

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF JULY 27, 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
 Kristopher Kokotaylo, 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.

CLOSED SESSION

Liability Claims

Gov. Code § 54956.95

Claimant: Dorje

Agency Claimed Against: Stege Sanitary District

Conference with Labor Negotiator

Gov. Code § 54957.6

Unrepresented employee: District Manager

The Board entered into the closed session at 7:01 P.M. and returned to open session at 7:55 P.M. President O'Keefe announced the Board had taken no reportable actions.

IV. Approval of Minutes

A. Approval of July 13, 2017 Board Meeting Minutes

MOTION: By James, seconded by Miller, to approve the minutes of the
 July 13, 2017 Board Meeting

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VOTE: AYES: Gilbert-Snyder, James, Merrill, Miller, O'Keefe
 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 Contra Costa Special Districts Association (CCSDA) meeting held on July 17, 2017, El Cerrito City Council Meeting held on July 18, 2017 and induction of Judge Ben Reyes to the Superior Court of Contra Costa County on July 21, 2017.

B. Written Communications

1. KIDS for the BAY's (KftB) Watershed Action Program – Final Report
 The Board received the final report and asked staff to inquire about KftB's policy on implementing the program at private schools.
2. EMAIL – MCE Deep Green 100% Renewable Energy
 The Board reviewed the email regarding MCE's 100% renewable electricity service, Deep Green, to achieve carbon neutrality and chose to take no action.
3. El Cerrito Centennial Celebration - Cerrito Vista Park Table Request Form
 The Board reviewed the form inviting the District to have a table in the Cerrito Vista Park as part of the Centennial Celebration and chose to take no action.

VI. Reports of Staff and Officers

A. Attorney's Report

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Kokotaylo reported on new penalties relating to prevailing wage projects under SB 96 and on the California Department of Finance's annual memo listing what state mandates have been suspended in the budget.

B. Manager's Report

1. Monthly Maintenance Summary Report

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 invoices paid in June.

3. Reimbursement Report per Government Code 53065.5

The Manager reported on reimbursements paid by the District within the preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received as required by California Government Code Section 53065.5. The information will be made available on the District website for public inspection

4. August 22-24, 2017 California Association of Sanitation Agencies (CASA) Conference

The Manager reported on the arrangements for the upcoming CASA Conference

5. California Special District Association (CSDA)

a. August 10, 2017 – Financial Management for Special Districts Workshop

b. September 25-28, 2017 – 2017 CSDA Annual Conference

The Manager reported on the arrangements for the upcoming CSDA Workshop. The Board approved the Directors' attendance at the upcoming CSDA Annual Conference.

6. Form 470 - Officeholder and Candidate Campaign Statement

The Manager reminded the Board to file their individual Form 470s electronically online.

VII. Business

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A. Resolution No. 2086-0717 Commendation of Benjamin T. Reyes II for Service as District Counsel of the Stege Sanitary District

The Board reviewed and approved the resolution to recognize and commend Benjamin T. Reyes II for his exemplary service as District Counsel for the Stege Sanitary District.

MOTION: By James, seconded by Gilbert-Snyder, to approve Resolution No 2086-0717 Commendation of Benjamin T. Reyes II for Service as District Counsel of the Stege Sanitary District

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

B. Resolution No. 2087-0717 Accepting Report on Sewer Service Charges and Electing to Collect Certain Sewer Service Charges on the Tax Roll

The Board reviewed and approved the resolution to use the tax roll as the means of collecting sewer service charges.

MOTION: By James, seconded by Merrill, to approve Resolution No 2087-0717 Accepting Report on Sewer Service Charges and Electing to Collect Certain Sewer Service Charges on the Tax Roll

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

C. Resolution No. 2088-0717 Accepting Completion of Work and Filing Notice of Completion for the Standard Sewer Rehabilitation Project No. 16201

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The Board reviewed and approved the resolution to file the Notice of Completion for Project No. 16201.

MOTION: By Merrill, seconded by Miller, to approve Resolution No 2088-0717 Accepting Completion of Work and Filing Notice of Completion for the Standard Sewer Rehabilitation Project No. 16201

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

D. Resolution No. 2089-0717 Accepting Completion of Work and Filing Notice of Completion for the Supplementary Sewer Rehabilitation Project, Glen Mawr Ave. Project No. 16203

The Board reviewed and approved the resolution to file the Notice of Completion for Project No. 16203.

MOTION: By Merrill, seconded by Miller, to approve Resolution No 2089-0717 Accepting Completion of Work and Filing Notice of Completion for the Supplementary Sewer Rehabilitation Project, Glen Mawr Ave. Project No. 16203

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

E. Resolution No. 2090-0717 Establishing Salary of the District Manager/Engineer

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Prior to approving the resolution, the board orally reported a summary of a recommendation of the proposed increase in salary for the District Manager/Engineer. The Board then amended and approved the resolution establishing the base annual compensation of the District Manager/Engineer at \$192,000 per year effective July 1, 2017.

MOTION: By James, seconded by Gilbert-Snyder, to approve Resolution No 2090-0717 Establishing Salary of the District Manager/Engineer, as amended

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

F. Resolution No. 2091-0717 Appointing Jennifer Faught as Assistant District Counsel

The Board reviewed and approved the resolution.

MOTION: By Gilbert-Snyder, seconded by Miller, to approve Resolution No 2091-0717 Appointing Jennifer Faught as Assistant District Counsel

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

VIII. Monthly Financial Statements – June 2017

- A. Monthly Investment, Cash, Receivables Report
- B. Monthly Operating Statement
- C. Local Agency Investment Fund (LAIF) Quarterly Statement

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The financial items were reviewed by the Board with no significant issues.

IX. Approval of Checks

A. Checks for July 27, 2017 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by Gilbert-Snyder, to pay the bills,
 Check Nos. 25068 through 25086 in the amount of \$161,867.82

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

NOES: None

ABSTAIN: None

ABSENT: None

X. Future Agenda Items

August 17, 2017

CASA Conference

CSDA Conference

Select Actuary for Analysis of Retiree Health Benefits

Quarterly (FY End) Financial Statements

Connection Charge Report per Gov. Code 66013

San Pablo Ave. Future Capacity Update

September 14, 2017

CASA Conference Attendee Reports

CSDA Conference

Strategic Plan

El Cerrito Showcase Parade

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XI. Adjournment

The meeting was adjourned at 8:52 P.M. The next meeting of the District Board of Directors will be held on Thursday, August 17, 2017 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary