

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF JUNE 23, 2016

TIME OF MEETING: 7:00 P.M.

*****MINUTES*****

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

II. Roll Call: Present: James, Merrill, O'Keefe, Miller
 Absent: Gilbert-Snyder (gave prior notice)
 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.

III. Public Comment: There was no public comment.

CLOSED SESSION

Public Employment Performance Evaluation

Gov. Code § 54957

Title: District Manager

The Board entered into closed session at 7:06 P.M. and returned to open session at 7:34 P.M. President Miller announced the Board appointed him labor negotiator by a 4-0 vote for the purpose of negotiations with the District Manager.

IV. Approval of Minutes

A. Approval of Minutes June 9, 2016 Board Meeting

MOTION: By Merrill, seconded by James, to approve the minutes of the June 9, 2016 Board Meeting, as amended

VOTE: AYES: James, Merrill, O'Keefe, Miller
 NOES: None
 ABSTAIN: None

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ABSENT: Gilbert-Snyder

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 brief report on his attendance at the El Cerrito City Council Meetings held on June 14 & 21, 2016.

B. Written Communications

1. California Special Districts Association (CSDA) - 2016 Board Elections

The Board reviewed and discussed the ballot and candidate information.

MOTION: By James, seconded by O'Keefe, to vote for Ryan Clausnitzer for the CSDA Board of Directors, Bay Area Network, Seat B

VOTE: AYES: James, Merrill, O'Keefe, Miller

NOES: None

ABSTAIN: None

ABSENT: Gilbert-Snyder

VI. Reports of Staff and Officers**A. Attorney's Report:**

Reyes reported on Gov. Jerry Brown's proposed legislation in which eligible housing proposals across the state would be approved "by right," meaning they would not be subject to case-by-case local approvals or review under the California Environmental Quality Act.

B. Manager's Report:

1. Monthly Maintenance Summary Report – May 2016

The Manager reported on last month's maintenance activities to the Board with no significant issues.

2. Monthly Report of Sewer Replacements and Repairs

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The Manager reported on the replacement and repair invoices paid in May.

3. Consent Decree Minimum Requirements Status Report

The Manager reported that the District is ahead of all minimum requirements of the Consent Decree this fiscal year.

4. Project #16203 – Engineer’s Estimate

The Manager reported on the engineer’s estimate for the upcoming project that will soon go out to bid.

MOTION: By James, seconded by Merrill, to approve the engineer’s estimate for Project #16203 contingent on balancing of the estimate numbers

VOTE: AYES: James, Merrill, O’Keefe, Miller

NOES: None

ABSTAIN: None

ABSENT: Gilbert-Snyder

5. Action Plan for 2016 – Revised with target completion dates

The Manager reported on the Action Plan with proposed target completion dates for each item.

6. 4th of July Fair

The Manager confirmed the plans and schedule for the upcoming fair.

7. August 10-12, 2016 California Association of Sanitation Agencies (CASA) Conference

The Board approved the Directors’ attendance to the upcoming CASA Annual Conference in Monterey, CA and gave their preliminary requests for accommodations.

MOTION: By James, seconded by Merrill, to approve the Directors’ attendance for those that chose to attend the upcoming CASA Annual Conference in Monterey, CA

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

VII. Business

A. Resolution No. 2063-0616 Amending the Employee Personnel Policies of the Stege Sanitary District Article IV, Section 1, Employee Benefits, 4.1.9. Long-Term Disability Insurance

The Board reviewed and approved the resolution to add employer paid long term disability coverage at a monthly benefit of \$6,000 or 60% of the employee's basic monthly earnings, whichever is less.

MOTION: By James, seconded by Merrill, to approve Resolution No. 2063-0616 Amending the Employee Personnel Policies of the Stege Sanitary District Article IV, Section 1, Employee Benefits, 4.1.9. Long-Term Disability Insurance, as amended

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

B. Resolution No. 2065-0616 Approving and Adopting Annual Budget for Fiscal Year 2016-2017

The Board reviewed and approved the resolution adopting the budget for fiscal year 2016-2017.

MOTION: By O'Keefe, seconded by James, to Approve and Adopt the Annual Budget for Fiscal Year 2016-2017, as amended

VOTE: AYES: James, Merrill, O'Keefe, Miller

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NOES: None
ABSTAIN: None
ABSENT: Gilbert-Snyder

C. Incentive Award Contribution (IAC) Achievements for FY 2015-2016

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

MOTION: By James, seconded by O'Keefe, to approve the Incentive Goals Achieved in 2015-2016 and pay \$10,082 to employees for achievement of goals that resulted in direct savings to the District

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

D. Incentive Award Contribution (IAC) Goals and Objectives for FY 2016-2017

The Board reviewed and approved the cost savings goals and objectives for next fiscal year 2016-2017 with a minor amendment.

MOTION: By Merrill, seconded by James, to approve the Employee Incentive Award Goals and Objectives for FY 2016-2017, as amended

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

E. Reserve Fund Policy

The Board reviewed, discussed and agreed that no changes to the District's Reserve Fund Policy were needed.

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VIII. Financial Statements – May 2016

- A. Monthly Investment, Cash, Receivables Report, May 2016
- B. Monthly Operating Statements, May 2016

The Board reviewed the financial statements with no significant issues.

IX. Approval of Checks

- A. Checks for June 23, 2016 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by James, to pay the bills, Check Nos. 24398 through 24431 in the amount of \$48,468.45

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

X. Future Agenda Items

July 14, 2016

July 4th Fair Debrief

District Investment Policy

CASA Conference

Form 470

CLOSED SESSION – Public Employee Performance Evaluation

CLOSED SESSION – Conference with Labor Negotiators

July 28, 2016

CLOSED SESSION – Quarterly Claims

CASA Conference

Reimbursement Report per Gov. Code 53065.5

Quarterly Financial Statements

Establish and Collect Sewer Service Charges

Notice of Completion/Award of Contract

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XI. Adjournment

The meeting was adjourned at 9:12 P.M. The next meeting of the District Board of Directors will be held on Thursday, July 14, 2016 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary