

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF JUNE 14, 2018  
 TIME OF MEETING: 7:00 P.M.  
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

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

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

**II. Roll Call:** Present: Gilbert-Snyder, James, Miller, O'Keefe, Merrill  
 Absent: None  
 Others Present: Rex Delizo, District Manager

**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**

**Conference with Labor Negotiator**

Gov. Code § 54957.6

Agency designated representatives: Board President Dwight Merrill

Unrepresented employee: District Counsel

The Board entered into the closed session at 7:01 P.M. and returned to open session at 7:08 P.M. President Merrill announced the Board had taken no reportable actions.

**IV. Approval of Minutes**

A. Approval of May 24, 2018 Board Meeting Minutes

MOTION: By O'Keefe, seconded by James, to approve the minutes of the May 24, 2018 Board Meeting, as amended

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

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**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 an El Cerrito City Council Meeting.

B. Written Communications

1. LAFCO - Official Ballot - RDA Oversight Board Election - Special District Seat

The Board reviewed and discussed the candidates for the Redevelopment Agency (RDA) Oversight Board.

MOTION: By James, seconded by Miller, to vote for Susan Morgan for the Contra Costa County RDA Oversight Board

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

2. CSDA Governance Conference July in Napa

The Board reviewed the conference announcement.

**VI. Reports of Staff and Officers**

A. Manager's Report

1. 4<sup>th</sup> of July Fair

The Manager reported on the plans for the upcoming fair.

2. Draft Budget FY 2018-19

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The Manager reported on the draft budget and received minor corrections and comments from the Board. The final budget will be prepared for approval at the next Board meeting.

3. Draft Endeavor

The Manager reported on the draft newsletter and received suggestions for the final edition.

**VII. Business**

A. Resolution No. 2100-0618 Establishing Salary Range of Maintenance, Technical and Administrative Employees Employed by Stege Sanitary District Beginning July 2018

The Board reviewed and approved the resolution establishing salary ranges based on the latest April CPI – W figure (3.4%).

MOTION: By James, seconded by Gilbert-Snyder, to approve Resolution No. 2100-0618 Establishing Salary Range of Maintenance, Technical and Administrative Employees Employed by Stege Sanitary District Beginning July 2018

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

NOES: None

ABSTAIN: None

ABSENT: None

B. Review of Director’s Meeting Compensation

The Board discussed whether to change the compensation that Directors receive for their attendance at District related meetings based on the latest April CPI – W figure (3.4%) which would be an increase of \$7.31.

MOTION: By O’Keefe, seconded by Gilbert-Snyder, to approve changing the compensation that Directors receive for their attendance at District

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related meetings from \$215.00 to \$222.31, an increase of \$7.31, based on the April 2018 CPI – W figure (3.4%)

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

C. Kids for the Bay – Watershed Action Program (WAP) Proposal for 2018-2019 School Year.

The Board discussed and approved the proposal.

MOTION: By Gilbert-Snyder, seconded by O’Keefe, to approve \$12,000 to fund the KIDS for the BAY Watershed Action Program (WAP) for the 2018-2019 School Year

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

D. Self-Assessment of Governance Questions Review

The Board completed the discussion of question #25 from the self-assessment of governance completed at the Long Range Planning Workshop and felt the intent of the question regarding Board goals is covered by the Board’s core beliefs, cultural norms and protocols as stated in the Board’s Governance Policy Manual. The Board then agreed to each submit what they believe is the intent of question #4 to the Manager before discussion at a future meeting.

**VIII. Approval of Checks**

A. Checks for June 14, 2018 - Fund No. 3418 & 3423

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MOTION: By Miller, seconded by James, to pay the bills, Check Nos. 25535 through 25558 in the amount of \$16,452.90

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

**IX. Future Agenda Items**

**June 28, 2018**

CLOSED SESSION – Manager Performance Evaluation

Approve and Adopt Final Budget

Review and Approve Incentive Award

Adopt Employee Incentive Award Goals & Objectives

District Reserve Policy

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

Consent Decree Quarterly Report

**July 11, 2018 (Wednesday)**

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

District Investment Policy

CASA Conference

Resolution – District Manager Salary

Form 470

James asked to add the Rosenberg’s Rules of Order for consideration at a future Board meeting.

**X. Adjournment**

The meeting was adjourned at 8:36 P.M. The next meeting of the District Board of Directors will be held on Thursday, June 28, 2018 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