

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF SEPTEMBER 8, 2016
TIME OF MEETING: 7:00 P.M.

*****MINUTES*****

- I. Call To Order:** President Miller called the meeting to order at 7:01 P.M.
- II. Roll Call:** Present: Gilbert-Snyder, James, Merrill, O’Keefe, Miller
Absent: None
Others Present: Paul Soo, Associate Civil Engineer

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.

MOTION: By Merrill, seconded by James, to leave public comment open until the end of the meeting as visitors were expected.

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

Although public comment was left open, no members of the public arrived to comment by the adjournment of the meeting.

IV. Approval of Minutes

A. Approval of Minutes August 18, 2016 Board Meeting

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve the minutes of the August 18, 2016 Board Meeting, as corrected.

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

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ABSTAIN: None

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

Miller gave a report on his attendance at a combined El Cerrito Design Review Board and Planning Commission meeting held on September 6.

B. Written Communications

1. Special District leadership Foundation (SDLF) Recognition in Special District Governance

The Board reviewed the requirements for both individual and District Recognition in Special District Governance. Districts that have a majority of their governing board holding recognitions receive a Silver Recognition, and districts with their entire board holding recognitions receive a Gold Recognition. The Board asked staff to report on each Director's certification records including a table showing certifications completed, needed, and expiration dates.

2. City of El Cerrito Centennial Celebration Planning Task Force meeting Invitation

The Board reviewed the invitation. Miller announced his intention to attend the Centennial Celebration Planning Task Force meeting on September 19. The Board asked if staff would be willing to work an open house on a weekend concurrently with the City of El Cerrito and the Recycling Center.

VI. Reports of Staff and Officers**A. Staff Report:**

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1. Madera Circle Development

Soo reported that instead of a main sewer extension on concrete piers as previously proposed by the developer, the development at Madera Circle will instead use pumps and pressure laterals for the two new homes currently under construction.

2. October 10-13, 2016 California Special Districts Association (CSDA) Annual Conference

Board members confirmed their individual plans to attend the conference.

VII. Business

A. Strategic Planning

The Board continued their strategic planning process and discussed the purpose and semantics of both Objectives and Goals. The Board asked for an editable copy of the document to work on at home after the meeting. Staff will then compile the individual responses from each Director to be reviewed at a future Board meeting.

VIII. Approval of Checks

A. Checks for September 8, 2016 - Fund No. 3418 & 3423

MOTION: By Gilbert-Snyder, seconded by James, to pay the bills, Check Nos. 24537 through 24576 in the amount of \$70,303.51

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

IX. Future Agenda Items

September 22, 2016

CLOSED SESSION – Anticipated Litigation

Flexible Benefits Plan Contribution Review

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Deferred Compensation Matching Contribution Review
CSDA Conference
Consent Decree Minimum Requirements Quarterly Report

October 13, 2016

CSDA Conference Attendee Reports
Strategic Planning
Comparable Agencies Review

X. Adjournment

The meeting was adjourned at 9:13 P.M. The next meeting of the District Board of Directors will be held on Thursday, September 22, 2016 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary