

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF MAY 25, 2017  
 TIME OF MEETING: 7:00 P.M.  
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

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

**I. Call To Order:** President Beatrice O'Keefe called the meeting to order at 7:01 P.M.

**II. Roll Call:** Present: Gilbert-Snyder, James, Merrill, Miller, O'Keefe  
 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.

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

**CLOSED SESSION**

**Liability Claims**

Gov. Code § 54956.95

Claimant: Dorje

Agency Claimed Against: Stege Sanitary District

**Public Employment and Public Employee Performance Evaluation**

Gov. Code § 54957

Title: District Counsel

The Board entered into the closed session at 7:02 P.M. and returned to open session at 7:37 P.M. President O'Keefe announced the Board had taken no reportable actions.

**IV. Approval of Minutes**

A. Approval of April 27, 2017 Board Meeting Minutes

MOTION: By Gilbert-Snyder, seconded by James, to approve the minutes of the April 27, 2017 Board Meeting, as amended

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

B. Approval of May 13, 2017 Long Range Planning Workshop Minutes

MOTION: By James, seconded by Merrill, to approve the minutes of the May 13, 2017 Long Range Planning Workshop, as amended

VOTE: AYES: Gilbert-Snyder, James, Merrill, Miller, O’Keefe,  
 NOES: None  
 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 an El Cerrito Community Workshop on Affordable Housing held on May 23, 2017.

B. Written Communications

1. CSRMA Did You Know Newsletter April 2017 Article – Ergonomic Excellence “Preventing Injuries at Stege Sanitary District”  
 The Board reviewed and praised staff on the CSRMA article that shared 2 more techniques the District implements to reduce musculoskeletal injuries.

**VI. Reports of Staff and Officers**

A. Attorney’s Report:

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Reyes reported that he has been appointed by Governor Brown as a new Superior Court Judge in Contra Costa County. The Board congratulated Reyes and wished him the best in this new chapter of his professional career.

B. Manager's Report

1. Monthly Maintenance Summary Report – April 2017

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 Manager reported on invoices paid in April.

3. Safety and Recognition Awards Luncheon – 6/14

The Manager reported on the upcoming luncheon.

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

The Manager reported on the plans for the upcoming fair.

5. Employees Benefits – Standby Pay

The Manager reported on the comparison of standby pay with comparable agencies and local cities. The Board asked staff to prepare a resolution to modify standby pay at a future board meeting.

6. City of El Cerrito Showcase Parade

The Manager reported on the plans for the upcoming parade to be held on Saturday, September 16th.

**VII. Business**

A. Draft Budget FY 2017-2018

The Board reviewed and discussed the latest draft budget. The next budget review will include a draft introductory memorandum and ten year financial projection.

B. Draft Action Plan for 2017

The Board reviewed and approved the Action Plan arising from the Long Range Planning Workshop held on May 13, 2017.

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MOTION: By James, seconded by Miller, to approve the 2017-18 Action Plan, as amended

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

C. Resolution No. 2079-0517 Accepting Grant Deed of Easement to the Sanitary District – 719 Midcrest Way, El Cerrito, Assessor's Parcel Number 505-244-013-7

The Board reviewed and approved the resolution accepting the Grant of Easement from Gavin James and directing the filing of the Grant of Easement with the Office of the County Recorder of Contra Costa County.

MOTION: By James, seconded by Merrill, to approve Resolution No. 2079-0517 Accepting Grant Deed of Easement to the Sanitary District – 719 Midcrest Way, El Cerrito, Assessor's Parcel Number 505-244-013-7

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

**VIII. Financial Statements – April 2017**

- A. Monthly Investment, Cash, Receivables Report April 2017
- B. Monthly Operating Statement, April 2017

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

**IX. Approval of Checks**

- A. Checks for May 11, 2017 and May 25, 2017 - Fund No. 3418 & 3423

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MOTION: By Gilbert-Snyder, seconded by Merrill, to pay the bills,  
 Check Nos. 24934 through 24981 in the amount of \$273,391.34

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

**X. Future Agenda Items**

**June 8, 2017**

Draft Budget

Review Directors Meeting Compensation

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

Approve Salary Ranges for District Positions

*Resolution – Standby Pay*

*CLOSED SESSION – Public Employment, District Counsel*

*Resolution – District Counsel*

**June 22, 2017**

CLOSED SESSION – Performance Evaluation, District Manager

Approve and Adopt Final Budget

Ordinance – Directors Meeting Compensation

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

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**XI. Adjournment**

The meeting was adjourned at 8:41 P.M. The next meeting of the District Board of Directors will be held on Thursday, June 8, 2017 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