

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF MARCH 23, 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: James, Merrill, Miller, O'Keefe  
 Absent: Gilbert-Snyder (gave prior notice)  
 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.

**PUBLIC HEARING – PROPOSED AMENDMENT TO ANNUAL SEWER SERVICE CHARGE FOR FISCAL YEARS 2017-18 AND 2018-19**

President O'Keefe opened the public hearing at 7:01 P.M. The Manager announced the public hearing was noticed in the local newspaper two times on March 8, 2017 and March 15, 2017 in accordance with Government Code section 6066. The Manager gave a summary of the proposed reduction of scheduled annual sewer service charge rates for Fiscal Year 2017-18 and 2018-19 which would be implemented by Ordinance No. 2076-0317. No members of the public were in attendance to ask questions or make statements. The Board made some final comments and then agreed to leave the public hearing open until Ordinance No. 2076-0317 was ready for consideration later in the agenda.

**III. Public Comment:** There was no public comment.

**CLOSED SESSION**

**Conference with Legal Counsel - Anticipated Litigation**

Gov. Code § 54956.9(d)(2) or (d)(3)

Number of Potential Cases: 1

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The Board entered into the closed session at 7:06 P.M. and returned to open session at 7:46 P.M. President O'Keefe announced the Board had taken no reportable actions.

**IV. Approval of Minutes**

A. Approval of March 9, 2017 Board Meeting Minutes

MOTION: By James, seconded by Merrill, to approve the minutes of the March 9, 2017 Board Meeting

VOTE: AYES: James, Merrill, Miller, O'Keefe,  
 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 Meeting held on March 21, 2017.

B. Written Communications

There were no written communications to consider.

**VI. Reports of Staff and Officers**

A. Attorney's Report:

Kokotaylo reported that his office can provide AB 1661 sexual harassment prevention training at a special 5pm meeting before the May 25<sup>th</sup> regular Board Meeting. He then reported on the effects of the recent California Supreme Court ruling that writings about public business are not excluded

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from the public records act just because they are on a personal email account or phone.

B. Manager's Report

1. Monthly Maintenance Summary Report – February 2017

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 that there were 6 replacement and no repair invoices paid in February.

3. Consent Decree Requirements Status Report

The Manager reported on the District's current requirement status with no significant issues.

4. Long Range Planning (LRP) Discussion of Topics

The Manager reported on the latest draft agenda for the upcoming workshop.

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

The Manager reported that all District Form 700 forms have been submitted.

6. Public Outreach Events

The Manager reported on the recent Open House held on March 11<sup>th</sup>. The Manager then reported on an upcoming open house scheduled in July and participation in the City of El Cerrito parade on September 16th.

7. California Association of Sanitation Agencies (CASA)

The Manager reported on the upcoming CASA conference dates.

**VII. Business**

A. Ordinance 2076-0317 Amending Scheduled Sewer Service Charge Rates for Fiscal Years 2017-18 and 2018-19

President O'Keefe closed the public hearing at 8:14 P.M. The Board then reviewed and approved the ordinance reducing the scheduled rate increases for Fiscal Year 2017-18 and 2018-19.

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MOTION: By James, seconded by Merrill, to approve Ordinance 2076-0317 Amending Scheduled Sewer Service Charge Rates for Fiscal Years 2017-18 and 2018-19

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

B. Sewer Service Charge Rate 30-day Notice

The Board reviewed and approved the courtesy notice of no sewer rate increase.

MOTION: By James, seconded by Miller, to approve Sewer Service Charge Rate 30-day Notice, as amended

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

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

The Board discussed whether to receive a disbursement of \$2,151 from the California Employers' Retiree Benefit Trust (CERBT) for Fiscal Year 2016-17 which is the difference between the Annual Required Contribution (ARC) for Fiscal Year 2016-17 (\$18,009) and the total amount of retiree medical payments for six retirees (\$20,160).

MOTION: By Miller, seconded by James, to pay the retiree medical payments directly in full without receiving a disbursement from the CERBT fund

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

D. Cancellation of the April 13, 2017 Regular Board Meeting

The Board discussed cancellation of the upcoming regular Board meeting on April 13, 2017 since there are no pressing agenda items to consider.

MOTION: By James, seconded by Miller, to approve the cancellation of the April 13, 2017 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, Merrill, Miller, O'Keefe  
 NOES: None  
 ABSTAIN: None  
 ABSENT: Gilbert-Snyder

**VIII. Financial Statements – February 2017**

A. Monthly Investment, Cash, Receivables Report, February 2017

B. Monthly Operating Statement, February 2017

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

**IX. Approval of Checks**

A. Checks for March 23, 2017 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by James, to pay the bills, Check Nos. 24862 through 24883 in the amount of \$53,248.43

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

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ABSTAIN: None  
 ABSENT: Gilbert-Snyder

**X. Future Agenda Items**

**April 13, 2017** (MEETING CANCELLED)

~~Long Range Planning Discussion of Topics~~

~~Board Training Summary~~

**April 27, 2017**

CLOSED SESSION – Quarterly Claims Report

Quarterly Financial Statements

Long Range Planning Workshop Discussion of Topics

Draft Budget

Employee Benefits Request

July 4<sup>th</sup> Fair Discussion

CASA Conference – Attendee Reports

**XI. Adjournment**

The meeting was adjourned at 8:33 P.M. The meeting scheduled for Thursday, April 13, 2017 has been cancelled. The next meeting of the District Board of Directors will be held on Thursday, April 27, 2017 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

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Rex Delizo  
 STEGE SANITARY DISTRICT  
 Secretary