

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF NOVEMBER 8, 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.  
Public comment is limited to three (3) minutes for each individual speaker.

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.stegesano.org](http://www.stegesano.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 October 25, 2018 Board Meeting Minutes

(The Board will be asked to review and approve the minutes of the October 25, 2018 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

Info:

**VI. Reports of Staff and Officers**

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF NOVEMBER 8, 2018  
TIME OF MEETING: 7:00 P.M.  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

A. Attorney's Report:

B. Manager's Report:

1. Monthly Maintenance Summary Report – October 2018
2. Monthly Report of Sewer Replacements and Repairs
3. Proposed Meeting Calendar
4. Board Officer Succession Plan
5. Holiday Luncheon – Thursday, December 13, 2018 @Noon
6. 2019 California Association of Sanitation Agencies (CASA) Conferences
  - January 23-25, 2019 – Winter Conference, Indian Wells, CA
  - February 25-27, 2019 – Washington DC Policy Forum
  - August 21-23, 2019 – 64<sup>th</sup> Annual Conference, San Diego, CA

**VII. Business**

Resolution/Motion: A. Resolution No. 2113-1118 Amending the Board Governance Manual of the Stege Sanitary District, SECTION 19: District Elections Policy  
(The Board will consider the resolution)

Info: B. Recycled Water Presentation  
(The Board will receive a presentation from Director Gilbert-Snyder)

Info: **VIII. Monthly Financial Statements - October 2018**

- A. Monthly Investment, Cash, Receivables Report
- B. Monthly Operating Statement  
(The Board will review the reports and statements)

**IX. Approval of Checks**

Info/Motion: A. Checks for November 8, 2018 - Fund No. 3418 & 3423  
(The Board will be asked to consider approval of the November checks)

Info: **X. Future Agenda Items**

**December 13, 2018 – 2:00PM**

Nomination & Election of Officers

Fiscal Year Financial Audit

CASA Conference

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF NOVEMBER 8, 2018  
TIME OF MEETING: 7:00 P.M.  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

Meeting Calendar

Consent Decree Quarterly Report

**January 17, 2019**

Board Governance Manual Review

Long Range Planning Workshop Agenda

CASA Conference

Board Training Summary

Director's Contact Info

**XI. Adjournment**

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on December 13, 2018 at 2:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF OCTOBER 25, 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

**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**

**Liability Claims**

Gov. Code § 54956.95

Claimant: Elsbury

Agency Claimed Against: Stege Sanitary District

**Liability Claims**

Gov. Code § 54956.95

Claimant: Lee

Agency Claimed Against: Stege Sanitary District

The Board entered into closed session at 7:01 P.M. and returned to open session at 7:03 P.M. President Merrill announced the Board had taken no reportable actions.

**IV. Approval of Minutes**

A. Approval of September 27, 2018 Board Meeting Minutes

MOTION: By James, seconded by O'Keefe, to approve the minutes of the  
 September 27, 2018 Board Meeting

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF OCTOBER 25, 2018  
TIME OF MEETING: 7:00 P.M.  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

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

- a. City & Community Meetings

Director Miller gave reports on his recent attendance at a Contra Costa Special District Association (CCSDA) quarterly meeting, El Cerrito City Council Meeting, and 2018 Sewer Summit. Director James gave a report on his attendance at the recent Kensington Improvement Club (KIC) Annual Town Hall meeting.

B. Written Communications

1. EBMUD Memo - Regional Private Sewer Lateral (PSL) Program Update - Stege Sanitary District

The Board reviewed the memo update of the EBMUD Regional PSL Program.

2. EBMUD Memo – Regional Fats, Oils, or Grease (FOG) Program Update - Stege Sanitary District

The Board reviewed the memo update of the EBMUD Regional FOG Program.

3. California Special Districts Association (CSDA) White Paper – California Voting Rights Act (CVRA)

The Board reviewed the white paper on the California Voting Rights Act (CVRA).

**VI. Reports of Staff and Officers**

A. Attorney's Report

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
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Kokotaylo clarified items from the District's Board Governance Manual and will bring back proposed changes for consideration at the next board meeting. He then reported the California Appellate Court recently held that public comment of three minutes per person, per agenda item, does not violate the Ralph M. Brown Act (Brown Act) open meeting requirements.

**B. Manager's Report**

1. Monthly Maintenance Summary Report – September 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 September.

3. Draft Endeavor Newsletter – Winter 2018

The Manager reported on the draft newsletter.

4. 2019 California Association of Sanitation Agencies (CASA) Conferences

The Manager reported on the upcoming CASA conferences dates for 2019.

**VII. Business**

**A. Reimbursement Report per Government Code 53065.5**

The Board discussed reporting practices of the Reimbursement Report per Government Code 53065.5 and decided that conference registration would be okay to be paid directly by the District, but hotel costs should always be paid by the Directors and reimbursed by the District so as to be included in the report. The Board then asked staff to incorporate some minor edits to the form of the Reimbursement Report.

**B. Self-Assessment of Governance Questions Review**

The Board completed a discussion regarding meetings rarely drifting off the subject which was question #53 from the self-assessment of governance questionnaire completed at the Long Range Planning Workshop.

**C. Resolution No. 2111-1018 Approving and Authorizing a Professional Services Agreement for Capacity Analysis of the San Pablo Avenue Specific Plan Area**

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
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The Board discussed authorizing execution of a professional services agreement for capacity analysis of the San Pablo Avenue Specific Plan (SPASP) Area with BKF Engineers to be funded by the SPASP Area Connection Charge.

MOTION: By James, seconded by Gilbert-Snyder, to approve Resolution No. 2111-1018 Approving and Authorizing a Professional Services Agreement for Capacity Analysis of the San Pablo Avenue Specific Plan Area

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

D. Resolution No. 2112-1018 Approving and Authorizing a Professional Services Agreement for a Sewer Rate and Connection Charge Study

The Board discussed authorizing execution of a professional services agreement for a Sewer Rate and Connection Charge Study with the lowest of the 3 quotes, Lechowicz & Tseng Municipal Consultants in an amount not to exceed \$13,700.

MOTION: By James, seconded by O'Keefe, to approve Resolution No. 2112-1018 Approving and Authorizing a Professional Services Agreement for a Sewer Rate and Connection Charge Study, in an amount not to exceed \$13,700

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
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**VIII. Monthly Financial Statements - September 2018**

- A. Monthly Investment, Cash, Receivables Report
- B. Monthly Operating Statement
- C. Local Agency Investment Fund (LAIF) Quarterly Statement
- D. California Employer's Retiree Benefit Trust (CERBT) Quarterly Statement

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

**IX. Approval of Checks**

- A. Checks for October 25, 2018 - Fund No. 3418 & 3423

MOTION: By O'Keefe, seconded by Gilbert-Snyder, to pay the bills,  
 Check Nos. 25746 through 25784 in the amount of \$84,297.61

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

**X. Future Agenda Items**

**November 8, 2018**

Proposed Meeting Calendar

Board Officer Succession Plan

CASA Conference

*Recycled Water Presentation by Gilbert-Snyder*

**December 13, 2018 – 2:00PM**

Nomination & Election of Officers

Fiscal Year Financial Audit

CASA Conference

Meeting Calendar

Consent Decree Quarterly Report



STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF OCTOBER 25, 2018

TIME OF MEETING: 7:00 P.M.

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

**XI. Adjournment**

The meeting was adjourned at 9:08 P.M. The next meeting of the District Board of Directors will be held on Thursday, November 8, 2018 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

**STEGE SANITARY DISTRICT  
MONTHLY MAINTENANCE SUMMARY REPORT  
Oct-18**

**1. ROUTINE PREVENTIVE MAINTENANCE ACTIVITES**

There were 23 normal working days      Days      Feet

Unit #10 (rodder) operated:                      1              2,115  
 Unit #11 (rodder) operated:                      0              0  
 Unit #15 (video) operated:                      9              13,891  
 Unit #16 (combo) operated:                      16              66,254

	Month (feet)		Quarter (feet)		
	Planned	Unplanned	Planned	Unplanned	Remaining
Total Cleaned	51,860	16,509	51,860	16,509	159,429
Total Video	6,626	7,265	6,626	7,265	35,019

**2. MONTHLY SERVICE CALLS**

After-hour service calls:      3 calls      3 out

**STEGE SANITARY DISTRICT - SERVICE CALLS, OVERFLOWS AND BACKUPS**

YEAR	MO	SERVICE CALLS		LATERAL PROBLEMS		STRUCTURAL MAINLINE FAILURES		MAINLINE OVERFLOWS INTO HOMES	
		CURRENT MONTH	12 MONTH AVERAGE	CURRENT MONTH	12 MONTH AVERAGE	CURRENT MONTH	TOTAL LAST 12-MOS	CURRENT MONTH	TOTAL LAST 12-MOS
2018	Oct	10	10.1	6	5.9	0	0	0	3
		CATEGORY 1 SSOs		OVERFLOWS CAUSED BY MAINLINE		OVERFLOWS RELATED TO WET WEATHER			
		CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS		
		0	0	0	4	0	0		

**3. SAFETY AND TRAINING**

Safety and training meetings were conducted twice a month.

# MONTHLY SERVICE CALLS

# October-2018

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
<b>10/2/2018</b> Tuesday 10:29 AM	187338 187337	2321 MIRA VISTA DR. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
<b>10/3/2018</b> Wednesday 11:42 AM	234001 231012	1629 OAK VIEW AVE. KENSINGTON, CA 94707 <i>Last Call: 8/7/2006</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	A				WE FOUND THIS TO BE EBMUD'S PROBLEM.
<b>10/4/2018</b> Thursday 2:30 PM	172217 172216	6859 KENILWORTH AVE. EL CERRITO, CA 94530 <i>Last Call: 3/22/2018</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	O				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
<b>10/9/2018</b> Tuesday 12:30 PM	266103 266003	859 GALVIN DR. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
<b>10/11/2018</b> Thursday 9:45 AM	101120 101119	1640 MERCED ST. RICHMOND, CA 94804 <i>Last Call: 11/8/2002</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
<b>10/20/2018</b> Saturday 1:20 PM	161919 161615	7007 GLADYS AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
<b>10/24/2018</b> Wednesday 9:14 AM	282313 282312	818 RICHMOND ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	E				WE FOUND THIS TO BE EBMUD'S PROBLEM.
<b>10/24/2018</b> Wednesday 1:03 PM	282312 220025	803 LIBERTY ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
<b>10/28/2018</b> Sunday 4:24 PM	102326 102324	1390 SANTA CLARA AVE. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	O				CUSTOMER COMPLAINED OF SEWER SMELL. WHEN WE GOT THERE THE SMELL WAS GONE.
<b>10/31/2018</b> Wednesday 8:17 PM	271301 271015	18 SUNSET DR. KENSINGTON, CA 94707 <i>Last Call: 2/18/2016</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				CUSTOMER'S CLEAN OUT WAS LEAKING. DID A DYE TEST AND FOUND NO PROBLEM WITH THE MAINLINE. I INFORMED THE CUSTOMER TO CALL A PLUMBER.

**PROBLEM TYPE:**

Water (A) Odor (O)  
 Broken Main (B) Overflow (OF)  
 S/S Congestion (C) PG+E (P)  
 Debris in Main (D) Roots (R)  
 EBMUD (E) Surcharge (S)  
 Soft Stoppage (F) Storm Drain (SD)  
 Grease (G) Unknown (U)  
 Lateral Cause (LC) Other (T)  
 Misc (M) Wipes/Rags (W)  
 MH Cover (MC)

**SPILL**

**LOCATION:**  
 Lamp/Manhole (MH)  
 Mainline (ML)  
 Lateral (L)  
 Cleanout (CO)  
 Building (BLDG)  
 Other (O)

**SPILL**

**CAUSE:**  
 Blockage (B)  
 Surcharge (S)  
 Line Break (ML)  
 Other (O)

**SPILL END**

**LOCATION:**  
 Building (BLDG)  
 Creek (C)  
 Strt/Pvmnt (ST)  
 Storm Drn (SD)  
 Yard (Y)  
 Other (O)

**MAINLINE: 0**  
**LATERAL: 6**  
**OTHER: 4**  
**TOTAL SERVICE CALLS: 10**  
**MAINLINE OVERFLOW: 0**  
**MAINLINE SURCHARGE: 0**

**STEGE SANITARY DISTRICT**  
**MONTHLY REPLACEMENT AND REPAIR SUMMARY**  
**October 2018**

<b>I SEWER REPLACEMENT - FY 2018-19</b>			
A.	BUDGET ALLOCATION		\$2,523,000
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$263,855
C.	SEWER REPLACEMENTS PAID THIS MONTH		
1.	None		
	SUBTOTAL FOR THIS MONTH		\$0
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	9.94%	\$250,662
E.	TOTAL RETENTION HELD	5.00%	\$13,193
F.	BUDGET REMAINING	89.54%	\$2,259,145
G.	PERCENTAGE OF FISCAL YEAR REMAINING	66.67%	
H.	TOTAL REPLACEMENT FOOTAGE PAID TO DATE	1,522 ( \$ 173.36 /LF)	
<b>II SEWER REPAIRS - FY 2018-19</b>			
A.	BUDGET ALLOCATION		\$62,000
B.	PRIOR BUDGET EXPENDED		\$0
C.	SEWER REPAIRS PAID THIS MONTH		
1.	None		
	SUBTOTAL FOR THIS MONTH		\$0
D.	TOTAL BUDGET EXPENDED	0.00%	\$0
E.	TOTAL RETENTION HELD	0.00%	\$0
F.	BUDGET REMAINING	100.00%	\$62,000
G.	PERCENTAGE OF FISCAL YEAR REMAINING	66.67%	
H.	TOTAL NUMBER OF REPAIRS PAID TO DATE	0 ( \$ - /REPAIR)	

# **STEGE SANITARY DISTRICT BOARD OF DIRECTORS**

## **2019 MEETING SCHEDULE**

### BOARD MEETING DATES

(Start time is 7PM unless stated otherwise)

January 17, 2019

January 31, 2019

February 14, 2019

February 28, 2019

March 9, 2019 – 9am\*

March 21, 2019

April 11, 2019

April 25, 2019

May 9, 2019

May 23, 2019

June 13, 2019

June 27, 2019

July 18, 2019

August 15, 2019

September 5, 2019

September 19, 2019

October 10, 2019

October 24, 2019

November 14, 2019

December 12, 2019 – 2pm

*\* Long Range Planning – All Day Workshop*

# 2019 Stege Sanitary District Board Meeting Schedule

JANUARY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## Meeting Date    
 ## Mtg w/ Counsel    
 ## LRP Workshop    
 ## Conference    
 ## Holiday

**STEGE SANITARY DISTRICT  
BOARD OF DIRECTORS  
DIRECTORS AND POSITIONS**

DIRECTOR	TERM EXPIRES
Alan Miller	2018
Beatrice O'Keefe	2020
Dwight Merrill	2018
Jay James	2018
Paul Gilbert-Snyder	2020

YEAR	POSITION	DIRECTOR
<i>2019*</i>	<i>PRESIDENT</i>	<i>Jay James</i>
	<i>VICE PRESIDENT</i>	<i>Paul Gilbert-Snyder</i>
2018	PRESIDENT	Dwight Merrill
	VICE PRESIDENT	Jay James
2017	PRESIDENT	Beatrice O'Keefe
	VICE PRESIDENT	Dwight Merrill
2016	PRESIDENT	Alan Miller
	VICE PRESIDENT	Beatrice O'Keefe
2015	PRESIDENT	Paul Gilbert-Snyder
	VICE PRESIDENT	Alan Miller
2014	PRESIDENT	Dwight Merrill
	VICE PRESIDENT	Graham Brand
2013	PRESIDENT	Beatrice O'Keefe
	VICE PRESIDENT	Dwight Merrill
2012	PRESIDENT	Alan Miller
	VICE PRESIDENT	Beatrice O'Keefe

*\*Pending election results*

**California Association of Sanitation Agencies (CASA)  
2019 Winter Conference  
January 23 – 25, 2019**

**Renaissance Indian Wells  
44400 Indian Wells Lane  
Indian Wells, CA**

**HOTEL RESERVATIONS**

	<u>Arrival Date</u>	<u>Departure Date</u>	<u>CSRMA Registration.</u>
Jay Z. James	January 23, 2019	January 25, 2019	TBD
Paul Gilbert-Snyder	January 23, 2019	January 25, 2019	TBD
Dwight Merrill	January 23, 2019	January 25, 2019	TBD
Al Miller	January 23, 2019	January 25, 2019	TBD
Beatrice O'Keefe	January 23, 2019	January 25, 2019	TBD

CASA Registration Deadline: **Jan 16, 2018**

Hotel Cancellation Deadline : **Jan 8, 2018**



23 JANUARY 2019  
 WEDNESDAY AT CASA  
 RENAISSANCE INDIAN WELLS



**CSRMA**  
 RISK MANAGEMENT SEMINAR

TIME	TOPIC
7am-8am	<b>CATERED BREAKFAST</b>
8-8:50am	<p><b>Oro Loma Sanitary District's Wastewater Treatment Plant Operator Competency Based Training System</b></p> <p>OLSD, like many wastewater treatment plants, is facing a silver tsunami. To help ensure reliable operation of the treatment plant as more experienced operators retire and new operators are hired, OLSD has embarked on the development of a comprehensive treatment plant operator job competency training system. This methodical and measurable training system will help ensure new operators achieve competency on OLSD's 17 process systems in a strategic and efficient manner. Attendees will learn about OLSD's development model, lessons learned and the future.</p> <p style="text-align: right;"><b>Jimmy Dang, PE, Oro Loma Sanitary District</b>  <b>David Patzer, CSRMA Risk Control</b></p>
9-9:50am	<p><b>Shifting the Wellness Mindset</b></p> <p>Healthy employees are less likely to be overweight, have fewer chronic health conditions, have lower levels of stress, miss fewer days of work and are more productive. Savvy Health Solutions specialize in building customized, results-oriented solutions through a consultative, humanistic approach designed to inspire widespread and sustainable changes. Infusing wellness throughout the workplace as a cultural norm has proven to positively impact employee health, boost engagement and job satisfaction, enhance productivity, and improve the overall health of the organization.</p> <p style="text-align: right;"><b>Paul Wright, President and CEO, Savvy Health Solutions</b></p>
10-10:50am	<p><b>West Valley Sanitation District: Practical Business Continuity and Emergency Operations Planning (BCP/EOP)</b></p> <p>How would your agency operate under emergency conditions when critical people, resources, assets and infrastructure is not available? This is the question WVSD asked itself. The answer lies in the development of a BCP/EOP reflecting the unique risks and challenges a sewer collections operation faces.</p> <p>Join us and learn how WVSD approached the challenging task of developing a <i>practical</i> and <i>useful</i> Business Continuity Plan that incorporates <i>specific</i> emergency operating procedures reflecting anticipated risks and subsequent needs.</p> <p style="text-align: right;"><b>Ed Oyama, Director of Operations, West Valley Sanitation District</b>  <b>Chris Ewers, PE, Ewers Engineering</b></p>
11-12pm	<p><b>360-Worker Safety Program</b></p> <p>Do you know what the physical demands are for the tasks your employees perform? Do you know what percentage of the population, male and female across all age groups can safely meet those demands? If not, are your employees potentially at risk for a soft tissue injury, CSRMA's most frequent type of injury?</p> <p>If you knew this information and saw red flag tasks, would you modify the task for safety's sake? What if you couldn't modify the task? Would you be interested in helping employees maintain a baseline level of fitness necessary to safely perform these tasks, understanding that research supports the statement that healthy, fit employees are injured less?</p> <p>And lastly, would you ensure the physical requirements on your job descriptions reflect reality so that future employees aren't put at risk?</p> <p>This is 360 Worker Safety.</p> <p style="text-align: right;"><b>Don Freeman, Occumetric</b></p>

**WHEN:** Wednesday, 1/23/18 (registration and catered breakfast begins at 7:00am. **Breakfast ends promptly at 8:00am**)  
**WHERE:** Renaissance Indian Wells, 44400 Indian Wells Lane, Indian Wells CA  
**COST:** The seminar is free to all CSRMA members. There will be a nominal fee of \$50 for all non-CSRMA members (Exact change or check only, payable to CSRMA either in advance or at the door).

**PLEASE NOTE:**

It is important we have an accurate headcount prior to the date of the seminar to ensure that breakfast is available for those attending the seminar. Please take a moment to register if you plan to attend.

**CLICK HERE TO REGISTER** Or copy this link:

[https://www.riskcontrolonline.com/main/rco\\_training\\_seminar\\_registration.cfm?Id=7FD048A4-16E2-4036-9FE6-C4FDADB6C8B3](https://www.riskcontrolonline.com/main/rco_training_seminar_registration.cfm?Id=7FD048A4-16E2-4036-9FE6-C4FDADB6C8B3)

QUESTIONS? Please Contact Kay Patzer, CSRMA Risk Control at [kputzer@dkfsolutions.com](mailto:kputzer@dkfsolutions.com)

**RESOLUTION NO. 2113-1118**  
**AMENDING THE BOARD GOVERNANCE MANUAL OF THE STEGE SANITARY**  
**DISTRICT, SECTION 19: DISTRICT ELECTIONS POLICY**

**ISSUE:**

The Board will consider adoption of a resolution to amend the Board Governance Manual for consistency with the California Elections Code.

**FISCAL IMPACT:**

The fiscal impact is minimal.

**STRATEGIC PLAN:**

GOAL 1: Comply with State and Federal Regulations

**BACKGROUND:**

At the Board Meeting held on October 25, 2018, District Counsel, Kristopher Kokotaylo, clarified items from the District's Board Governance Manual and proposed changes to consider at the next board meeting.

Resolution No. 2113-1118 amends the Board Governance Manual of the Stege Sanitary District, Section 19: District Elections Policy to be consistent with the California Elections Code.

**RECOMMENDATION:**

Approve the resolution.

**ATTACHMENTS:**

Resolution No. 2113-1118

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RESOLUTION NO. 2113-1118

RESOLUTION AMENDING THE BOARD GOVERNANCE MANUAL OF THE STEGE SANITARY DISTRICT, SECTION 19: DISTRICT ELECTIONS POLICY

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

- A. The District establishes and maintains a Board Governance Manual, which is subject to periodic review and amendment.
- B. The District has determined the need to amend the Board Governance Manual for consistency with the California Elections Code.

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

- 1. The Stege Sanitary District Board Governance Manual, Section 19: District Elections Policy is amended as reflected in Exhibit A.
- 2. The effective date of this amendment is November 8, 2018.

\*\*\*\*\*

STATE OF CALIFORNIA)  
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution No. 2113-1118 was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 8<sup>th</sup> day of November 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

## SECTION 19

### DISTRICT ELECTIONS POLICY

The Stege Sanitary District Board of Directors is comprised of five (5) Directors elected at large and serving staggered four (4) year terms with elections being held on even-numbered years.

California Elections Code Section 10505 requires a general district election be held in each district to choose a successor for each elective officer whose term will expire on the first Friday in December following the election to be held on the first Tuesday after the first Monday in November in each even-numbered year.

As set forth in California Elections Code Section 10400, District elections shall be consolidated with the statewide general elections to reduce costs and achieve greater voter participation.

As set forth in California Elections Code Section 10520, the District shall reimburse the county for the actual costs incurred by the county elections official in conducting the election for the District.

As set forth in California Elections Code Section 13307, before a nominating period opens, the District Board must determine whether a charge shall be levied against each candidate submitting a candidate's statement to be sent to the voters; determine the number of words, may estimate the cost; and determine whether the estimate must be paid in advance.

As set forth in California Elections Code Section 12112, the election official of the principal county shall publish a notice of the election once in a newspaper of general circulation in the District.

At the Board Meeting, which shall occur after the county elections official declares the elected candidate or elected candidates, ~~and before the first Friday in December following the district election~~, the District Board of Directors shall adopt a Resolution certifying the election results. The Resolution shall direct the Secretary of the Stege Sanitary District to enter on the official records of the Stege Sanitary District, the Resolution certifying the results of the election, showing: 1) the whole number of ballots cast in the Stege Sanitary District; 2) the names of the persons voted for; 3) for what office each person was voted for; 4) the number of votes given at each precinct to each person and 5) the total number of votes given to each person. The Resolution shall also direct the Secretary of the Stege Sanitary District to deliver to each of the persons so elected a certified copy of the Resolution signed by the Secretary and authenticated.

Pursuant to California Elections Code Section 10554, elected candidates take office at noon on the first Friday in December following the District election. Each elective officer shall take the official oath and execute any bond required prior to taking office. Following the adoption of the

## EXHIBIT A

~~Resolution certifying the election results, the Secretary of the Stege Sanitary District shall administer to each Director elected the Oath of Office prescribed in the Constitution of the State of California.~~ All Directors ~~so~~ elected shall ~~then~~ be inducted into the respective office after taking the Oath of Office.

STEGE SANITARY DISTRICT

Operating Statement

11/05/2018

October 2018

33.70% of Fiscal year Completed

	<u>July-October 2018</u>	<u>Annual Budget</u>	<u>% of Annual Budget</u>
<b>Income</b>			
<b>31 - OPERATING REVENUE</b>			
31010 - Sewer Service Charges	-	2,435,000	0%
31020 - Permit & Insp. Fees	3,950	15,000	26%
31030 - Connection Fees	193,707	150,000	129%
31040 - San Pablo Impact Fee	272,363	100,000	272%
31080 - Contracted Services	-	30,000	0%
31010a - Capital Service Charges	-	2,242,000	0%
<b>Total 31 - OPERATING REVENUE</b>	<u>470,020</u>	<u>4,972,000</u>	<u>9%</u>
<b>32 - NON-OPERATING REVENUE</b>			
32050 - Interest - 3418	23,450	12,000	195%
32052 - Interest - 3423	15,160	5,000	303%
32080 - Property Taxes	-	400,000	0%
32085 - Insurance Dividend	-	-	0%
32090 - Miscellaneous	-	21,000	0%
<b>Total 32 - NON-OPERATING REVENUE</b>	<u>38,610</u>	<u>438,000</u>	<u>9%</u>
Transfer (to)/from Reserves	-	510,530	0%
<b>Total Income</b>	<u>508,630</u>	<u>5,920,530</u>	<u>9%</u>
<b>Expense</b>			
<b>OPERATING EXPENSES</b>			
<b>Administration/General</b>			
45-010 - Salaries & Wages	59,040	186,100	32%
45-020 - Employee Benefits	78,930	110,284	72%
45-029 - Retiree Health	3,382	10,300	33%
45-030 - Directors Expenses	11,599	39,000	30%
45-070 - Insurance	54,641	98,800	55%
Administration - Other	53,732	298,600	18%
<b>Total Administration</b>	<u>261,323</u>	<u>743,084</u>	<u>35%</u>
<b>Maintenance/Engineering</b>			
41-010 - Salaries & Wages	305,218	969,960	31%
41-020 - Employee Benefits	191,900	484,176	40%
41-029 - Retiree Health	3,382	10,300	33%
41-100 - Operating Supplies	7,613	40,000	19%
41-110 - Contractual Services	44,047	96,900	45%
41-207 - Contracted Repairs	-	62,000	0%
Maintenance- Other	39,372	301,450	13%
<b>Total Maintenance/Engineering</b>	<u>591,530</u>	<u>1,964,786</u>	<u>30%</u>
Pump Stations	23,402	16,460	142%
<b>Total OPERATING EXPENSES</b>	<u>876,255</u>	<u>2,724,330</u>	<u>32%</u>
<b>CAPITAL</b>			
41-650 - Debt Repayment (SRF Loans)	-	148,200	0%
Construction Projects	263,855	2,623,000	10%
Outlay(Maintenance/Engineering)	-	425,000	0%
<b>Total CAPITAL</b>	<u>263,855</u>	<u>3,196,200</u>	<u>8%</u>
<b>Total Expense</b>	<u>1,140,110</u>	<u>5,920,530</u>	<u>19%</u>
<b>Net</b>	<u>(631,480)</u>	<u>0</u>	



**STEGE SANITARY DISTRICT**  
**Investment, Cash & Receivables Report**

**1:05 PM**  
**11/05/2018**

As of October 31, 2018

	<u>October 31, 2018</u>	<u>September 30, 2018</u>	<u>\$ Change</u>	<u>Deposits</u>	<u>Checks</u>	<u>Transfers</u>
<b>ASSETS</b>						
<b>Current Assets</b>						
<b>Checking/Savings</b>						
<b>LAIF Investment Accts</b>						
11012 · Sewer Operations- 3418	5,591,078	5,756,078	-165,000	0	0	-165,000
11014 · System Rehab- 3423	961,102	961,102	0	0	0	0
<b>Total LAIF Investment Accts</b>	<u>6,552,181</u>	<u>6,717,181</u>	<u>-165,000</u>	<u>0</u>	<u>0</u>	<u>-165,000</u>
<b>Checking Accts</b>						
100 · Mechanics Bank	8,854	12,343	-3,489	5,206	-173,695	165,000
100 · County Cash Acct #3418	-5,560	-5,560	0 *	0 *	0	0
<b>Total Checking Accts</b>	<u>3,294</u>	<u>6,783</u>	<u>-3,489</u>	<u>5,206</u>	<u>-173,695</u>	<u>165,000</u>
11021 · Petty Cash	250	250	0	0	0	0
<b>Total Checking/Savings</b>	<u>6,555,725</u>	<u>6,724,214</u>	<u>-168,489</u>	<u>5,206</u>	<u>-173,695</u>	<u>0</u>
301 · Ca Employer's Retiree Benefit Trust	216,294	190,332	25,963	25,963	0	0
<b>Total CA Employer's Retiree Benefit Trust</b>	<u>216,294</u>	<u>190,332</u>	<u>25,963</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Accounts Receivable</b>						
11072 · Accounts Receivable	31,908	32,246	-338			
<b>Total Accounts Receivable</b>	<u>31,908</u>	<u>32,246</u>	<u>-338</u>			

Note: \* Reduction or Increase is based on property tax estimate.

I hereby certify that the invested funds of the Stege Sanitary District are in compliance with the investment policies of the Stege Sanitary District and provide sufficient liquidity to meet budgeted expenses for the next six month period.

\_\_\_\_\_  
Rex Delizo, District Manager

\_\_\_\_\_  
Date

10:37 AM	STEGE SANITARY DISTRICT			
11/05/2018	Check Report			
Accrual Basis	November 8, 2018			
	Name	Memo	Amount	Num
<b>Nov 8, 18</b>				
	Aramark Uniform Services	Invoice 704102229 Uniform Service	-239.02	25785
	CASA	Conf. Reg. All Board Members	-2,875.00	25786
	Chevron and Texaco Card Services	Gas	-55.75	25787
	City of El Cerrito	Stormwater Annual Inspection Fee	-396.00	25788
	Contra Costa County, Tax Collector	Property Tax	-64.00	25789
	D'Arcy & Harty Construcion	Retainage Project 17201	-94,329.82	25790
	East Bay Muni Utility District	2018-2019 BACWA	-2,393.00	25791
	East Bay Sanitary Co., Inc.	Garbage Nov-Dec 2018	-746.12	25792
	Exxonmobil	Gas	-477.78	25793
	Municipal Maintenance Equipment	Maintenance Supplies	-558.65	25794
	Nakano Landscape	Landscaping Oct 2018	-280.00	25795
	Pastime Hardware	Maintenance Supplies	-14.26	25796
	PG&E- #0103467151-9	Burlingame Pump Station	-75.89	25797
	PG&E- #6675831511-4	Office/Shop	-715.55	25798
	TelePacific Communications	Office Phones	-944.03	25799
<b>Nov 8, 18</b>			<b>-104,164.87</b>	

# STEGE SANITARY DISTRICT NOVEMBER 2018

NOVEMBER 2018	DECEMBER 2018	JANUARY 2019	FEBRUARY 2019	MARCH 2019	APRIL 2019
11/22 & 23 HOLIDAY	12/13 Christmas Luncheon 12/25 HOLIDAY	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)	
11/8/2018 – 7:00 P.M.	12/13/2018 – <b>2:00 P.M.</b>	1/17/2019 – 7:00 P.M.	2/14/2019 – 7:00 P.M.	3/9/2019 – <b>9:00 A.M.</b>	4/11/2019 – 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>• Draft Meeting Calendar</li> <li>• Board Officer Succession Plan</li> <li>• CASA Conference</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>• <del>Connection Charge Calculation Report</del></li> <li>• CASA Conference</li> <li>• Meeting Calendar</li> <li>• Consent Decree Quarterly Report</li> </ul>	<p>• <del>Connection Charge Ord.</del></p> <ul style="list-style-type: none"> <li>• Board Governance Manual Review</li> <li>• District of Distinction (even years)</li> <li>• Long Range Planning Workshop Agenda</li> <li>• Service Rate Discussion</li> <li>• CASA Conference</li> <li>• Board Training Summary</li> <li>• Director's Contact Info</li> </ul>	<ul style="list-style-type: none"> <li>• Long Range Planning Workshop Agenda</li> <li>• Service Rate Discussion</li> <li>• CASA Conference</li> <li>• Board Training Summary</li> <li>• Form 700</li> </ul>	<p><u>9AM Meeting Time</u></p> <ul style="list-style-type: none"> <li>• Long Range Planning Workshop</li> <li>• Strategic Plan Review</li> </ul>	<ul style="list-style-type: none"> <li>• Service Rate Discussion/ Approval (&amp; 30-day Notice)</li> <li>• Board Training Summary</li> <li>• CASA Conference – Attendee Reports</li> </ul>
		1/31/2019 – 7:00 P.M.	2/28/2019 – 7:00 P.M.	3/21/2019 – 7:00 P.M.	4/25/2019 – 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>
		<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>• Long Range Planning Workshop Agenda</li> <li>• Service Rate Discussion</li> <li>• CASA Conf. – Attendee Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Board Governance Manual Approval</li> <li>• Actuarial Analysis of Retiree Health Benefits Report (even years)</li> <li>• Long Range Planning Workshop Agenda</li> <li>• Service Rate Discussion</li> <li>• CASA Conf. + Attendee Reports</li> <li>• Form 700</li> </ul>	<ul style="list-style-type: none"> <li>• Auditor – RFP</li> <li>• California Employer's Retiree Benefit Trust (CERBT)</li> <li>• Consent Decree Quarterly Report</li> <li>• Service Rate Discussion</li> <li>• Board Training Summary</li> <li>• Form 700</li> </ul>	<ul style="list-style-type: none"> <li>• CLOSED SESSION – Quarterly Claims Rpt</li> <li>• Employee Benefits</li> <li>• Quarterly Financial Statements</li> <li>• Draft Budget</li> <li>• Service Rate Discussion/Approval (&amp; 30-day Notice)</li> <li>• July 4<sup>th</sup> Fair Discussion</li> </ul>

CHANGES IN ITALICS

## STEGE SANITARY DISTRICT NOVEMBER 2018

MAY 2019	JUNE 2019	JULY 2019	AUGUST 2019	SEPTEMBER 2019	OCTOBER 2019
5/27 HOLIDAY  AB 1661 Training (odd years)	6/12 Safety and Recognition Awards Luncheon	7/4 HOLIDAY 4 <sup>th</sup> of July Fair Booth	CASA Annual Conf. Aug 21-23 San Diego, CA	9/2 HOLIDAY  CSDA Annual Conf. Sep 25-28 Anaheim, CA	
5/9/2019 – 7:00 P.M.	6/13/2019 – 7:00 P.M.	7/18/2019 – 7:00 P.M.	8/12/2019 – 7:00 P.M.	9/12/2019- 7 :00	10/10/2019 – 7:00 P.M.
<b>Board of Directors Meeting</b>  <ul style="list-style-type: none"> <li>• Board Training Summary</li> <li>• Draft Budget</li> <li>• July 4<sup>th</sup> Fair Discussion</li> </ul>	<b>Board of Directors Meeting</b>  <ul style="list-style-type: none"> <li>• Draft Budget</li> <li>• Review Director Meeting Compensation</li> <li>• Approve Project Plans and Specs (+CEQA)</li> <li>• Approve Salary Ranges for District Positions</li> <li>• July 4th Fair Discussion</li> </ul>	<b>Board of Directors Meeting</b>  <ul style="list-style-type: none"> <li>• CLOSED SESSION – Quarterly Claims Rpt</li> <li>• July 4<sup>th</sup> Fair Debrief</li> <li>• District Investment Policy</li> <li>• Form 470</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> <li>• Resolution Est. Salary of District Manager</li> </ul>	<b>Board of Directors Meeting</b>  <ul style="list-style-type: none"> <li>• CASA Conference – Attendee Reports</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>• Conn. Charge Report per Gov. Code 66013</li> </ul>	<b>Board of Directors Meeting</b>  <ul style="list-style-type: none"> <li>• CSDA Conference</li> </ul>	<b>Board of Directors Meeting</b>  <ul style="list-style-type: none"> <li>• Regional PSL Program Update</li> <li>• Regional FOG Program Update</li> </ul>
5/23/2019 – 7:00 P.M.	6/27/2019 – 7:00 P.M.			9/26/2019 – 7:00 P.M.	10/24/2019 – 7:00 P.M.
<b>Board of Directors Meeting</b>  <ul style="list-style-type: none"> <li>• CLOSED SESSION – Counsel Perf. Eval.</li> <li>• Resolution Ordering Board Election (even years)</li> <li>• Draft Budget</li> <li>• July 4<sup>th</sup> Fair Discussion</li> <li>• Service Rate Discussion/Approval (&amp; 30-day Notice)</li> </ul>	<b>Board of Directors Meeting</b>  <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 Quarterly Report</li> </ul>			<b>Board of Directors Meeting</b>  <ul style="list-style-type: none"> <li>• Flexible Benefits Plan Contribution Review</li> <li>• Deferred Compensation Matching Contribution Review</li> <li>• CSDA Conference – Attendee Reports</li> <li>• Consent Decree Quarterly Report</li> </ul>	<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>

CHANGES IN ITALICS