

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF JUNE 9, 2016  
TIME OF MEETING: 7:00 P.M.

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

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

**II. Roll Call:** Present: Gilbert-Snyder, James (arrived at 7:01 P.M.),  
Merrill, O’Keefe, Miller  
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:** O’Keefe, with the concurrence of the other Board Members, commended District staff on achieving the California Sanitation Risk Management Authority (CSRMA) Workers’ Compensation Excellence Award.

**IV. Approval of Minutes**

A. Approval of Minutes May 26, 2016 Board Meeting

MOTION: By Gilbert-Snyder, seconded by O’Keefe, to approve the minutes of the May 26, 2016 Board Meeting, as amended

VOTE: AYES: Gilbert-Snyder, James, Merrill, O’Keefe, Miller  
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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF JUNE 9, 2016  
TIME OF MEETING: 7:00 P.M.

James gave a brief report on his attendance at a recent Kensington Town Hall Meeting.

**B. Written Communications**

1. Local Agency Formation Commission (LAFCO) – Independent Special District Election Result

The Board reviewed the email announcing that Mike McGill was re-elected to a regular special district seat on Contra Costa LAFCO. The Board agreed to an email/mail election process in the future contingent on candidates being allowed to make presentations at a meeting prior to the election.

**VI. Reports of Staff and Officers**

**A. Manager's Report:**

1. 4<sup>th</sup> of July Fair Discussion

The Board confirmed the booth staffing schedule for the fair.

2. Draft Endeavor Newsletter

The Board reviewed and gave comment on the draft newsletter.

**VII. Business**

**A. Resolution No. 2061-0616 Establishing Salary Range of Maintenance, Technical and Administrative Employees Employed by Stege Sanitary District Beginning July 1, 2016**

The Board reviewed and approved the resolution establishing salary ranges based on the recent salary survey and adjusted by the latest April CPI-W figure (2.6%). The Board requested a future agenda item revisiting the comparable agencies and private industry salaries at an upcoming Board Meeting.

MOTION: By Merrill, seconded by James, to approve Resolution No. 2061-0616 Establishing Salary Range of Maintenance, Technical and

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF JUNE 9, 2016  
 TIME OF MEETING: 7:00 P.M.

Administrative Employees Employed by Stege Sanitary District Beginning  
 July 1, 2016

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

B. Resolution No. 2062-0616 Amending the Employee Personnel Policies of the Stege Sanitary District Article IV, Section 3, Holidays, 4.3.1. Holiday Schedule

The Board reviewed and approved the resolution adding 2 floating holidays on behalf of the employee's birthday.

MOTION: By Gilbert-Snyder, seconded by O'Keefe, to approve Resolution No. 2062-0616 Amending the Employee Personnel Policies of the Stege Sanitary District Article IV, Section 3, Holidays, 4.3.1. Holiday Schedule

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

C. Resolution No. 2063-0616 Amending the Employee Personnel Policies of the Stege Sanitary District Article IV, Section 1, Employee Benefits, 4.1.9. Long-Term Disability Insurance

The Board reviewed and discussed the resolution adding employer paid long term disability insurance to stay fair and competitive with the comparable agencies. The Board asked staff to provide more specifics on the terms of the insurance before considering approval.

## STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF JUNE 9, 2016

TIME OF MEETING: 7:00 P.M.

D. Review of Directors' Meeting Compensation

The Board reviewed, discussed and agreed not to change the compensation that Directors receive for their attendance at District related meetings.

E. Draft Budget FY 2016-2017

The Board reviewed and discussed the latest draft budget. The Manager will prepare the final budget for the Board to approve and adopt at the next Board meeting.

F. Draft Action Plan for 2016

The Board reviewed and approved the proposed action plan for the Long Range Planning Workshop held on May 14, 2016. The Board asked that each action include a target completion date for review at the next Board meeting.

MOTION: By James, seconded by Merrill, to approve the Action Plan from the 2016 Long Range Planning Workshop, as amended

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

G. Approval of Plans and Specifications – Supplementary Sewer Rehabilitation Project, Stege Sanitary District Project No. 16203

The Board reviewed and approved the proposed plans and specifications. The Board asked for a detailed engineer's estimate for review at the next Board meeting.

MOTION: By James, seconded by O'Keefe, to approve of Plans and Specifications-Supplementary Sewer Rehabilitation Project, Stege Sanitary District Project No. 16203

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF JUNE 9, 2016

TIME OF MEETING: 7:00 P.M.

VOTE: AYES: Gilbert-Snyder, James, Merrill, O'Keefe, Miller

NOES: None

ABSTAIN: None

ABSENT: None

- H. Resolution No. 2064-0616 Making Findings and Directing Filing of Notice of Exemption, Pursuant to California Environmental Quality Act (CEQA), Supplementary Sewer Rehabilitation Project – July 2016, Project No. 16203  
The Board reviewed and approved the resolution.

MOTION: By O'Keefe, seconded by Gilbert-Snyder, to approve Resolution No. 2064-0616 Making Findings and Directing Filing of Notice of Exemption, Pursuant to California Environmental Quality Act (CEQA) , Supplementary Sewer Rehabilitation Project – July 2016, Project No. 16203, as amended

VOTE: AYES: Gilbert-Snyder, James, Merrill, O'Keefe, Miller

NOES: None

ABSTAIN: None

ABSENT: None

**VIII. Approval of Checks**

- A. Checks for June 9, 2016 - Fund No. 3418 & 3423

MOTION: By Gilbert-Snyder, seconded by James, to pay the bills, Check Nos. 24382 through 24397 in the amount of \$21,421.13

VOTE: AYES: Gilbert-Snyder, James, Merrill, O'Keefe, Miller

NOES: None

ABSTAIN: None

ABSENT: None

## STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF JUNE 9, 2016

TIME OF MEETING: 7:00 P.M.

**IX. Future Agenda Items****June 23, 2016**

CLOSED SESSION – Manager Performance Evaluation

Approve and Adopt Final Budget

~~Ordinance—Directors Meeting Compensation~~

Review and Approve Incentive Award

Adopt Employee Incentive Award Goals &amp; Objectives

District Reserve Policy

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

CD Quarterly Report

**July 14, 2016**July 4<sup>th</sup> Fair Debrief

District Investment Policy

CASA Conference

Resolution Est. Salary of District Manager

Form 470

**X. Adjournment**

The meeting was adjourned at 8:34 P.M. The next meeting of the District Board of Directors will be held on Thursday, June 23, 2016 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California

---

Rex Delizo  
STEGE SANITARY DISTRICT  
Secretary