup> Fair Discussion</li> <li>○ CASA Conf. – Director’s Reports</li> </ul>	<ul style="list-style-type: none"> <li>○ CLOSED SESSION – District Counsel Performance Evaluation</li> <li>○ Draft Budget</li> <li>○ July 4<sup>th</sup> Fair Discussion</li> <li>○ Service Rate Discussion/Approval (&amp; 30-day Notice)</li> <li>○ Board Training Summary</li> </ul>	<ul style="list-style-type: none"> <li>○ CLOSED SESSION – Manager Perf. Eval.</li> <li>◆ Approve and Adopt Final Budget</li> <li>◆ Ordinance – Director Meeting Compensation</li> <li>◆ Review and Approve Incentive Award</li> <li>◆ Adopt Incentive Award Goals &amp; Objectives</li> <li>○ District Reserve Policy</li> <li>○ July 4<sup>th</sup> Fair Discussion</li> <li>○ Consent Decree Min. Req. Quarterly Report</li> </ul>	<ul style="list-style-type: none"> <li>○ CLOSED SESSION – Quarterly Claims Rpt</li> <li>○ CASA Conference</li> <li>○ Reimb. Report per Gov. Code 53065.5</li> <li>○ Quarterly Financial Statements</li> <li>○ Candidate filing period (even years)</li> <li>◆ Establish and Collect Sewer Service Charges</li> <li>◆ Notice of Completion/Award of Contract</li> </ul>		<ul style="list-style-type: none"> <li>◆ Flexible Benefits Plan Contribution Review</li> <li>◆ Deferred Compensation Matching Contribution Review</li> <li>○ CSDA Conference</li> <li>○ Consent Decree Min. Req. Quarterly Report</li> </ul>

○ INFORMATIONAL ITEMS

◆ ACTION ITEMS

*CHANGES IN ITALICS*