

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF SEPTEMBER 10, 2015
TIME OF MEETING: 7:00 P.M.

*****MINUTES*****

I. Call To Order: President Gilbert-Snyder called the meeting to order at 7:01 P.M.

II. Roll Call: Present: James, Merrill, Miller, O'Keefe, Gilbert-Snyder
Absent: None
Others Present: Rex Delizo, District Manager

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: Director James gave a brief update on his progress with calculating the difference between Marin Clean Energy (MCE) and PG&E projected costs using past PG&E bills.

IV. Approval of Minutes

A. Approval of Minutes August 13, 2015 Board Meeting

MOTION: By James, seconded by Miller, to approve the minutes of the August 13, 2015 Board Meeting, as amended

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

B. Approval of Minutes August 29, 2015 Board Tour of the District

MOTION: By Merrill, seconded by James, to approve the minutes of the August 29, 2015 Board Tour of the District, as amended

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

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NOES: None

ABSTAIN: Miller

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 brief update on the progress of the Creekside Walk project which is a 128-unit condominium development located in the southeast portion of the El Cerrito Plaza shopping center. Miller also reported that the El Cerrito City Council Meeting scheduled for September 1, 2015 was cancelled.

b. CASA Conference Director's Report

In accordance with AB 1234, Director Miller and Merrill each gave a report on their attendance of the CASA conference.

B. Written Communications

There were no written communication items to consider.

VI. Reports of Staff and Officers**A. Manager's Report:****1. September 21-24, 2015 California Special Districts Association (CSDA) Annual Conference**

The Board approved two Directors' plans to attend the conference.

VII. Business**A. Board President Check Signing Procedure**

The Board reviewed and discussed changes to the Board President check signing procedure. The Board asked to have this item added to a future Board meeting agenda after the upcoming CSDA Annual Conference which will

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have a topic regarding internal controls. The Board also asked staff to inquire with an accountant on what practices other agencies have implemented.

B. Board Tour of the District Discussion

The Board discussed issues arising from the Board Tour of the District including implementing a wireless SCADA system or Mission Control Alarm for Burlingame Pump Station, access issues for the manhole behind Summit Public School: K2, not using built-in ladder rungs in manholes, and the status of the Safeway Beverage Plant lateral connections.

VIII. Approval of Checks

A. Checks for September 2015 - Fund No. 3418 & 3423

MOTION: By James, seconded by Merrill, to pay the bills, Check Nos. 23895 through 23959 in the amount of \$27,572.41

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

IX. Future Agenda Items

September 24, 2015

CSDA Conference Director's Report
Flexible Benefits Plan Contribution Rate Review
Deferred Compensation Matching Contribution Rate Review

October 8, 2015

(None)

Per Director James' request, the Board agreed to re-schedule the November 12, 2015 meeting to November 19, 2015.

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X. Adjournment

The meeting was adjourned at 8:52 P.M. The next meeting of the District Board of Directors will be held on Thursday, September 24, 2015 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary