

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF MARCH 9, 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

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 16, 2017 Board Meeting Minutes

MOTION: By Miller, seconded by Gilbert-Snyder, to approve the minutes of the February 16, 2017 Board Meeting, as amended

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. California Association of Sanitation Agencies (CASA) Washington D.C., February 27-March 1, 2017

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

b. City & Community Meetings

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

B. Written Communications

1. CSDA: Supreme Court Rules Private Email Accounts Subject to CPRA
2. Meyers Nave: California Supreme Court: Public Officials' and Employees' Communications on Private Devices and Accounts May be Public Records Subject to Disclosure

The Board reviewed and discussed the 2 email alerts.

3. Washington Post: Alexandria seeks to extend deadline to fix sewage overflows

The Board reviewed and discussed the news article.

VI. Reports of Staff and Officers

A. Manager's Report

1. Long Range Planning (LRP) Discussion of Topics

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

2. Board Access to District Email Instructions

The Manager reported on instructions for Directors to access District email.

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

The Manager reminded the Board to e-file their annual Form 700 statement by the filing deadline of April 3, 2017.

VII. Business

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

The Board discussed continuing to use Vavrinek, Trine, Day, & Co. (VTD) for a fifth consecutive year of professional auditing services or issue a request for

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proposals (RFP). The Board asked to have an item at a future Board meeting to discuss whether a policy or norm to change auditors every 5 years is appropriate.

MOTION: By James, seconded by Gilbert-Snyder, to authorize the Manager to proceed with Vavrinek, Trine, Day, & Co. (VTD) for a fifth consecutive year of professional auditing services

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

VIII. Approval of Checks

A. Checks for March 9, 2017 - Fund No. 3418 & 3423

MOTION: By James, seconded by Merrill, to pay the bills, Check Nos. 24825 through 24861 in the amount of \$226,319.86

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

IX. Future Agenda Items

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

ORDINANCE - Sewer Service Charge Amendment

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Sewer Service Charge 30-day Notice

April 13, 2017

Service Rate Discussion

Long Range Planning Discussion of Topics

Board Training Summary

X. Adjournment

The meeting was adjourned at 8:05 P.M. The next meeting of the District Board of Directors will be held on Thursday, March 23, 2017 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary