

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF SEPTEMBER 22, 2016  
TIME OF MEETING: 7:00 P.M.

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

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

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

**Agenda Items:** Directors and Officers of the Board did not announce any conflicts of interest posed by items on the meeting agenda.

**CLOSED SESSION**

**Conference with Legal Counsel - Anticipated Litigation**

Gov. Code § 54956.9(d)(2) or (d)(3)

Number of Potential Cases: 3

The Board entered into the closed session at 7:01 P.M. and returned to open session at 7:17 P.M. President Miller announced the Board had taken no reportable actions.

**III. Public Comment:** There was no public comment.

**IV. Approval of Minutes**

A. Approval of Minutes September 8, 2016 Board Meeting

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve the minutes of the September 8, 2016 Board Meeting, as amended

VOTE: AYES: Gilbert-Snyder, James, Merrill, O’Keefe, Miller  
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 reports on his attendance at the El Cerrito Centennial Planning Committee Meeting held on September 19, El Cerrito Chamber of Commerce Meeting held on September 20, and the El Cerrito City Council Meeting held on September 20.

B. Written Communications

1. Contra Costa Special Districts Association (CCSDA) October 17<sup>th</sup> Meeting Program and Bylaws with Proposed Changes

Board Members suggested some corrections and will forward any additional comments on the proposed changes to the Manager.

**VI. Reports of Staff and Officers**

A. Attorney's Report:

Reyes informed the Board about a letter dated September 20, 2016 that he received from the law offices of Davis S. Greenseid requesting further information about previously unassessed sewer charges for a laundromat located at 11940 San Pablo Avenue, El Cerrito. Reyes indicated that he will respond back to Mr. Geenseid's request and will update the Board at a future meeting.

B. Manager's Report:

1. Monthly Maintenance Summary Report – August 2016

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

2. Monthly Report of Sewer Replacements and Repairs

The June 2016 report was revised to add another repair in the amount of \$3,532 to last fiscal year 2015-16. There were no replacements and 1 repair paid in August in the amount of \$3,532 for the current fiscal year 2016-17.

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3. Consent Decree Minimum Requirements Status Report  
The Manager reported on the District's minimum requirement status at the end of the first quarter of the fiscal year with no significant issues.
4. October 10-13, 2016 California Special Districts Association (CSDA) Annual Conference  
Board Members confirmed their individual plans to attend the conference.

**VII. Business**

- A. Flexible Benefit Plan Contribution Review  
The Board discussed proposed changes to the flexible benefits plan including paying for employee-only health coverage and then converting the difference (~\$900) into an increase in salary and the salary range. Those employees needing more coverage would pay the difference out of salary. The Board asked the Manager to discuss this idea with staff, work with District Counsel on the details, and bring the item back for further discussion.
- B. Deferred Compensation Matching Contribution Review  
The Board reviewed and discussed changes to the deferred compensation matching contribution but decided to table the discussion until the proposed changes to the flexible benefits plan are resolved.
- C. Approval of the Purchase of a Hybrid Vehicle  
The Board discussed replacing a 2001 Ford Taurus with a midsize plug-in hybrid electric vehicle.

MOTION: By James, seconded by Gilbert-Snyder, to approve the purchase of a Ford C-Max SE midsize plug-in hybrid electric vehicle through the State of California's contracted pricing program for \$28,810 plus taxes and fees

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

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D. Resolution 2071-0916 Amending the Employee Personnel Policies of the Stege Sanitary District, Article II. Employment/Compensation Provisions, Section 4. Overtime

The Board reviewed and discussed changes to the District's personnel policy. The changes make clear the issue of compensability under the Fair Labor Standards Act (FLSA) for time spent by a non-exempt employee performing off-duty work-related emails or other similar use of electronic resources.

MOTION: By Merrill, seconded by James, to approve Resolution 2071-0916 Amending the Employee Personnel Policies of the Stege Sanitary District, Article II. Employment/Compensation Provisions, Section 4. Overtime

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

**VIII. Financial Statements – August 2016**

A. Monthly Investment, Cash, Receivables Report, August 2016

B. Monthly Operating Statement, August 2016

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

**IX. Approval of Checks**

A. Checks for September 22, 2016 - Fund No. 3418 & 3423

MOTION: By James, seconded by Gilbert-Snyder, to pay the bills, Check Nos. 24577 through 24595 in the amount of \$87,546.10

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

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ABSENT: None

**X. Future Agenda Items**

**October 13, 2016**

CSDA Conference – Attendee Reports

Strategic Planning

Comparable Agencies Review

**October 27, 2016**

CLOSED SESSION – Quarterly Financial Statements

Quarterly Financial Statements

**XI. Adjournment**

The meeting was adjourned at 8:50 P.M. The next meeting of the District Board of Directors will be held on Thursday, October 13, 2016 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California

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Rex Delizo  
STEGE SANITARY DISTRICT  
Secretary