

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
LONG RANGE PLANNING WORKSHOP
SATURDAY, MAY 14, 2016 9:00AM – 4:00 PM

***** MINUTES *****

I. Call To Order: President Alan Miller called the meeting to order at 9:00 A.M.

II. Roll Call: Present: Gilbert-Snyder, James, Merrill, O’Keefe, Miller
Absent: None
Others Present: Rex Delizo, District Manager
Melanie Mintz, City of El Cerrito Community
Development Director (arrived at 2:00 P.M. for the Northern San Pablo Avenue Sewer Capacity agenda item only)
Yvetteh Ortiz, City of El Cerrito Public Works
Director (arrived at 2:00 P.M. for the Northern San Pablo Avenue Sewer Capacity agenda item only)

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.

IV. Long Range Planning Workshop – 2016

- **Past 5 Years Budget Review**

The Board reviewed and discussed trends from the District’s finances of the past 5 years and also a report indicating the major variances between budget and actual expenditures for FY 2014-15. There were no significant issues. The Board requested the next review include a trend line report for salary, benefits and other expenses and to have a future agenda item on a policy establishing a threshold on expenditures exceeding budget amounts for which the Manager would bring to the attention of the Board.

- **Total Compensation Comparison**

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The Board reviewed and discussed the salary and benefits comparison to 10 comparable agencies. The Manager will incorporate the salary survey information into an upcoming resolution establishing salary ranges for each position. The Board also asked to bring back several items from the benefits comparison for further consideration at a future board meeting.

- **Strategic Planning**

The Board reviewed and discussed the SWOT analyses and goals matrix and only made a minor change to the goals as stated. The Board then proposed objectives for 3 of the 7 goals but tabled the discussion due to the lack of time. The Board asked to bring the item back for further consideration at a future board meeting.

- **Self-Assessment of Governance**

Each Board Member completed a 54 question survey on self-assessment of board governance. The results were summarized, reviewed and discussed. The 2016 survey results scored better in each of the areas than the 2014 survey.

- **Northern San Pablo Avenue Sewer Capacity**

The Board reviewed and discussed the San Pablo Avenue Specific Plan and the sewer capacity along this corridor with both Melanie Mintz, City of El Cerrito Community Development Director and Yvetteh Ortiz, City of El Cerrito Public Works Director. The City hired BKF Engineers to evaluate existing capacity and potential required capacity based on future development as proposed in the San Pablo Avenue Specific Plan. Staff will continue to work with the City and their consultant and also look into funding mechanisms that would not impact current sewer rates.

V. Adjournment

The meeting was adjourned at 3:46 P.M. The next meeting of the Stege Sanitary District Board of directors will be held on Thursday May 26, 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