

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF AUGUST 17, 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
 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 July 27, 2017 Board Meeting Minutes

MOTION: By James, seconded by Gilbert-Snyder, to approve the minutes of the July 27, 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. City & Community Meetings

Miller gave a report on his attendance at the El Cerrito City Council Meeting held on August 15, 2017. Gilbert-Snyder gave a report on his

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attendance at an East Bay Municipal Utility District (EBMUD) lunchtime presentation for employees that are also elected officials.

b. California Special District Association (CSDA) Attendee Reports

In accordance with AB 1234, Miller and James each gave a report on their attendance at the CSDA Financial Management for Special Districts Workshop held on August 10, 2017. Miller requested a topic be added to a future agenda to discuss a building replacement sinking fund.

B. Written Communications

There were no items to consider.

VI. Reports of Staff and Officers

A. Attorney's Report

Kokotaylo passed out handouts and instructed the Board on actions that are reportable out of closed session.

B. Manager's Report

1. Monthly Maintenance Summary Report – July 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 on a revised June 2017 report to complete fiscal year 2016-17 and then on the July 2017 report to begin fiscal year 2017-18.

3. Connection Charge Report per Government Code 66013

The Manager reported on the annual compliance report detailing the amount of charges received by the District and the public improvement on which the charges were solely expended. The report is posted on the District's website for public review.

4. San Pablo Ave. Future Capacity Update

The Manager reported that a draft engineering tech memo is complete and currently under review. The subsequent impact fee nexus study is still forthcoming but should be ready for Board consideration next month.

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5. August 22-24, 2017 California Association of Sanitation Agencies (CASA) Conference
 The Manager reminded the Board of the upcoming conference.
6. September 16, 2017 El Cerrito Centennial Showcase Parade
 The Manager reported on the plans for the upcoming parade.
7. September 25-28, 2017 California Special District Association (CSDA) Annual Conference
 The Manager reported on the arrangements for the upcoming CSDA conference.

VII. Business

A. Proposal for Actuarial for Analysis of Retiree Health Benefits

The Board reviewed and discussed the proposal for an actuarial valuation as of July 1, 2017 with Total Compensation Systems, Inc. The fee for a full GASB 74/75 valuation with a 10% discount is \$2,700. The fee for a roll-forward valuation for the 2nd year with a 10% discount is \$1,350. An optional Funding Valuation Fee will cost an extra \$1,500. An optional onsite presentation of the report at a Board meeting, if requested, will cost an extra \$1,900.

MOTION: By James, seconded by Miller, to direct the manager to proceed with a full GASB 74/75 actuarial valuation with Total Compensation Systems, Inc. for a fee of \$2,700 and a roll-forward valuation for the 2nd year for a fee of \$1,350 but not the Funding Valuation

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
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B. Approval of Amended and Restated Consulting Services Agreement Between the Stege Sanitary District on Behalf of the Seven Collection Agencies Discharging to the East Bay Municipal Utility District and Humphrey Consulting

The Board reviewed and approved the amended and restated agreement with Humphrey Consulting on behalf of the Seven Collection Agencies Discharging to the East Bay Municipal Utility District (EBMUD) which would extend the contract up to June 30, 2019.

MOTION: By James, seconded by Gilbert-Snyder, to approve the Amended and Restated Consulting Services Agreement Between the Stege Sanitary District on Behalf of the Seven Collection Agencies Discharging to the East Bay Municipal Utility District and Humphrey Consulting

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

VIII. Monthly Financial Statements – July 2017

- A. Monthly Investment, Cash, Receivables Report, July 2017
- B. Monthly Operating Statement, July 2017
- C. California Employers’ Retiree Benefit Trust (CERBT) Quarterly Statement
 The financial items were reviewed by the Board with no significant issues.

IX. Approval of Checks

- A. Checks for August 17, 2017 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by James, to pay the bills, Check Nos. 25087 through 25133 in the amount of \$125,865.86

VOTE: AYES: Gilbert-Snyder, James, Merrill, Miller, O’Keefe

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NOES: None

ABSTAIN: None

ABSENT: None

X. Future Agenda Items

September 14, 2017

CASA Conference Attendee Reports

CSDA Conference

Strategic Plan

El Cerrito Showcase Parade

September 28, 2017

Flexible Benefits Plan Review

Deferred Compensation Matching Review

Consent Decree Quarterly Report

CSDA Conference Attendee Reports

The Board requested topics be added to a future meeting agenda to discuss a building replacement sinking fund, Kids for the Bay programs at private schools, and informational welcome packages for new homeowners.

XI. Adjournment

The meeting was adjourned at 8:33 P.M. The next meeting of the District Board of Directors will be held on Thursday, September 14, 2017 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary