

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF AUGUST 18, 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, Merrill, O’Keefe, Miller  
Absent: None  
Others Present: Rex Delizo, District Manager  
Kristopher Kokotaylo, Assistant 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.

**IV. Approval of Minutes**

A. Approval of Minutes July 28, 2016 Board Meeting

MOTION: By Gilbert-Snyder, seconded by James, to approve the minutes of the July 28, 2016 Board Meeting, as corrected

VOTE: AYES: Gilbert-Snyder, James, Merrill, Miller  
NOES: None  
ABSTAIN: O’Keefe  
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 the El Cerrito City Council meeting held on August 16.

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b. CASA Conference Attendee Reports

In accordance with AB 1234, each Director gave a report on their attendance at the 61st Annual CASA Conference.

B. Written Communications

There were no written communications to report.

**VI. Reports of Staff and Officers**

A. Attorney's Report:

Kokotaylo reported that in the Ninth Circuit decision of Flores v. City of San Gabriel, the amount of cash an employee receives in lieu of an employer's contribution to health premiums under a flexible benefits plan must be included in the FLSA regular rate. Kokotaylo then reported on new and proposed legislation regarding unmanned aerial vehicles, commonly known as drones.

B. Manager's Report:

1. Monthly Maintenance Summary Report – July 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 Manager reported on the revised June 2016 report to close out last fiscal year 2015-16. No replacement or repairs were invoiced for July 2016 to begin fiscal year 2016-2017.

3. Connection Charge Report per Gov. Code 66013

The Manager reported on the annual compliance report detailing the amount of charges received by the District and the public improvement on which the charges were solely expended. The report is posted on the District's website for public review.

4. San Pablo Ave. Future Capacity Update

The Manager reported that staff is continuing to work with the City of El Cerrito and their consultant regarding their evaluation of existing capacity and potential required capacity based on future development as proposed in the City of El Cerrito's San Pablo Avenue Specific Plan.

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5. October 10-13, 2016 California Special District Association (CSDA) Annual Conference  
The Manager reported on the upcoming CSDA conference.
6. Candidate Filing List Report  
The Manager reported that 2 candidates filed papers for the 2 Director positions up for election in November. Since the number of candidates equals the number of positions, an election is not needed.

**VII. Business**

- A. Resolution 2069-0716 Amending Resolution No. 1989-0911 Salary and Benefits of the District Manager/Engineer  
The Board approved the resolution declaring terms of compensation and employment benefits for the District Manager/Engineer.

MOTION: By James, seconded by Gilbert-Snyder, to approve Resolution 2069-0716 Amending Resolution No. 1989-0911 Salary and Benefits of the District Manager/Engineer, as corrected

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

- B. Resolution 2070-0716 Award of Contract to Mosto Construction for Project #16203, Supplementary Sewer Rehabilitation  
The Board approved the resolution awarding the supplementary sewer rehabilitation contract to Mosto Construction.

MOTION: By James, seconded by Merrill, to approve Resolution 2070-0716 Award of Contract to Mosto Construction for Project #16203, Supplementary Sewer Rehabilitation

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

C. Sewer Service Charge Assessments – 10 Properties

The Board discussed sewer service charge adjustments for 10 properties in the District for past sanitary sewer services rendered but not assessed due to previously unreported water meter data.

MOTION: By James, seconded by Gilbert-Snyder, to approve filing the sewer service charge adjustments for the 10 properties and sending courtesy notices informing the property owners

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

**VIII. Monthly Financial Statements – July 2016**

- A. Monthly Investment, Cash, Receivables Report, July 2016
- B. Monthly Operating Statement, July 2016
- C. California Employers’ Retiree Benefit Trust (CERBT) Quarterly Statement

The Board reviewed the financial statements with no significant issues.

**IX. Approval of Checks**

- A. Checks for August 18, 2016 - Fund No. 3418 & 3423

MOTION: By James, seconded by O’Keefe, to pay the bills, Check Nos. 24495 through 24536 in the amount of \$89,240.26.

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

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NOES: None

ABSTAIN: None

ABSENT: None

**X. Future Agenda Items**

**September 8, 2016**

CSDA Conference

Strategic Planning

**September 22, 2016**

Flexible Benefits Plan Contribution Rate Review

Deferred Compensation Matching Contribution Rate Review

Consent Decree Minimum Requirements Quarterly Report

**XI. Adjournment**

The meeting was adjourned at 8:48 P.M. The next meeting of the District Board of Directors will be held on Thursday, September 8, 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