

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF AUGUST 16, 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
 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

Conference with Labor Negotiator

Gov. Code § 54957.6

Agency Designated Representative: Board President Dwight Merrill

Unrepresented Employee: District Manager

The Board entered into closed session at 7:02 P.M. and returned to open session at 7:24 P.M. President Merrill announced the Board had taken no reportable actions.

IV. Approval of Minutes

A. Approval of July 26, 2018 Board Meeting Minutes

MOTION: By Miller, seconded by James, to approve the minutes of the July 26, 2018 Board Meeting, as amended

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

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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

No reports were given.

b. August 8-10, 2018, California Association of Sanitation Agencies (CASA) Annual Conference

In accordance with AB 1234, Directors Miller and Merrill each gave a report on their attendance at the CASA Conference. Directors James and O'Keefe asked to delay their report until the next board meeting.

B. Written Communications

There were no items to consider.

VI. Reports of Staff and Officers

A. Attorney's Report

Kokotaylo clarified Government Code Section 53065.5 which requires each special district, at least annually, to disclose and make available for public inspection, any reimbursement paid by the District within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services for product received. The Board asked to have this item added to a future Board meeting for further consideration.

B. Manager's Report

1. Monthly Maintenance Summary Report – July 2018

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

2. Monthly Report of Sewer Replacements and Repairs

The Manager reported on a revised June 2018 report to complete fiscal year 2017-18 and then on the July 2018 report to begin fiscal year 2018-19.

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3. Connection Charge Report per Government Code 66013

The Manager reported on the annual compliance report detailing the amount of charges received by the District and the public improvement on which the charges were solely expended. The report will be posted on the District's website for public review.

4. November 6, 2018 General Election – List of Candidates

The Manager reported that there were 4 candidates (Jay James, Al Miller, Dwight Merrill, and Juliet Christian-Smith) for the 3 District seats up for election.

5. September 24 -27, 2018, California Special District Association (CSDA) Annual Conference, Indian Wells, CA

The Manager reminded the Board of the upcoming CSDA conference.

VII. Business

A. Resolution No. 2106-0818 Establishing Salary of the District Manager/Engineer

Pursuant to SB 1436, the Board of Directors orally reported a summary of a recommendation for a final action on the salary of the District Manager. The Board then amended and approved the resolution establishing the base annual compensation of the District Manager/Engineer at \$201,600 per year effective July 1, 2018.

MOTION: By Miller, seconded by James, to approve Resolution No. 2106-0818 Establishing Salary of the District Manager/Engineer, as amended

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

B. Parliamentary Procedure/Rules of Order Discussion

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The Board discussed adopting a different or customized rule of order but decided to continue with the Sturgis Standard Code of Parliamentary Procedure.

VIII. Monthly Financial Statements – July 2018

- A. Monthly Investment, Cash, Receivables Report, July 2018
 - B. Monthly Operating Statement, July 2018
 - C. California Employers' Retiree Benefit Trust (CERBT) Quarterly Statement
- The financial items were reviewed by the Board with no significant issues.

IX. Approval of Checks

- A. Checks for August 16, 2018 - Fund No. 3418 & 3423

MOTION: By Miller, seconded by Gilbert-Snyder, to pay the bills, Check Nos. 25648 through 25686 in the amount of \$62,127.61

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

X. Future Agenda Items

September 13, 2018

CSDA Conference

Self-Assessment of Governance Questions Review

CASA Conference Attendee Reports

September 27, 2018

Flexible Benefits Plan Review

Deferred Compensation Matching Review

Consent Decree Quarterly Report

CSDA Conference Attendee Reports

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Reimbursement Report per Government Code 53065.5

XI. Adjournment

The meeting was adjourned at 8:58 P.M. The next meeting of the District Board of Directors will be held on Thursday, September 13, 2018 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary