

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF JULY 23, 2015

TIME OF MEETING: 7:00 P.M.

*****MINUTES*****

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

II. Roll Call: Present: James, Merrill, Miller, Gilbert-Snyder
 Absent: O'Keefe (provided prior notice of absence)
 Others Present: Rex Delizo, District Manager
 Ben Reyes, District Counsel

Agenda Items: Directors and Officers of the Board did not announce any conflicts of interest posed by items on the meeting agenda.

CLOSED SESSION

Conference with Legal Counsel -- Existing Litigation

Gov. Code § 54956.9 (d)(1)

Name of Case: Loach

Public Employment Performance Evaluation

Gov. Code § 54957

Title: District Manager

The Board entered into closed session at 7:01 P.M. and returned to open session at 7:16 P.M. President Gilbert-Snyder announced the Board had taken no reportable actions.

III. Public Comment: There was no public comment.

IV. Approval of Minutes

A. Approval of Minutes July 9, 2015 Board Meeting

MOTION: By Merrill, seconded by Miller, to approve the minutes of the July 9, 2015 Board Meeting

VOTE: AYES: James, Merrill, Miller, Gilbert-Snyder

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NOES: None
 ABSTAIN: None
 ABSENT: O'Keefe

V. Communications

A. Oral Communications

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

a. City & Community Meetings

Miller reported on his attendance at the Independent Special District Selection Committee and the Quarterly Contra Costa Special Districts Association (CCSDA) meetings held on July 20, 2015. Miller also reported on the topics on the El Cerrito City Council Meeting agenda for July 21, 2015. James reported on recent events of the Kensington Police Protection and Community Services District (KPPCSD).

B. Written Communications

1. California Special Districts Association (CSDA) 2015 Board Elections Mail Ballot

The Board reviewed the candidate information and agreed to vote for Bobbi Palmer of the Los Medanos Community Healthcare District to represent Seat A of the Bay Area Network of the CSDA Board of Directors

MOTION: By Merrill, seconded by Miller, to vote for Bobbi Palmer of the Los Medanos Community Healthcare District to represent Seat A of the Bay Area Network of the CSDA Board of Directors

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

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2. 7-20-2015 E-Mail – Marin Clean Energy (MCE) anticipated cost savings

The Board reviewed the email from MCE Community Development Manager, Alex DiGiorgio.

VI. Reports of Staff and OfficersA. Attorney's Report:

District Counsel, Ben Reyes, reported about Rosenberg's Rules of Order which is a simplified version of the rules of parliamentary procedures. The Board asked to add the item for consideration at a future Board meeting or as a Long Range Planning item.

B. Manager's Report:1. Monthly Maintenance Summary report – June 2015

The Manager reported on last month's maintenance activities to the Board.

2. Monthly Report of Sewer Replacements and Repairs

The Manager reported that there were no replacements invoiced in June and 3 repairs invoiced for a total of \$6,064.

3. Reimbursement Report per Government Code 53065.5

The Manager reported that the report was not available in time for the meeting and will be available for review at the next meeting.

4. August 19-21, 2015 California Association of Sanitation Agencies (CASA) Conference

The Manager confirmed each Director's plans to attend the conference.

5. Board Tour of the District – Saturday, August 29, 2015

The Manager confirmed the proposed date and reviewed the proposed locations for the tour with the Board.

VII. BusinessA. Resolution 2051-0715 Resolution Establishing Salary of the District Manager/Engineer

The Board approved the resolution establishing the salary for the District Manager/Engineer at \$169,500 per year.

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MOTION: By James, seconded by Miller, to approve Resolution 2051-0715 establishing the base annual compensation of the District Manager/Engineer at \$169,500 per year effective July 1, 2015

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

B. Resolution 2052-0715 Accepting Completion of Work and Filing Notice of Completion for the Standard Sewer Rehabilitation Project No. 14201

The Board approved the resolution. The 5% retention for the Standard Sewer Rehabilitation Project No. 14201, which was withheld as security for satisfactory fulfillment of work, shall be released no earlier than 60 days after the notice of completion is filed.

MOTION: By James, seconded by Merrill, to approve the Resolution No. 2052-0715 Accepting Completion of Work and Filing Notice of Completion for the Standard Sewer Rehabilitation Project No.14201

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

VIII. Financial Statements – June 2015

- A. Monthly Investment, Cash, Receivables Report, June 2015
- B. Monthly Operating Statement, June 2015
- C. Local Agency Investment Fund (LAIF) Quarterly Statement

The Board reviewed the financial items except the LAIF Quarterly Statement which will be available at the next Board meeting.

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IX. Approval of Checks

A. Checks for July 2015 - Fund No. 3418 & 3423

MOTION: By James, seconded by Miller, to pay the bills, Check Nos. 23831 through 23851 in the amount of \$70,551.06

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

X. Future Agenda Items

August 13, 2015

CASA Conference

Select Actuarial for Analysis of Retiree Health Benefits

Reimbursement Report per Government Code 53065.5

Quarterly Financial Statements

California Special Districts Association (CSDA) Annual Conference

August 29, 2015

Board Tour of the District

September 10, 2015

CASA Conference – Director's Reports

The Board requested *Rosenberg's Rules of Order* be added for consideration at a future Board meeting or as a Long Range Planning item.

XI. Adjournment

The meeting was adjourned at 8:15 P.M. The next meeting of the District Board of Directors will be held on Thursday, August 13, 2015 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