

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF MARCH 22, 2018
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

*****MINUTES*****

I. Call To Order: President Dwight Merrill called the meeting to order at 7:00 P.M.

II. Roll Call: Present: James, Miller, O'Keefe, Merrill
 Absent: Gilbert-Snyder (gave prior notice)
 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.

IV. Approval of Minutes

A. Approval of February 15, 2018 Special Board Meeting Minutes

MOTION: By O'Keefe, seconded by James, to approve the minutes of the February 15, 2018 Special Board Meeting

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

B. Approval of February 15, 2018 Regular Board Meeting Minutes

MOTION: By O'Keefe, seconded by Miller, to approve the minutes of the February 15, 2018 Regular Board Meeting, as amended

VOTE: AYES: James, Miller, O'Keefe, Merrill
 NOES: None

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ABSTAIN: None
 ABSENT: Gilbert-Snyder

C. Approval of March 10, 2018 Long Range Planning Workshop Minutes

MOTION: By James, seconded by O'Keefe, to approve the minutes of the March 10, 2018 Long Range Planning Workshop, as amended

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

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 Meetings held on March 6th and March 20th.

b. California Association of Sanitation Agencies (CASA) Washington D.C. Conference - February 26-28, 2018

In accordance with AB 1234, Director Merrill gave a report on his attendance at the CASA Conference.

B. Written Communications

1. 2018 Election for LAFCO Special District Seats

The Board reviewed and discussed the candidates for the two Special District vacancies on LAFCO.

MOTION: By James, seconded by O'Keefe, to vote for Igor Skaredoff for the regular Special District Member for a term of office on LAFCO to May 2022 and Stan Caldwell as the alternate

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

VI. Reports of Staff and Officers

A. Attorney's Report:

Kokotaylo reported on Senate Bill 827, sponsored by Senator Scott Wiener, which proposes to override local zoning controls on properties within major public transit areas.

B. Manager's Report

1. Monthly Maintenance Summary Report – February 2018

The Manager reported no significant issues with last month's maintenance activities.

2. Monthly Report of Sewer Replacements and Repairs

The Manager reported that there were no replacement and one repair invoice paid in February.

3. Consent Decree Status Report

The Manager reported no significant issues with meeting the District's Consent Decree minimum requirements.

4. Draft Action Plan for 2018

The Manager received approval of the Action Plan from the Long Range Planning Workshop.

5. Board Training Summary

The Manager reported on the Board training deadlines.

6. Form 700 – Statement of Economic Interest/Conflict of Interest

The Manager reminded Directors the deadline to file their Form 700 is April 2, 2018.

7. California Association of Sanitation Agencies (CASA)

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The Manager reported on the upcoming conference dates and the Board authorized attendance at the upcoming annual conference for Directors that choose to attend.

MOTION: By James, seconded by O'Keefe, to authorized attendance at the upcoming CASA 63rd Annual Conference, Monterey, CA on August 8-10, 2018, for Directors that choose to attend

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

VII. Business

A. California Employer's Retiree Benefit Trust (CERBT) Fund Disbursement

The Board discussed whether to receive a disbursement from the California Employers' Retiree Benefit Trust (CERBT) for Fiscal Year 2017-18.

MOTION: By James, seconded by O'Keefe, to pay the retiree medical payments directly in full without receiving a disbursement from the CERBT fund and to ask at the next actuarial valuation how this will affect the goal of the trust becoming fully funded

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

B. Professional Auditing Service – Request for Proposals (RFP)

The Board considered issuing a request for proposals (RFP) for professional auditing services.

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MOTION: By James, seconded by O'Keefe, to authorize staff to issue the proposed RFP for professional Auditing services, as amended

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

C. Deferred Compensation Matching Contribution Review

The Board considered changes to the deferred compensation matching contribution of up to \$240 per month.

MOTION: By James, seconded by Miller, increase the deferred compensation matching contribution benefit up to \$250 per month (4.2%)

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

D. Cancellation of the April 12, 2017 Board Meeting

The Board discussed cancellation of the upcoming regular Board meeting on April 12, 2018 since there are no pressing agenda items to consider.

MOTION: By Miller, seconded by James, to approve the cancellation of the April 12, 2018 regular Board Meeting and have staff post a Notice of Meeting Cancellation on the District website and bulletin board outside the District office

VOTE: AYES: James, Miller, O'Keefe, Merrill
NOES: None
ABSTAIN: None

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ABSENT: Gilbert-Snyder

VIII. Financial Statements – February 2018

- A. Monthly Investment, Cash, Receivables Report, March 2018
- B. Monthly Operating Statement, February 2018

The financial items were reviewed by the Board.

IX. Approval of Checks

- A. Checks for March 22, 2018 - Fund No. 3418 & 3423

MOTION: By James, seconded by Miller, to pay the bills, Check Nos. 25396 through 25441 in the amount of \$179,033.46

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

X. Future Agenda Items

April 12, 2018

Board Training Summary
 CASA Conference – Attendee Reports

April 26, 2018

CLOSED SESSION – Quarterly Claims Report
 Quarterly Financial Statements
 Draft Budget
 Employee Benefits
 July 4th Fair Discussion

XI. Adjournment

The meeting was adjourned at 8:40 P.M. The meeting scheduled for Thursday, April 12, 2018 has been cancelled. The next meeting of the District Board of

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Directors will be held on Thursday, April 26, 2018 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary