

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF JULY 12, 2012
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: Brand (arrived at 7:02 P.M.), Gilbert-Snyder,
Merrill, Miller
Absent: O'Keefe (provided prior notice of absence)
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: Merrill mentioned that he saw a cone on a catch basin at the corner of Norvell Ave. and Lincoln Ave. that had a sewer type smell.

CLOSED SESSION

Conference With Labor Negotiator (Government Code Section 54957.6)

Agency Designated Representative: Board President, Al Miller

Unrepresented Employee: District Manager, Rex Delizo

The Board entered into the closed session at 7:05 P.M. and returned to open session at 7:55 P.M. President Miller reported that the Board approved the District Manager salary of \$150,000 effective July 1, 2012. The board also requested additional information on both Oro Loma Sanitary District and Novato Sanitary District that includes whether they are collection, treatment or both, number of employees, and the current General Manager's salary and years of experience. The Board would also like a future agenda item to discuss appropriate comparable agencies for the manager position.

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve the District Manager salary of \$150,000 effective July 1, 2012.

VOTE: AYES: Brand, Gilbert-Snyder, Merrill, Miller

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NOES: None
ABSTAIN: None
ABSENT: O'Keefe

IV. Approval of Minutes

A. Approval of Minutes of June 28, 2012 Board Meeting

MOTION: By Gilbert-Snyder, seconded by Brand, to approve the minutes of the June 28, 2012 Board Meeting, as corrected.

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

B. Approval of Minutes of June 30, 2012 Board Meeting

MOTION: By Gilbert-Snyder, seconded by Brand, to approve the minutes of the June 30, 2012 Board Meeting.

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

V. Communications

A. Oral Communications:

1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings
 - a. Fourth of July Fair - Debriefing
 - b. City & Community Meetings

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Overall, the Directors thought the fair went very well and wanted to acknowledge all the help the maintenance crew provided to help setup for the event. The Directors would have liked to have the updated sewer model for display but understand that it did not work out logistically due to its size but hope to find a way to accommodate it next year. The Directors also would like staff to look into making it more interactive with possibly some automation to make it more enticing to the public.

Miller reported that he attended the July 10, 2012 East Bay Municipal Utility District (EBMUD) board meeting to comment on the Joint Wastewater Services Implementation Study for the Richmond Wastewater Services Project.

B. Written Communications:

1. June 27, 2012 Email Attachments from California Special Districts Association (CSDA) - Chapter Affiliation Agreement: documents for Contra Costa County Chapter

The Board was provided a copy of the Board approved CSDA/Chapter Affiliation Agreement for consideration which included an FAQ sheet. The intent is for chapters, both established as well as new, to sign the agreement to establish the formal relationship with CSDA, allow access to the CSDA name, logo and resources, and clearly outline the level of liability for both parties.

MOTION: By Merrill, seconded by Gilbert-Snyder, to instruct the CSDA representative to vote affirmative on the CSDA/Chapter Affiliation Agreement

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

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2. July 2, 2012 Email Attachment from Delta Diablo Sanitation District - Rate Setting Philosophy Survey Results

The Board was provided the summary report of the survey responses from Board Members of Wastewater Special Districts on rate setting philosophy. The majority of responding elected officials selected “setting rates to recover costs” as their primary rate-setting philosophy and identified “replacing or renewing aging infrastructure” as their utility’s greatest unmet funding need.

3. July 3, 2012 Memo – Board of Directors Training

The Board was provided a summary of the last date each completed ethics and governance foundation training.

VI. Reports of Staff and Officers**A. Manager’s Report:**

1. CASA Conference August 08-11, 2012, Monterey, CA

Gilbert-Snyder, Merrill, and Miller all plan to attend the conference but will confirm hotel arrangements at the next meeting.

VII. Business

A. Resolution No. 1997-0712, Resolution Amending Resolution No. 1982-0711 and the Personnel Policies of the Stege Sanitary District Regarding Article II, Section 5 - Stand-By And Call Back Time, 2.5.3

The board requested the resolution be amended to add “This compensation will be reviewed each year as part of the annual compensation review.”

MOTION: By Gilbert-Snyder, seconded by Brand, to approve Resolution No. 1997-0712 and the Personnel Policies of the Stege Sanitary District Regarding Article II, Section 5 – Standby and Call Back Time, 2.5.3, as amended.

VOTE: AYES: Brand, Gilbert-Snyder, Merrill, Miller

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NOES: None
 ABSTAIN: None
 ABSENT: O'Keefe

B. Ordinance No. 1998-0712 Approving Increase in Directors' Fees.

The Public Hearing was conducted and there was no one from the public in attendance to comment. This item was tabled by unanimous consensus until the August 30, 2012 board meeting when all directors are schedule to be present.

C. District Investment Policy

The Board conducted the annual review of investment policies. The District investment policy is a typical policy that identifies safety, liquidity and yield as the goals of investments. The Directors found no changes necessary at this time but did ask that it be forwarded to District Counsel for review.

VIII. Approval of Checks

A. Checks for July 2012 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve the payment of the bills, Check Nos. 21894 through 21928 in the amount of \$40,389.60

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

IX. Future Agenda Items

July 26, 2012

CLOSED SESSION – Existing Litigation

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CLOSED SESSION – Quarterly Claims Report

Quarterly Financial Statements

CASA Conference – Confirm Attendance

EBMUD/Richmond Wastewater Services

Flexible Benefits Plan

Notice of Completion/Award of Contract

Resolution Establishing Salary of District Manager

August 16, 2012

None

Due to light agendas for the next several meetings and the upcoming CASA conference, the Directors agreed to cancel the August 16, 2012 Board meeting and move the two agenda items to the Board meeting on August 30, 2012.

X. Adjournment

The meeting was adjourned at 9:11 P.M. The next meeting of the Stege Sanitary District Board of Directors will be held on Thursday, July 26, 2012 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary