

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF JUNE 8, 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 7:00 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 (Left after Item VII.C)  
 Kris Kokotaylo, Assistant District Counsel (Left after Item VII.C)

**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:** Gilbert-Snyder reported East Bay Municipal Utility District (EBMUD) experienced approximately 30 water service line breaks within the Blakemont Slide area since the beginning of 2017.

**CLOSED SESSION**

**Public Employment**

Gov. Code § 54957

Title: District Counsel

The Board entered into the closed session at 7:04 P.M. and returned to open session at 7:40 P.M. President O'Keefe announced the Board had taken no reportable actions.

Item VII.C was taken out of order at this time in the meeting.

**VII. Business**

C. Resolution No. 2082-0617 Appointing District Counsel

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF JUNE 8, 2017  
TIME OF MEETING: 7:00 P.M.  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

The Board reviewed, amended, and approved the resolution appointing Kris Kokotaylo of Meyers Nave as District Counsel to replace Ben Reyes. Reyes was recently appointed by Governor Brown as a new Superior Court Judge in Contra Costa County.

MOTION: By James, seconded by Miller, to approve Resolution No. 2082-0617 Confirming Appointment of Kris Kokotaylo of Meyers Nave as District Counsel, as amended

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

**IV. Approval of Minutes**

A. Approval of May 25, 2017 Special Board Meeting Minutes

MOTION: By James, seconded by Gilbert-Snyder, to approve the minutes of the May 25, 2017 Special Board Meeting

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

B. Approval of May 25, 2017 Regular Board Meeting Minutes

MOTION: By Miller, seconded by Merrill, to approve the minutes of the May 25, 2017 Regular Board Meeting, as amended

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF JUNE 8, 2017  
TIME OF MEETING: 7:00 P.M.  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

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 the El Cerrito City Council Meeting and an Institute for Local Government webinar on Engaging Your Community through Surveys & Polls both held on June 6, 2017.

B. Written Communications

The Board reviewed information on a California Special Districts Association (CSDA) workshop on Financial Management for Special Districts. Staff will include the workshop on the agenda of a future Board Meeting for consideration.

**VI. Reports of Staff and Officers**

A. Attorney's Report

There was no attorney's report.

B. Manager's Report

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

The Manager reported on the plans for the upcoming fair.

2. Draft Endeavor Newsletter

The Manager reported on the draft newsletter and received comments and suggestions to incorporate into the final edition.

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF JUNE 8, 2017  
 TIME OF MEETING: 7:00 P.M.  
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

**VII. Business**

A. Resolution No. 2080-0617 Establishing Salary Range of Maintenance, Technical and Administrative Employees Employed by Stege Sanitary District Beginning July 1, 2017

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 (3.7%). The Board requested the past salary ranges be part of next year's review. The Board also asked to have a review of the comparable agencies be added to a future Board meeting agenda.

MOTION: By James, seconded by Gilbert-Snyder, to approve Resolution No. 2080-0617 Establishing Salary Range of Maintenance, Technical and Administrative Employees Employed by Stege Sanitary District Beginning July 1, 2017

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

B. Resolution No. 2081-0617 Amending the Personnel Policies of the Stege Sanitary District Regarding Article II, Section 5 - Stand-By and Call Back Time, 2.5.3

The Board reviewed and approved the resolution modifying the stand-by compensation from \$55 per day to two (2) hours of regular pay to stay fair and competitive. Other personnel, such as City of El Cerrito employees, hired to work stand-by shall receive sixty dollars (\$60) per day.

MOTION: By James, seconded by Gilbert-Snyder, to approve Resolution No. 2081-0617 Amending the Personnel Policies of the Stege Sanitary

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF JUNE 8, 2017  
TIME OF MEETING: 7:00 P.M.  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

District Regarding Article II, Section 5 - Stand-By and Call Back Time,  
2.5.3, as amended

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

C. Resolution No. 2082-0617 Appointing District Counsel

This item was taken earlier in the meeting.

D. Review of Director's Meeting Compensation

The Board discussed whether to change the compensation that Directors receive for their attendance at District related meetings. The last change was an increase of \$5.00 per meeting day in 2015.

MOTION: By Merrill, seconded by James, to prepare an ordinance changing the Directors' compensation rate from \$205 to \$215 per meeting day

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

E. Draft Budget FY 2017-2018

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF JUNE 8, 2017  
 TIME OF MEETING: 7:00 P.M.  
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

F. Kids for the Bay – Watershed Action Program (WAP) Proposal for 2017-18 School Year

The Board reviewed, discussed and approved the latest proposal. Miller suggested the Board consider recognizing the upcoming 10 year anniversary of the partnership. Staff will inquire with Kids for the Bay on their interest to commemorate this achievement.

MOTION: By Miller, seconded by Gilbert-Snyder, to approve \$12,000 to fund the KIDS for the BAY Watershed Action Program (WAP) for the 2017-18 School Year

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

**VIII. Approval of Checks**

A. Checks for June 8, 2017 - Fund No. 3418 & 3423

MOTION: By Gilbert-Snyder, seconded by James, to pay the bills, Check Nos. 24982 through 24994 in the amount of \$24,160.55

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

**IX. Future Agenda Items**

**June 22, 2017**

CLOSED SESSION – Manager Performance Evaluation  
 Approve and Adopt Final Budget

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF JUNE 8, 2017  
TIME OF MEETING: 7:00 P.M.  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

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  
*Award of Standard Sewer Rehabilitation Project No. 17201*  
*CSDA Workshop - Financial Management for Special Districts*

**July 13, 2017**

July 4<sup>th</sup> Fair Debrief  
District Investment Policy  
CASA Conference  
Resolution – District Manager Salary  
Form 470  
*PUBLIC HEARING – Director’s Meeting Compensation*  
*ORDINANCE – Director’s Meeting Compensation*

**X. Adjournment**

The meeting was adjourned at 9:02 P.M. The next meeting of the District Board of Directors will be held on Thursday, June 22, 2017 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

---

Rex Delizo  
STEGE SANITARY DISTRICT  
Secretary