

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF JULY 11, 2018  
TIME OF MEETING: 7:00 P.M.  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

\*\*\*\*\* **AGENDA** \*\*\*\*\*

(Items on the agenda may be taken out of order.)

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)

Motion:

**IV. Approval of Minutes**

A. Approval of June 28, 2018 Regular Board Meeting Minutes

(The Board will be asked to review and approve the minutes of June 28, 2018 Regular 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. 4<sup>th</sup> of July Fair – Debriefing

B. Written Communications

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF JULY 11, 2018  
TIME OF MEETING: 7:00 P.M.  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

1. California Association of Sanitation Agencies (CASA) Annual Business Meeting – August 9-10, Monterey Marriott, Monterey, CA
2. LAFCO Election Results - RDA Oversight Board - Special District Seat

Info:           **VI. Reports of Staff and Officers**

A. Manager's Report

1. August 8-10, 2018 California Association of Sanitation Agencies (CASA) 63rd Annual Conference
2. FORM 470 - Officeholder and Candidate Campaign Statement

**VII. Business**

Resolution/Motion: A. Resolution No. 2102-0718 Accepting Completion of Work and Filing Notice of Completion for the Standard Sewer Rehabilitation Project No. 17201

(The Board will consider approving the Resolution)

Info/Motion: B. District Investment Policy

(The Board will review the District Investment Policy)

Info/Motion: C. Self-Assessment of Governance Questions Review

(The Board will discuss a question from the self-assessment of governance completed at the Long Range Planning Workshop)

Info/Motion: **VIII. Approval of Checks**

A. Checks for July 11, 2018 - Fund No. 3418 & 3423

(The Board will be asked to approve the July 2018 checks)

Info:           **IX. Future Agenda Items**

**July 26, 2018**

CLOSED SESSION – Quarterly Claims

CASA Conference

Reimbursement Report per Gov. Code 53065.5

Quarterly Financial Statements

Candidate Filing Period

Establish and Collect Sewer Service Charges

Resolution – District Manager Salary

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF JULY 11, 2018

TIME OF MEETING: 7:00 P.M.

DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

PUBLIC HEARING/RESOLUTION – Sewer Service Charges

PUBLIC HEARING/ORDINANCE – Director’s Meeting Compensation

Rules of Order

**August 16, 2018**

CASA Conference

CSDA Conference

Quarterly (FY End) Financial Statements

Connection Charge Report per Gov. Code 66013

**X. Adjournment**

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on July 26, 2018 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF JUNE 28, 2018  
 TIME OF MEETING: 7:00 P.M.  
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

\*\*\*\*\*MINUTES\*\*\*\*\*

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

**II. Roll Call:** Present: Gilbert-Snyder, James, Miller, O'Keefe, Merrill  
 Absent: None  
 Others Present: Rex Delizo, District Manager  
 Kristopher Kokotaylo, District Counsel  
 Juliet Christian-Smith, Resident

**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 was moved to the end of the meeting by unanimous consent of the Board.

**IV. Approval of Minutes**

A. Approval of June 14, 2018 Board Meeting Minutes

MOTION: By Gilbert-Snyder, seconded by O'Keefe, to approve the minutes of the June 14, 2018 Board Meeting

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

**V. Communications**

A. Oral Communications

1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF JUNE 28, 2018  
 TIME OF MEETING: 7:00 P.M.  
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

a. City & Community Meetings

Miller gave a report on his attendance at the El Cerrito City Council Meetings held on June 18 & 19, 2018.

B. Written Communications

1. California Association of Sanitation Agencies (CASA) - Designation of Agency Representative and Consent to Electronic Transmission

The Board agreed to receive official communications by email and then designated the District's official voting representative and two alternates.

MOTION: By James, seconded by Miller, to consent to receiving official communications from CASA by email rather than regular mail

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

MOTION: By James, seconded by O'Keefe, to designate President Merrill as the District's official voting representative and Vice President James and District Manager Delizo as the two alternates

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

**VI. Reports of Staff and Officers**

A. Attorney's Report:

Kokotaylo provided brief explanations of the federal code that provides that elected officials be defined as employees as it relates to the collection of income taxes, the Supreme Court ruling that nonunion workers cannot be

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF JUNE 28, 2018  
 TIME OF MEETING: 7:00 P.M.  
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

forced to pay fees to public sector unions (Janus v. AFSCME) and then gave a brief presentation on the aspects of Rosenberg's Rules of Order for Parliamentary Procedure. The Board asked to have an agenda topic at a future Board meeting that the District Counsel is in attendance on consideration of adopting the Rosenberg's Rules of Order or a creating a customized District rules of order.

**B. Manager's Report**

1. Monthly Maintenance Summary Report – May 2018

The Manager reported no significant issues on last month's maintenance activities.

2. Monthly Report of Sewer Replacements and Repairs

The Manager reported on the invoices paid in May.

3. Consent Decree Quarterly Report

The Manager reported no significant issues on the District's annual requirement status.

4. 4<sup>th</sup> of July Fair

The Manager confirmed the plans for the upcoming fair.

5. California Association of Sanitation Agencies (CASA)

The Manager reported on the upcoming annual conference.

**VII. Business**

A. Resolution No. 2102-0618 Approving and Adopting Annual Budget for Fiscal Year 2018-2019

The Board reviewed and approved the resolution adopting the budget for fiscal year 2018-2019.

MOTION: By Miller, seconded by James, to approve Resolution No. 2102-0618 Approving and Adopting the Annual Budget for Fiscal Year 2018-2019

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF JUNE 28, 2018  
TIME OF MEETING: 7:00 P.M.  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

ABSTAIN: None

ABSENT: None

B. Incentive Award Contribution (IAC) Achievements for FY 2017-2018

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

MOTION: By James, seconded by Gilbert-Snyder, to approve the Incentive Goals Achieved in 2017-2018 and pay \$20,027 to employees for achievement of goals that resulted in direct savings to the District

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

NOES: None

ABSTAIN: None

ABSENT: None

C. Incentive Award Contribution (IAC) Goals and Objectives for FY 2018-2019

The Board reviewed and approved the cost savings goals and objectives for next fiscal year 2018-2019.

MOTION: By O'Keefe, seconded by Miller, to approve the Employee Incentive Award Goals and Objectives for FY 2018-2019

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

NOES: None

ABSTAIN: None

ABSENT: None

D. Reserve Fund Policy

The Board reviewed, discussed and agreed to not change the District's Reserve Fund Policy at this time. The Board did ask to revisit this topic

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF JUNE 28, 2018  
 TIME OF MEETING: 7:00 P.M.  
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

before the upcoming rate study to prepare for a discussion with the rate study consultant on changes to the policy language.

E. Amendment to Legal Services Contract with Meyers Nave

The Board reviewed and approved the amendment that increases compensation for legal services based on the cumulative annual CPI over a four year period for All Urban Consumers, San Francisco-Oakland-San Jose, since the last increase in 2014.

MOTION: By O'Keefe, seconded by Gilbert-Snyder, to approve the Amendment to Legal Services Contract with Meyers Nave

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

**VIII. Financial Statements – June 2018**

- A. Monthly Investment, Cash, Receivables Report, June 2018  
 B. Monthly Operating Statement, June 2018

The financial items were reviewed by the Board.

**IX. Approval of Checks**

- A. Checks for June 28, 2018 - Fund No. 3418 & 3423

MOTION: By Miller, seconded by James, to pay the bills, Check Nos. 25559 through 25586 in the amount of \$78,765.84

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



STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF JUNE 28, 2018  
TIME OF MEETING: 7:00 P.M.  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

**X. Future Agenda Items**

**July 11, 2018 (Wednesday)**

July 4<sup>th</sup> Fair Debrief  
District Investment Policy  
CASA Conference  
Form 470  
Notice of Completion

**July 26, 2018**

CLOSED SESSION – Quarterly Claims  
CASA Conference  
Reimbursement Report per Gov. Code 53065.5  
Quarterly Financial Statements  
Candidate Filing Period  
Resolution – District Manager Compensation  
*PUBLIC HEARING/RESOLUTION – Sewer Service Charges*  
*PUBLIC HEARING/ORDINANCE – Director’s Meeting Compensation*  
*Rules of Order*

**CLOSED SESSION**

**Liability Claims**

Gov. Code § 54956.95  
Claimant: Pacific Academy Nomura School, Inc.  
Agency Claimed Against: Stege Sanitary District

**Public Employment Performance Evaluation**

Gov. Code § 54957  
Title: District Manager

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF JUNE 28, 2018  
TIME OF MEETING: 7:00 P.M.  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

The Board entered into closed session at 9:00 P.M. and returned to open session at 9:56 P.M. President Merrill announced the Board appointed him labor negotiator by a 5-0 vote for the purpose of negotiations with the District Manager.

MOTION: By James, seconded by Gilbert-Snyder, to appoint President Dwight Merrill as labor negotiator for the purpose of negotiations with the District Manager

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

**XI. Adjournment**

The meeting was adjourned at 9:57 P.M. The next meeting of the District Board of Directors will be held on Wednesday, July 11, 2018 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

---

Rex Delizo  
STEGE SANITARY DISTRICT  
Secretary



June 22, 2018

**TO:** CASA Member Agencies  
**FROM:** Paul Bushee, President  
**SUBJECT:** **CASA ANNUAL BUSINESS MEETING—AUGUST 9-10, Monterey Marriott, Monterey, CA**

---

CASA Members,

CASA will hold its annual business meeting on August 9-10, 2018 during the Annual Conference at the Monterey Marriott in Monterey. The agenda for the meeting is as follows:

### **Election of the Directors for FY 2018**

The membership will be asked to approve a slate of four nominees for the open seats on the Board of Directors. The Directors will serve three year terms. The slate was recommended by the Nominating Committee and approved by the Board of Directors. The nominees are:

- Tim Becker, Oro Loma Sanitary District (Director-North)
- Craig Elitharp, Director, Vallecitos Water District (Director-South)
- Georgean Vonheeder-Leopold, Dublin San Ramon Services District (Director-North)
- Roland Williams, Castro Valley Sanitary District (Manager-North)

Brief biographies of the nominees are attached.

The Board consists of 13 Directors, 12 elected by the members and one Associate Director appointed by the President. If elected, the four Directors will join eight incumbents. In addition to the elected Directors, the President will appoint a new Associates Director, Layne Baroldi from Synagro, to a one-year term.

The election will take place by written ballot at the conference. Agency representatives attending the meeting may cast their votes up until 5:00 p.m. on Thursday, August 9, 2018.

The Board of Directors will then elect a President, Vice President and Secretary-Treasurer for one-year terms.

### **Approval of the Dues Resolution for FY 2019**

The attached dues resolution proposes a four percent (4%) increase in member dues to reflect the change in the CPI. CASA's dues were last increased by vote of the membership in August 2016. The additional revenue is needed to allow CASA to continue to provide excellent service to the membership. The FY 2019 budget includes other revenue enhancements such as new member dues and fees for specialty seminars.

The members will be asked to approve the dues resolution during the conference luncheon.

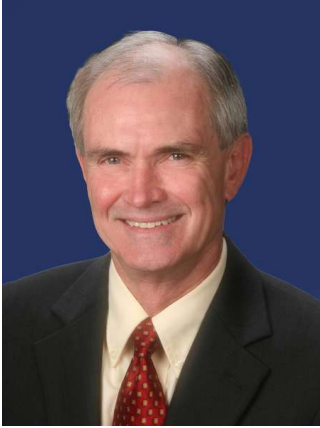
In addition to the action items, at the conference members will receive for their information the FY 2019 Budget, approved by the Board on June 18, 2018, and year-end FY 2018 Treasurer's Report.

During my term as President, CASA's influence and effectiveness have grown. We have assembled a talented and dedicated team of professionals that continues to perform at a high level on behalf of our members. CASA has been the recognized leader on multiple legislative, regulatory and policy issues. Increasingly, our partners look to us to lead the way on issues as diverse as microplastics, accessory dwelling units, organics diversion and energy. Legislators, regulators, and policymakers are increasingly reaching out to CASA for input on complex issues. CASA has helped to shape several key initiatives, including the SB 1383 organics diversion regulations, the SRF implementation plan, the revised recycled water policy and many others.

I look forward to seeing you in Monterey to explore the new basics for wastewater utilities.

## Nominees for the CASA Board of Directors FY 2019

### Timothy Becker



Timothy Becker has more than 30 years of experience providing environmental consulting services to both the public and private sectors related to hazardous waste, solid waste and wastewater issues. He serves as president and principal scientist for Environmental Guidance, Inc.

In 2007, Tim was appointed to the Oro Loma Sanitary District Board of Directors, was elected to the position in 2008 and was re-elected in 2010 and 2014. He is Chairman of the Construction Committee and a member of the Operations & Maintenance Committee. Tim was appointed as a Commissioner to the East Bay Dischargers Authority (EBDA) in July 2016. Tim chairs the Regulatory Affairs Committee and is a member of the Personnel Committee. EBDA serves a population of approximately 800,000 in the East Bay region of the San Francisco Bay Area.

Tim received his Bachelor of Business Administration from the University of Texas at El Paso, and a Master of Science in geology from the University of Oregon.

### Craig Elitharp



Craig Elitharp was elected to the Division 3 seat of the Vallecitos Water District Board of Directors in 2014 and served as Board President in 2017. He was appointed to the Board of the Encina Wastewater Authority in 2014 as one of two Vallecitos Water District representatives and currently serves as Chairman of the Encina Wastewater Authority Policy and Finance Committee.

Craig retired from the Rancho California Water District with nearly 25 years of experience there in the roles of Civil Engineer, Operations Manager and Director of Operations and Maintenance. Prior experience includes 4 years as a Civil Engineer with the Navy Public Works Center in San Diego and 6 years as a Civil Engineer with the US Forest Service on National Forests in Arkansas and Virginia.

Craig is a Registered Civil Engineer in California and holds State Water Resources Control Board certifications as a Grade 5 Water Distribution Operator and Grade 3 Water Treatment Operator. He is a 1979 graduate of the College of Environmental Sciences and Forestry at Syracuse University, receiving a Bachelor of Science degree in Forest Engineering.

## Georgian Vonheeder-Leopold, Director



Georgian Vonheeder-Leopold has been an active member of CASA for more than 15 years. Also a Director on the Dublin San Ramon Services District Board, she brings years of public service and experience to the CASA Board. In 1977, while raising four children, Georgian became active in local government, scouting, and youth sports. She worked on the campaign to incorporate Dublin and San Ramon as cities and then served on the first Dublin Planning Commission, which was tasked with writing the first General Plan. She then became a member of the Dublin City Council, just in time to approve the General Plan.

Active in public service for more than 35 years, Georgian has served on various city and county commissions as well as a host of nonprofit boards. She has lived in Dublin since 1971 and recently retired from a long career in tax accounting.

## Roland Williams, Director



Roland Williams is the General Manager of the Castro Valley Sanitary District (CVSan). He has been with CV San 19 years, 12 years as the General Manager. Prior to coming to CVSan, Roland worked for Harris and Associates as a project manager and owner's representative on wastewater treatment plant projects. He has served on the CASA Utility Leadership Committee and is a member of CWEA, WEF, APWA, and has held various volunteer roles with these organizations. He is a father of two adult children and grandfather of two. His hobbies include fitness training, reading, travel, and spending time with family.



**CASA Annual Membership Dues**

Annual membership dues shall be determined as follows:

1. **Active Member.** Dues are based on the member agency's annual operations and maintenance budget. The dues schedule for calendar year 2019 shall be:

<b>Agency Operations &amp; Maintenance Budget</b>	<b>2019 Dues</b>
Up to \$500,000	\$ 890
\$500,001 - \$1,000,000	\$ 1671
\$1,000,001 - \$2,500,000	\$ 4456
\$2,500,001 - \$5,000,000	\$ 8913
\$5,000,001 - \$10,000,000	\$ 13,370
\$10,000,001 - \$20,000,000	\$ 16,711
\$20,000,001 - \$100,000,000	\$ 20,053
\$100,000,001 and over	\$ 27,851

2. **Associate Member.** Dues for associate members shall be:

Associate member firms with 1-5 employees	\$ 475
Associate member firms with 6-15 employees	\$ 957
Associate member firms with 16-29 employees	\$ 1,427
Associate member firms with 30-74 employees	\$ 1,906
Associate member firms with 75-120 employees	\$ 2,396
Associate member firms with over 121 employees	\$ 2,875

3. **Honorary Member.** There shall be no dues for honorary members.

Adopted by the California Association of Sanitation Agencies at its annual conference held in Monterey, California on August 10, 2018.

ATTEST:

X \_\_\_\_\_

Tim Becker  
Secretary - Treasurer

**From:** [Kate Sibley](#)  
**Sent:** Friday, June 29, 2018 5:07 PM  
**Cc:** [Lou Ann Texeira](#)  
**Subject:** Election Results - RDA Oversight Board - Special District Seat

Please see Lou Ann Texeira's announcement below:

\*\*\*

Greetings,

THANK YOU for your participation in the RDA Oversight Board – Special District Seat election, and especially to the 27 districts which cast their votes.

We are pleased to announce that Susan Morgan, *Ironhouse Sanitary District*, was elected as the Special District Member, and Raemona Williams, *Rodeo Hercules Fire Protection District*, will serve as the Alternate Special District Member on the newly formed countywide RDA Oversight Board. We understand that all other RDA Oversight Board members have been appointed (i.e., County, City, schools/colleges, public and labor); and that the RDA Oversight Board will convene on September 24, 2018.

Congratulations!

Please contact the LAFCO office if you have any questions.

*Happy Summer!*



**California Association of Sanitation Agencies (CASA)**  
**63<sup>rd</sup> Annual Conference**  
**August 8-10, 2018**  
**Monterey, CA**

**Marriott Monterey**  
**Hotel Reservations**

	<u>Arrival Date</u>	<u>Departure Date</u>	<u>CSRMA</u>
Paul Gilbert-Snyder	<i>*** Will not attend ***</i>		
Jay Z. James	<i>(Made Own Hotel Arrangements)</i>		Yes
Al Miller	Tuesday, 8/7	Friday, 8/10	Yes
Beatrice O'Keefe	Tuesday, 8/7	Friday, 8/10	Yes
Dwight Merrill	Wednesday, 8/8	Friday, 8/10	No

Hotel Cancellation Deadline: **July 17, 2018**

**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](http://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](http://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**

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

**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"/> <b>Amendment</b> (Explain Below)  _____  _____
---

Date Stamp
------------

<b>CALIFORNIA FORM 470</b>
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.

RESOLUTION NO. 2102-0718 ACCEPTING COMPLETION OF WORK AND FILING  
NOTICE OF COMPLETION FOR THE STANDARD SEWER REHABILITATION PROJECT  
NO. 17201

**ISSUE:**

Notices of completion for construction projects must be filed with the County Recorder to initiate the formal process for subcontractors and suppliers to file liens on general contractors.

**FISCAL IMPACT:**

The cost of filing a notice of completion is about \$20 (if imposed by the County) and about 2 hours of staff time for preparation and travel.

**STRATEGIC PLAN:**

GOAL 2: Maintain and Improve Infrastructure

WORK PLAN ITEM "b": Update and implement sewer system master plan to prioritize sewer replacement, funding, and maintain a sewer system life cycle of 60+ years.

**BACKGROUND:**

The District is required to file notices of completion on its public works projects before the 5% retention, which was withheld as security for satisfactory fulfillment of work, may be released. Project #17201 is now complete and the notice should be filed with the County Recorder's office. Once the notice of completion is filed, the 5% retention for project #17201 shall be released no earlier than 60 days after.

Staff shall extend the agreement with the current contractor, D'arcy & Harty Construction, for another (1<sup>st</sup> extension) fiscal year under project #18201.

**RECOMMENDATION:**

Approve the Resolution.

**ATTACHMENTS:**

Resolution No. 2102-0718



RESOLUTION NO. 2102-0718

RESOLUTION ACCEPTING COMPLETION OF WORK AND  
FILING NOTICE OF COMPLETION FOR THE  
STANDARD SEWER REHABILITATION PROJECT NO. 17201

The Directors of the Stege Sanitary District find and determine as follows:

- A. The District engaged D'Arcy & Harty Construction on the 1st day of July 2017 to perform the Standard Sewer Rehabilitation Project No. 17201, and
- B. Work under Project No. 17201 is fully completed, as provided in the contract and the contract's plans and specifications.

In consideration of the foregoing findings and determinations, it is resolved as follows:

The Directors accept the work of the Standard Sewer Rehabilitation Project No. 17201 as complete and order the filing of the Notice of Completion with the Contra Costa County Recorder's office.

\*\*\*\*\*

STATE OF CALIFORNIA)  
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution No. 2102-0718 was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting held on the 11th day of July 2018, by a X-X vote as follows:

AYES:           BOARD MEMBERS:  
NOES:           BOARD MEMBERS  
ABSENT:        BOARD MEMBERS:  
ABSTAIN:       BOARD MEMBERS:



---

DWIGHT MERRILL, President  
Stege Sanitary District  
Contra Costa County, California

ATTEST:

---

REX DELIZO, Secretary  
Stege Sanitary District

## 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.

**STRATEGIC PLAN:**

GOAL 3: Ensure Financial Stability and Efficiency

WORK PLAN ITEM “g”: Annually review the District’s Investment Policy

**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. 2068-0716 - District Investment Policy



## RESOLUTION NO. 2068-0716

RESOLUTION REVISING RESOLUTION NO. 1928-0508,  
ESTABLISHING THE INVESTMENT POLICY OF THE  
STEGE SANITARY DISTRICT

The Directors of the Stege Sanitary District find and determine as follows:

- A. Temporarily idle public funds placed in the District's trust by its customers, should be invested to produce revenue for the District rather than remain idle.
- B. A primary duty and responsibility of the Directors of the Stege Sanitary District is to protect, preserve and maintain intact the cash and investments of the District.

In consideration of these findings and determinations, it is resolved as follows:

1. The investment policy of the Directors of the Stege 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 quality of life.
2. The basic objectives of the District's investment program shall be defined as:
  - a. 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.
  - b. Liquidity – The District's investment program shall maintain sufficient liquidity to meet cash flow needs of the District.
  - c. Yield – The District's investment shall return the maximum yield consistent with meeting the first two objectives.

- 3. Investing in the State Local Agency Investment Fund (LAIF) constitutes one acceptable investment strategy to meet the above basic objectives of the District's investment program.
- 4. The District may invest up to twenty percent (20%) of its funds in broad-index mutual funds to obtain higher yield.
- 5. 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.
- 6. Investments or securities so purchased with idle funds shall 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 foregoing Resolution No. 2068-0716 was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting held on the 28th day of July 2016, by a 4-0 vote as follows:

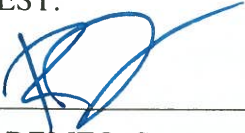
AYES:	BOARD MEMBERS:	Gilbert-Snyder, James, Merrill, Miller
NOES:	BOARD MEMBERS:	None
ABSENT:	BOARD MEMBERS:	O'Keefe
ABSTAIN:	BOARD MEMBERS:	None



---

ALAN MILLER, President  
Stege Sanitary District  
Contra Costa County, California

ATTEST:



---

REX DELIZO, Secretary  
Stege Sanitary District

## SELF-ASSESSMENT OF GOVERNANCE QUESTIONS REVIEW

### **ISSUE:**

The Board requested staff bring selected items from the self-evaluation questionnaire back for further consideration at a future Board meeting.

### **FISCAL IMPACT:**

The fiscal impact to review is minimal.

### **STRATEGIC PLAN:**

GOAL 4: Provide Safe and Rewarding Work Environment that Recognizes the Worth and Value of Employees

WORK PLAN ITEM "a": Provide employees with the proper tools, resources and technology necessary to perform their duties safely, effectively and efficiently

### **BACKGROUND:**

At the Long Range Planning Workshop held on March 10, 2018, each Board Member completed an individual board member self-evaluation questionnaire and discussed their findings. The Board requested staff bring the following items from the questionnaire back for further consideration at a future Board meeting:

**#4. The board does not attempt to micro-manage.**

**#13. The board does not engage in solution "re-engineering" at meetings.**

**#18. The board does not get stalemated over the process or procedures.**

**~~#25. Board members know what the board's top five goals are. (done)~~**

**#53. In our meetings, the discussion rarely drifts off the subject.**

At the May 10, 2018 Board Meeting, the Board asked to have the District's strategic plan goals posted in the board room, to include consideration of establishing Board goals (as distinct from District goals) at a future board meeting, and to bring back the other items from the self-evaluation questionnaire for consideration individually at future board meetings.

At the June 14, 2018, the Board completed the discussion of question #25 and felt the intent of the question is covered by the Board's core beliefs, cultural norms and protocols as stated in the Board's Governance Policy Manual. The Board then agreed to each submit what they believe is the intent of question #4 to the Manager before further discussion at a future meeting.

**RECOMMENDATION:**

Submit to the Manager, by email, what each Director believes is the intent of question #4 in preparation for discussion at the meeting.

**ATTACHMENTS:**

Board Governance Self-Assessment Questionnaire



# BOARD GOVERNANCE SELF ASSESSMENT

This survey was developed to help assess the effectiveness of the governing body and its relationship with staff. Please address each statement by allocating points on the answer grid as follows:

"0" if you feel the statement is **very true**.

"1" if you feel the statement is **somewhat true**.

"2" if you feel the statement is **somewhat untrue**.

"3" if you feel the statement is **very untrue**.

Do not spend too much time on any statement. Your first reaction is usually best. Answer the way things are - not the way you would like them to be.

## **ISSUE:**

1. Board meetings start on time.
2. All board members feel free to express their opinions.
3. All board members are contributing members of the team.
4. The board does not attempt to micro-manage.
5. While they may not like some of the decisions, people perceive the board as fair.
6. Staff provides a recommendation on issues, no matter how controversial.
7. The board has an overall vision for the District.
8. The chairperson keeps audience members informed of board issues and actions.
9. Our board gets things done.
10. There is agreement on who is ultimately responsible for putting items on and/or removing them from the agenda.
11. Board members feel free to critique each other's positions on issues.
12. The board works well as a team.
13. The board does not engage in solution "re-engineering" at meetings.
14. Board members avoid berating members of the audience; even if provoked.
15. The board conducts timely and meaningful evaluations of the manager's performance.
16. The board has developed its own mission or goal statement.
17. The chairperson prevents dominating board members from having a disproportionate influence.
18. The board does not get stalemated over the process or procedures.
19. The board does not spend too much time modifying or correcting the minutes at meetings.
20. Civilized disagreement is a board strength.
21. Board members actively listen to each other.
22. Staff does not get overly involved in policy decisions.

23. Meaningful public participation is encouraged.
24. Staff does not filter the information it passes on to the board.
25. Board members know what the board's top five goals are.
26. The chairperson protects board members from audience or colleague attacks.
27. The board made significant progress on its top objectives last year.
28. Operating rules and procedures are known by all board members.
29. "Baggage" from one argument is not carried to the next.
30. While board members may have positions, minds are not made up before meetings.
31. Individual board members do not try to influence personnel decisions.
32. Board members keep the audience informed of each item, the issue, the background and possible decisions.
33. Staff follows through as promised.
34. Day-to-day decisions are consistent with the board's goals.
35. The chairperson prevents premature rejection of new thoughts without a fair evaluation.
36. Board members do their homework before meetings.
37. The agenda packet is "user friendly."
38. Decisions are usually made only after each member has his/her say.
39. Board members are open with each other.
40. Board members adequately communicate goals and philosophies to staff.
41. Members of the audience do not feel intimidated when appearing before the board.
42. Openness and trust exists between the board and staff.
43. The board develops a work program with clear objectives.
44. The chairperson does not unfairly use the powers of the position to win a point or argument.
45. The board is not reluctant to make an important, yet controversial decision.
46. Staff provides significant alternatives in their staff reports.
47. Board members know how to keep conflict from becoming destructive.
48. The Board does not operate as an exclusive country club.
49. The Board is not complacent about its oversight responsibilities.
50. Board members take care to observe the appearance as well as the principle of impartiality.
51. The Board and staff do not surprise each other at meetings.
52. Our priorities do not change too often.
53. In our meetings, the discussion rarely drifts off the subject.
54. The Board is adept at identifying and exploiting opportunities.

<b>10:48 AM</b>	<b>STEGE SANITARY DISTRICT</b>			
<b>07/09/2018</b>	<b>Check Report</b>			
<b>Accrual Basis</b>	<b>July 11, 2018</b>			
	<b>Name</b>	<b>Memo</b>	<b>Amount</b>	<b>Num</b>
<b>Jul 11, 18</b>				
	Aramark Uniform Services	Uniform Service	-222.98	25587
	BayAreaNewsGroup East Bay	Newspaper Subscription	-306.42	25588
	Contra Costa CO. Auditor-Controller	LAFCO 2018-19	-3,059.10	25589
	CWEA	CWEA Renewal Bondoc & Perez	-175.00	25590
	East Bay Sanitary Co., Inc.	Jul-Aug 2018	-746.12	25591
	Exxonmobil	Gas	-35.45	25592
	Nakano Landscape	Landscaping Jun 2018	-280.00	25593
	Pacific Academy Nomusa School, Inc	Claim 5437Burlingame Richmond	-7,250.00	25594
	Pastime Hardware	Maintenance Supplies	-28.51	25595
	PG&E- #0103467151-9	Burlingame Pump Station	-75.28	25596
	PG&E- #6675831511-4	Office/Shop	-641.19	25597
		Printer Jam	0.00	25598
		Printer Jam	0.00	25999
	TelePacific Communications	Office Phones	-919.73	25600
	Vanguard Cleaning Systems	Janitorial Service Jul 2018	-295.00	25601
<b>Jul 11, 18</b>			<b>-14,034.78</b>	

# STEGE SANITARY DISTRICT

## JULY 2018

JULY 2018	AUGUST 2018	SEPTEMBER 2018	OCTOBER 2018	NOVEMBER 2018	DECEMBER 2018
7/4 HOLIDAY 4 <sup>th</sup> of July Fair Booth	CASA Annual Conf. Aug 8-10 Monterey, CA	9/3 HOLIDAY CSDA Annual Conf. Sept 24-27 Indian Wells, CA		11/22 HOLIDAY	12/13 Christmas Luncheon 12/25 HOLIDAY
7/11/2018 – 7:00 P.M.	8/16/2018 – 7:00 P.M.	9/13/2018 – 7:00 P.M.	10/11/2018 – 7:00 P.M.	11/8/2018 – 7:00 P.M.	12/13/2018 – <b>2:00 P.M.</b>
<b>Board of Directors Meeting</b>  ***WEDNESDAY*** o July 4 <sup>th</sup> Fair Debrief o District Investment Policy o CASA Conference ◆ Form 470 ◆ Notice of Completion/ Award of Contract	<b>Board of Directors Meeting</b> o CASA Conference o CSDA Conference o Select Actuary for Analysis of Retiree Health Benefits (odd years) ◆ Quarterly (FY End) Financial Statements ◆ Conn. Charge Report per Gov. Code 66013	<b>Board of Directors Meeting</b> o CSDA Conference o CASA Conference – Attendee Reports	<b>Board of Directors Meeting</b> o Regional PSL Program Update o Regional FOG Program Update	<b>Board of Directors Meeting</b> o Proposed Meeting Calendar o Board Officer Succession Plan o CASA Conference	<b>Board of Directors Meeting</b> <u>2PM Meeting Time</u> ◆ Nomination & Election of Officers ◆ Fiscal Year Financial Audit ◆ Connection Charge Calculation Report o CASA Conference o Meeting Calendar o Consent Decree Quarterly Report
7/26/2018 – 7:00 P.M.		9/27/2018 – 7:00 P.M.	10/25/2018 – 7:00 P.M.		
<b>Board of Directors Meeting</b> ◆ CLOSED SESSION – Quarterly Claims Rpt o CASA Conference o Reimb. Report per Gov. Code 53065.5 o Quarterly Financial Statements o Candidate filing period (even years) ◆ Resolution - District Manager Compensation ◆ Public Hearing – Post Sewer Service Charges ◆ Public Hearing – Director Mtg. Comp.		<b>Board of Directors Meeting</b> ◆ Flexible Benefits Plan Contribution Review ◆ Deferred Compensation Matching Contribution Review ◆ CSDA Conference – Attendee Reports o Consent Decree Quarterly Report	<b>Board of Directors Meeting</b> ◆ CLOSED SESSION – Quarterly Claims Rpt ◆ Quarterly Financial Statements		

o INFORMATIONAL ITEMS

◆ ACTION ITEMS

*CHANGES IN ITALICS*

# STEGE SANITARY DISTRICT

## JULY 2018

JANUARY 2019	FEBRUARY 2019	MARCH 2019	APRIL 2019	MAY 2019	JUNE 2019
1/1 & 1/14 HOLIDAY  CASA Winter Conf. Jan 23-25 Indian Wells, CA	2/18 HOLIDAY  CASA Policy Forum Feb 25-27 Washington, DC	AB 1234 Training (even years)		5/27 HOLIDAY  AB 1661 Training (odd years)	6/13 Safety and Recognition Awards Luncheon
1/10/2019 – 7:00 P.M.	2/14/2019 – 7:00 P.M.	3/16/2019 – <b>9:00 A.M.</b>	4/11/2019 – 7:00 P.M.	5/9/2019 – 7:00 P.M.	6/13/2019 – 7:00 P. M.
<b>Board of Directors Meeting</b>  ◆ Board Governance Review ◆ Connection Charge Ord. ○ Service Rate Discussion ○ District of Distinction (even years) ○ CASA Conference ○ Director's Contact Info ○ Board Training Summary ○ Long Range Planning Discussion of Topics	<b>Board of Directors Meeting</b>  ◆ Board Governance Approval ○ Actuarial Analysis of Retiree Health Benefits Report (even years) ○ Service Rate Discussion ○ CASA Conference ○ Board Training Summary ○ Form 700 ◆ Long Range Planning	<b>Board of Directors Meeting</b>  <i>9AM Meeting Time</i> ○ Long Range Planning Workshop ○ Strategic Plan Review	<b>Board of Directors Meeting</b>  ○ Service Rate Discussion/Approval (& 30-day Notice) ○ Board Training Summary ○ CASA Conf. – Attendee Reports	<b>Board of Directors Meeting</b>  ○ Board Training Summary ○ Draft Budget ○ July 4 <sup>th</sup> Fair Discussion	<b>Board of Directors Meeting</b>  ○ Draft Budget ◆ Review Director Meeting Compensation ○ July 4 <sup>th</sup> Fair Discussion ◆ Approve Project Plans and Specs (+CEQA) ◆ Approve Salary Ranges for District Positions
1/24/2019 – 7:00 P.M.		3/28/2019 - 7:00 P.M.	4/25/2019 – 7:00 P.M.	5/23/2019 – 7:00 P.M.	6/27/2019 – 7:00 P.M.
<b>Board of Directors Meeting</b>  ◆ CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval. ◆ Resolution for Disposal of Surplus Property ◆ Quarterly Financial Statements ○ CASA Conf. – Attendee Reports ○ Service Rate Discussion ○ Long Range Planning Discussion of Topics		<b>Board of Directors Meeting</b>  ◆ Auditor – RFP ◆ California Employer's Retiree Benefit Trust (CERBT) ○ Form 700 ○ Consent Decree Quarterly Report ○ Service Rate Discussion ○ CASA Conf. + Attendee Reports ○ Board Training Summary	<b>Board of Directors Meeting</b>  ◆ CLOSED SESSION – Quarterly Claims Rpt ◆ Employee Benefits ◆ Quarterly Financial Statements ○ Long Range Planning Discussion of Topics ○ Draft Budget ○ Service Rate Discussion/Approval (& 30-day Notice) ○ July 4 <sup>th</sup> Fair Discussion	<b>Board of Directors Meeting</b>  ◆ CLOSED SESSION – Counsel Perf. Eval. ◆ Resolution Ordering Board Election (even years) ○ Draft Budget ○ July 4 <sup>th</sup> Fair Discussion ○ Service Rate Discussion/Approval (& 30-day Notice)	<b>Board of Directors Meeting</b>  ◆ 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 4 <sup>th</sup> Fair Discussion ○ Consent Decree Quarterly Report

○ INFORMATIONAL ITEMS

◆ ACTION ITEMS

*CHANGES IN ITALICS*