

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF FEBRUARY 16, 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

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 January 26, 2017 Board Meeting Minutes

MOTION: By James, seconded by Miller, to approve the minutes of the January 26, 2017 Board Meeting

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF FEBRUARY 16, 2017
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

Miller gave a report on his attendance at the El Cerrito City Council Meeting held on February 7, 2017.

B. Written Communications

1. CSRMA Did You Know Newsletter January 2017 Article – Ergonomic Excellence “Preventing Injuries at Stege Sanitary District”

The Board reviewed the article that shares 2 techniques the District implements to reduce musculoskeletal injuries.

2. CSDA Free Ethics AB1234 Compliance On-Demand Webinar

The Board reviewed the CSDA offer of free ethics training that will be available until March 15, 2017.

3. East Bay Times Article: West County Wastewater District manager let go

The Board reviewed the article about the West County Wastewater District Board of Directors voting unanimously to not renew the contract of the General Manager.

VI. Reports of Staff and Officers

A. Attorney’s Report:

Reyes reported on Assembly Bill 626 which creates new requirements for administering the claims process for public works projects in California. He then reported that Meyers Nave can provide the required AB 1661 sexual harassment prevention training at a special meeting before a future regular meeting. Lastly, Reyes reported that there has not yet been a final ruling on the case regarding whether emails and texts sent on personal devices are public record.

B. Manager’s Report

1. Monthly Maintenance Summary Report – January 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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF FEBRUARY 16, 2017
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

The Manager reported that there were no replacements and 11 repair invoices paid in January.

3. Service Call Response to Backups Discussion

The Manager reported on recent discussions with staff regarding standard operating procedures when responding to backups.

4. Stege Sanitary District Performance Report for 2016

The Manager reported on the District's Performance Report for Calendar Year 2016 which will be posted on the District website for public access.

5. San Pablo Ave. Future Capacity Update

The Manager reported that staff is continuing to work with the City of El Cerrito and their consultants to install flow meters along a portion of San Pablo Ave. to monitor conditions during recent rain storms.

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

The Manager reported that each Director should have received an email with instructions to e-file their annual Form 700 statement by the filing deadline of April 3, 2017.

7. California Association of Sanitation Agencies (CASA)

The Manager reported on the conference dates for 2017. Directors Merrill and Miller requested and received Board approval to attend the CASA Public Policy Forum in Sacramento on April 19.

VII. Business

A. Resolution No. 2075-0217 Resolution Approving and Authorizing Disposal of Surplus Property of the Stege Sanitary District

The Board approved the resolution authorizing the sale of a 1996 Ford Taurus.

MOTION: By James, seconded by Gilbert-Snyder, to approve Resolution 2075-0217 Resolution approving and Authorizing Disposal of Surplus Property of the Stege Sanitary District

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF FEBRUARY 16, 2017
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

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

B. Board Governance Manual Approval

The Board reviewed and approved the proposed minor amendments to the Board Governance Manual.

MOTION: By Merrill, seconded by James, to approve the Board Governance Manual, as amended

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

C. Service Rate Discussion

The Board discussed putting a hold on service rate increases for another year due to the District's reserve amount fund balance being 139% of the reserve target goal of \$3.67 million at the end of last FY 2015-16.

MOTION: By James, seconded by Miller, to approve preparation of an amendment to the rate ordinance to hold sewer service rates constant for FY 2017-18 (no increase), conduct a public hearing and issue a 30 day rate notice

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF FEBRUARY 16, 2017
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

VIII. Financial Statements – January 2017

- A. Monthly Investment, Cash, Receivables Report, January 2017
- B. Monthly Operating Statement, January 2017

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

IX. Approval of Checks

- A. Checks for February 16, 2017 - Fund No. 3418 & 3423

MOTION: By Gilbert-Snyder, seconded by James, to pay the bills, Check Nos. 24781 through 24824 in the amount of \$629,961.45.

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

X. Future Agenda Items

March 9, 2017

Long Range Planning Discussion of Topics
 CASA Conference – Director’s Report
~~Service Rate Discussion~~
 Auditors – RFP

An agenda item regarding instructions for Board access to District email was asked to be added to this agenda.

March 23, 2017

Long Range Planning Discussion of Topics
 California Employer’s Retiree Benefit Trust (CERBT) Contributions
 Form 700
PUBLIC HEARING – Sewer Service Charge Amendment

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF FEBRUARY 16, 2017
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

ORDINANCE - Sewer Service Charge Amendment
Sewer Service Charge 30-day Notice

Both Director Gilbert-Snyder and District Counsel Ben Reyes gave notice that they will not attend the March 23 meeting.

XI. Adjournment

The meeting was adjourned at 8:34 P.M. The next meeting of the District Board of Directors will be held on Thursday, March 9, 2017 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary