

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF DECEMBER 10, 2015
TIME OF MEETING: 2:00 P.M.

*****MINUTES*****

I. Call To Order: President Gilbert-Snyder called the meeting to order at 2:00 P.M.

II. Roll Call: Present: James, Merrill, Miller, O’Keefe, Gilbert-Snyder
Absent: None
Others Present: Rex Delizo, District Manager
Ben Reyes, District Counsel
A.J. Major, Vavrinek, Trine, Day & Co., LLP
Kary Richardson, Administrative Supervisor
Dennis Wright, Maintenance Superintendent

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.

Item VII. A was taken out of order at this time in the meeting.

VII. Business

A. Fiscal Year 2014-2015 Financial Audit/Financial Reporting

The District’s auditor, A.J. Major from Vavrinek, Trine, Day & Co., LLP, made a presentation to the Board of his audit of the District’s finances for Fiscal Year 2014-15 and gave it a clean “unmodified” opinion.

MOTION: By James, seconded by Miller, to accept the Fiscal Year 2014-2015 Financial Audit report, as amended

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

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Items VIII. A & B were taken out of order at this time in the meeting.

VIII. Monthly Financial Statements – November 2015

- A. Monthly Investment, Cash, Receivables Report, November 2015
- B. Monthly Operating Statement, November 2015

The Board reviewed the financial items. There were no significant issues.

CLOSED SESSION

Liability Claims

Gov. Code § 54956.95

Claimant: Ng

Agency Claimed Against: Stege Sanitary District

The Board entered into the closed session at 3:40 P.M. and returned to open session at 3:46 P.M. President Gilbert-Snyder announced the Board had taken no reportable actions.

NOMINATION AND ELECTION OF OFFICERS

Nomination and Election of Officers – 2016

MOTION: By O’Keefe, seconded by James, to nominate and elect Alan Miller for president of the Stege Sanitary District Board of Directors for 2016

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

MOTION: By James, seconded by Miller, to nominate and elect Beatrice O’Keefe as vice president of the Stege Sanitary District Board of Directors for 2016

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

IV. Approval of Minutes

A. Approval of Minutes November 19, 2015 Board Meeting

MOTION: By Merrill, seconded by James, to approve the minutes of the November 19, 2015 Board Meeting, as amended

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

Miller gave a report on his attendance at the El Cerrito City Council Meeting held on December 1, 2015.

B. Written Communications

There were no written communications for the Board to consider.

VI. Reports of Staff and Officers

A. Attorney's Report:

Reyes reported that Meyers Nave will be providing educational webinars and training next year that would be free for Board members to participate.

B. Manager's Report:

1. 2016 Board of Director's Meeting Calendar

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The Manager reported on the meeting calendar for 2016.

2. California Association of Sanitation Agencies (CASA)

The Manager reported on the upcoming CASA conferences for 2016.

3. California Special Districts Association (CSDA)

The Manager reported on the CSDA Annual Conference scheduled for October 10-13, 2016.

C. Maintenance Superintendent's Report:

1. Monthly Maintenance Summary Report – November 2015

Maintenance Superintendent, Dennis Wright, reported on last month's maintenance activities to the Board with no significant issues.

2. Emergency Access

Wright reported on the procedure for Directors to access the building and help respond during an emergency.

D. Engineer's Report:

1. Monthly Report of Sewer Replacements and Repairs

The Manager reported that sewer replacements at 12 locations were paid for a total of \$739,827. There were also 4 repairs paid in November for a total of \$11,903.

E. Administrative Supervisor's Report:

1. Connection Charge Calculation Report

Administrative Supervisor, Kary Richardson, reported on the updated connection charge calculation. The Board requested staff use figures directly from the 6/30/15 Financial Statements and Audit Report without modification. The Board requested staff prepare an ordinance with the updated calculation for approval at an upcoming Board meeting.

VIII. Business

(This item taken out of order earlier in the meeting.)

IX. Monthly Financial Statements – November 2015

(This item taken out of order earlier in the meeting.)

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X. Approval of Checks

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

MOTION: By Merrill, seconded by James, to pay the bills, Check Nos. 24081 through 24115 in the amount of \$103,765.72

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

X. Future Agenda Items

January 14, 2016

Board Governance Review
Director’s Contact Info
CASA Conference
Strategic Planning

January 28, 2016

CLOSED SESSION – Quarterly Claims Report
CLOSED SESSION – Manager Performance Evaluation
Quarterly Financial Statements
CASA Conference – Director’s Reports

The Board requested staff add a review of the Sanitary Sewer Capacity Study for consideration at a future meeting.

XI. Adjournment

The meeting was adjourned at 4:43 P.M. The next meeting of the District Board of Directors will be held on Thursday, January 14, 2016 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California

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Rex Delizo
STEGE SANITARY DISTRICT
Secretary