

**AGENDA**  
FOR THE REGULAR MEETING  
BOARD OF DIRECTORS  
IRONHOUSE SANITARY DISTRICT

450 Walnut Meadows Drive  
Oakley, CA 94561



Planning and Programs Meeting - Collections and WRF Operations  
Tuesday, January 16, 2018, 6:00 p.m.

**1. CALL TO ORDER**

**1.A. BOARD ROLL CALL**

**1.B. PLEDGE OF ALLEGIANCE**

**2. APPROVAL OF AGENDA**

**3. STAFF RECOGNITION**

Ian Robertson - Collection System Maintenance Certificate, Grade 1

**4. PUBLIC COMMENTS**

At this time, the public may address the Board on subjects not on the agenda. Comments may not exceed three (3) minutes in length. While State Law prohibits Board action or discussion on any item not on the agenda, members of the Board may briefly respond to statements or questions from members of the public, provide a reference to staff or other resources for factual information, request staff to report back to the Board at a subsequent meeting, or take action to direct staff to place a matter on a future agenda. Members of the public are asked to submit a speaker card for public comment in advance of the Chair calling for public comments.

**5. CONSENT CALENDAR**

Consent Calendar items are considered routine and will be adopted in one single motion with no separate discussion of the items. Directors or members of the public can request that specific items be removed from the Consent Calendar. When item(s) are removed, the Board will adopt the remaining Consent Calendar items in one single motion. After approval of the Consent Calendar, the Board will take action on pulled items as Business Before the Board.

**5.A. APPROVAL OF MINUTES OF THE DECEMBER 19, 2017 ISD PLANNING AND PROGRAMS BOARD MEETING**

Documents:

[\*MINUTES 12.19.2017 DRAFT.PDF\*](#)

**5.B. APPROVAL OF PAYMENT ORDER, REPORT ON FINANCIAL POSITION & OPERATING PERFORMANCE**

Documents:

[\*FINANCIAL REPORTING NARRATIVE AND STATEMENTS 11.31.2017.PDF\*](#)  
[\*CHECKS 5,000 OR MORE.PDF\*](#)  
[\*CHECKS LESS THAN 5,000.PDF\*](#)  
[\*PAYROLL REGISTER TOTALS PAY-DATES 12-7 AND 12-22.PDF\*](#)

**5.C. ADOPT STAFF/VOLUNTEER RECOGNITION POLICY**

Documents:

[\*STAFF REPORT FOR VOLUNTEER AND STAFF RECOGNITION POLICY.PDF\*](#)  
[\*STAFF RECOGNITION POLICY.PDF\*](#)

**5.D. QUITCLAIM DEED FROM SHEA HOMES LIMITED PARTNERSHIP, A CALIFORNIA LIMITED PARTNERSHIP**

Documents:

*RESOLUTION 18-01 FOR QUITCLAIM DEED - SHEA HOMES LIMITED PARTNERSHIP.PDF*  
*QUITCLAIM DEED - SHEA HOMES LIMITED PARTNERSHIP.PDF*

## **6. BUSINESS BEFORE THE BOARD**

### **6.A. ADOPT RESOLUTION NO. 18-02 AUTHORIZING A NEW VOTING DELEGATE AND ALTERNATE TO REPRESENT IRONHOUSE SANITARY DISTRICT AND RESOLUTION NO. 18-03 NOMINATING CONTRA COSTA SPECIAL DISTRICT ASSOCIATION BOARD MEMBERS (Estimated Time 5 Minutes)**

RECOMMENDED ACTION: ADOPT RESOLUTION NOS. 18-02 AND 18-03

Documents:

*CCSDA VOTING REPRESENTATIVE RESOLUTION 18-02.PDF*  
*CCSDA NOMINATION RESOLUTION 18-03.PDF*

### **6.B. ISD BOARD COMMITTEE AND LIAISON ASSIGNMENTS FOR CALENDAR YEAR 2018 (Estimated Time 10 Minutes)**

RECOMMENDED ACTION: APPROVE PROPOSED COMMITTEE AND LIAISON ASSIGNMENTS

## **7. STUDY**

### **7.A. RECEIVE A REPORT ON THE ACTIVITIES OF THE COLLECTIONS/MAINTENANCE DEPARTMENT (Estimated Time 15 Minutes)**

Documents:

*STAFF REPORT 1 16 18.PDF*  
*SL1 WETWELL PICTURES.PDF*  
*BRIDGEHEAD MCC PICTURES.PDF*

### **7.B. RECEIVE A REPORT ON THE ACTIVITIES OF THE WATER RECYCLING FACILITY (Estimated Time 15 Minutes)**

Documents:

*STAFF REPORT WRF - 1-16-2018.PDF*  
*NUEROS SERVICE REPORT.PDF*

## **8. INFORMATIONAL ITEMS FROM STAFF (No Action Required)**

The following items are informational in nature. Staff is available to the Board and Public to provide any additional information requested.

### **8.A. REPORT ON DISTRICT CASH AND INVESTMENT PORTFOLIO (Estimated Time 5 Minutes)**

Documents:

*STAFF REPORT - INVESTMENT PORTFOLIO SUMMARY AND DISCUSSION.PDF*

### **8.B. OUTREACH ACTIVITIES (Estimated Time 10 Minutes)**

Documents:

*STAFF REPORT FOR DECEMBER OUTREACH ACTIVITIES.PDF*  
*NEW MEMBERSHIP OVERVIEW.DOCX.PDF*

### **8.C. GENERAL MANAGER AND STAFF REPORTS (Estimated Time 10 Minutes)**

Documents:

*GM REPORT JANUARY 2018.PDF*  
*CONNECTION REPORT.PDF*  
*1-18 HR RPT.PDF*  
*JOHN DE FREMERY - GRADE V.PDF*  
*VICTOR BENITEZ - GRADE III.PDF*  
*ESMR COVER LETTER NOVEMBER 2017.PDF*  
*NOVEMBER 2017 WDR IRONHOUSE SANITARY DISTRICT MONITORING REPORT SUBMITTAL*  
*TRANSMITTAL FORM.PDF*  
*Q4 ESMR COVER LETTER 2017.PDF*  
*RD830 FINANCIAL STATEMENTS 11.30.2017.PDF*  
*EMPLOYEE REIMBURSEMENT LOG.PDF*

## **9. BOARD MEMBER ADVISORY REPORTS (Estimated Time 5 Minutes)**

Documents:

*SCHEER DWD REPORT 12.20.2017.PDF*  
*ZIRKLE OAKLEY CITY COUNCIL REPORT 1.09.18.PDF*

## **10. GENERAL MANAGER ANNOUNCEMENTS (Estimated Time 5 Minutes)**

## **11. FUTURE AGENDA ITEMS FOR CONSIDERATION (Estimated Time 5 Minutes)**

## **12. ADJOURNMENT**

Members of the public may speak on any business item on the agenda. If you would like to speak, please submit a speaker card in advance and state your name and address when you begin speaking. Each speaker is limited to 3 minutes, except as the Board President may otherwise determine.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the District to a majority of members of the Board of Directors less than 72 hours prior to that meeting are available for public inspection at 450 Walnut Meadows Drive, Oakley, CA 94561 during normal working business hours.

ISD will provide reasonable accommodations for persons with disabilities who are planning to attend meetings if they contact Cecilia Goff, District Secretary at least 48 hours before the meeting at 925 809-3002.