

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF JUNE 22, 2017  
 TIME OF MEETING: 7:00 P.M.  
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

\*\*\*\*\*MINUTES\*\*\*\*\*

**I. Call To Order:** President Beatrice O'Keefe called the meeting to order at 7:00 P.M.

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

**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 8:00 P.M. President O'Keefe announced the Board appointed her labor negotiator by a 4-0 vote for the purpose of negotiations with the District Manager.

**MOTION:** By Merrill, seconded by Gilbert-Snyder, to appoint President Beatrice O'Keefe as labor negotiator for the purpose of negotiations with the District Manager

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

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**IV. Approval of Minutes**

A. Approval of June 8, 2017 Board Meeting Minutes

MOTION: By Miller, seconded by Merrill, to approve the minutes of the June 8, 2017 Board Meeting, as amended

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

**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 June 20, 2017.

B. Written Communications

There were no written communication items to consider.

**VI. Reports of Staff and Officers**

A. Attorney's Report:

Kokotaylo reported that the Dorje Liability Claim was settled for \$18,000.

Kokotaylo then proposed a resolution be prepared to appoint Jennifer Faught as Assistant District Counsel for consideration at a future Board meeting.

B. Manager's Report

1. Monthly Maintenance Summary Report – May 2017

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 invoices paid in May.

3. Consent Decree Quarterly Report

The Manager reported on the District's annual requirement status with no significant issues.

4. 4<sup>th</sup> of July Fair

The Manager reported on the plans for the upcoming fair.

5. August 22-24, 2017 California Association of Sanitation Agencies (CASA) Conference

The Board approved the Directors' attendance at the upcoming 62<sup>nd</sup> Annual CASA Conference in San Diego, CA.

6. August 10, 2017 California Special Districts Association (CSDA) Workshop – Financial Management for Special Districts

The Board approved the Directors' attendance at the upcoming CSDA workshop in Vallejo, CA.

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve the attendance at the upcoming 62<sup>nd</sup> Annual CASA Conference in San Diego, CA and attendance at the upcoming CSDA workshop in Vallejo, CA

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

NOES: None

ABSTAIN: None

ABSENT: James

**VII. Business**

A. Resolution No. 2083-0617 Approving and Adopting Annual Budget for Fiscal Year 2017-2018

The Board reviewed and approved the resolution adopting the budget for fiscal year 2017-2018.

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MOTION: By Gilbert-Snyder, seconded by Miller, to approve Resolution No. 2083-0617 and Adopt the Annual Budget for Fiscal Year 2017-2018, as amended

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

B. Resolution No. 2084-0617 Authorizing the District Manager to Award a Contract to D'Arcy and Harty Construction for Project No. 17201, Standard Sewer Rehabilitation Project

The Board reviewed and approved the resolution awarding the contract to the lowest responsible, responsive bidder, D'arcy and Harty Construction.

MOTION: By Merrill, seconded by Miller, to approve Resolution No. 2084-0617 Authorizing the District Manager to Award a Contract to D'Arcy and Harty Construction for Project No. 17201, Standard Sewer Rehabilitation Project

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

C. Incentive Award Contribution (IAC) Achievements for FY 2016-2017

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

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MOTION: By Miller, seconded by Merrill, to approve the Incentive Goals Achieved in 2016-2017 and pay \$19,047 to employees for achievement of goals that resulted in direct savings to the District

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

D. Incentive Award Contribution (IAC) Goals and Objectives for FY 2017-2018

The Board reviewed and approved the cost savings goals and objectives for next fiscal year 2017-2018.

MOTION: By Gilbert-Snyder, seconded by Merrill, to approve the Employee Incentive Award Goals and Objectives for FY 2017-2018

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

E. Reserve Fund Policy

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

**VIII. Monthly Financial Statements – June 2017**

A. Monthly Investment, Cash, Receivables Report, June 2017

B. Monthly Operating Statement, June 2017

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

**IX. Approval of Checks**

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A. Checks for June 22, 2017 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by Gilbert-Snyder, to pay the bills,  
 Check Nos. 24995 through 25025 in the amount of \$286,468.05

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

**X. Future Agenda Items**

**July 13, 2017**

July 4<sup>th</sup> Fair Debrief

District Investment Policy

CASA Conference

Form 470

PUBLIC HEARING – Director's Meeting Compensation

ORDINANCE – Director's Meeting Compensation

**July 27, 2017**

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

*CLOSED SESSION – Conference With Labor Negotiator*

*Resolution – District Manager Salary*

*Resolution – Assistant District Counsel*

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**XI. Adjournment**

The meeting was adjourned at 8:46 P.M. The next meeting of the District Board of Directors will be held on Thursday, July 13, 2017 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

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Rex Delizo  
STEGE SANITARY DISTRICT  
Secretary