

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
LONG RANGE PLANNING WORKSHOP
SATURDAY, MAY 16, 2015 9:00AM – 4:00 PM

***** MINUTES *****

I. Call To Order: President Gilbert-Snyder called the meeting to order at 9:02 A.M.

II. Roll Call: Present: James (arrived at 9:25 A.M.), Merrill, Miller,
O’Keefe, Gilbert-Snyder
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.

IV. Long Range Planning Workshop – 2015

- **Past 5 Years Budget Review**

The Board reviewed and discussed trends from the District’s budgets of the past 5 years. The Board requested the next fiscal review include both budget and actual expenditures in the comparison and that annual budgets explain any major variances between budget and actual expenditures.

- **Performance Report Items**

The Board reviewed and discussed the 2014 District Performance Report including the satisfaction survey that is sent to residents following every service call. The Board also reviewed all of the responses to the survey received this calendar year. The Board made several suggestions for subsequent Performance Reports and asked staff to ask District Counsel to determine if the satisfaction surveys received from residents should be redacted, by removing names and addresses, if ever part of a public records request.

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- **Self Assessment of Governance**

Each Board member completed a self evaluation form and discussed their individual assessments. The Board would like to further discuss at a future meeting whether there is a need for a standard procedure for the Board President when reviewing and signing checks.

- **Strategic Planning**

The Board reviewed and discussed the strategic plans of local comparable agencies. The Board felt the strategic plans were all very similar and didn't feel the high cost of hiring a consultant would be worth achieving a similar document. Director Miller provided his summary of the vision, values and goals for the District based on his review of the plans. The Board further defined the goals Miller identified and asked staff to bring it back for further consideration at a future meeting. The Board suggested conducting a strengths, weaknesses, opportunities and threats (SWOT) analysis at the staff level to get their viewpoints added to the strategic planning process.

- **Discussion of Board Goals**

The Board goals are stated in the Board Governance Manual as Board norms and the goals of the District are now being developed within the strategic plan.

V. Adjournment

The meeting was adjourned at 3:50 P.M. The next meeting of the Stege Sanitary District Board of directors will be held on Thursday May 28, 2015 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary