

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF SEPTEMBER 28, 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 7:02 P.M.

**II. Roll Call:** Present: Gilbert-Snyder, James (arrived 7:08 P.M.), Merrill, Miller, O’Keefe  
 Absent: None  
 Others Present: Rex Delizo, District Manager  
 Kristopher Kokotaylo, District Counsel  
 Jennifer Faught, Assistant District Counsel  
 Paul Fadelli, City of El Cerrito  
 Melanie Mintz, City of El Cerrito  
 Yvetteh Ortiz, City of El Cerrito  
 Robert Spencer, Urban Economics  
 Jason White, BKF Engineers  
 Several members of the public were in attendance for the Public Hearing and for discussion of Item VII.A.

**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 SAN PABLO AVENUE SPECIFIC PLAN  
 AREA CONNECTION CHARGE**

President O’Keefe opened the public hearing at 7:03 P.M. The Manager announced the public hearing was noticed in the local newspaper two times on September 13, 2017 and September 20, 2017 in accordance with Government Code Section 6062a. Notice was also provided, as requested, to the Building Industry Association of the Bay Area (BIA) by email on September 12, 2017. A summary of the proposal was presented which would be implemented by Ordinance No. 2076-0917 to assess a sewer capacity charge of \$4,140 per residential dwelling unit and \$217.89 per non-residential fixture unit to all development within the San Pablo Avenue Specific Plan area, in addition to the existing sewer connection charge of \$2,154 per dwelling unit and \$112.95 per non-residential

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fixture unit, to fund required improvements and streamline the approval process. Members of the City of El Cerrito team that worked on the study upon which the charge is based (Melanie Mintz and Yvetteh Ortiz of the City of El Cerrito, Robert Spencer of Urban Economics, and Jason White of BKF Engineers) were in attendance to give brief reports, comments and answer questions.

Comments by email from 3 developers (Charlie Oewel, Tom Zhang, and Joseph Kong) and from 6 speakers in attendance (Tom Zhang, Joseph Kong, Toby Long, Matt Grondak, Paul Fadelli, and Marlene Keller) were heard and discussed by the Board. The Board made final comments, closed the public hearing at 8:27 P.M., and agreed to move consideration of Ordinance No. 2076-0917 to this time in the meeting.

Item VII.A was taken out of order at this time in the meeting.

**VII. Business**

A. Ordinance No. 2092-0917 Ordinance Amending Chapter 7, Section 7.3 of the Stege Sanitary District Ordinance Code – Sewer Connection Charges

The Board discussed the Ordinance revising the sewer connection charge section of the Ordinance Code and continued to hear comments and questions from members of the public in attendance. An initial motion was made by Merrill and seconded by Miller but was amended by Merrill and died due to lack of a second. The Board then asked staff to work with the City of El Cerrito team to present the impact, if any, of assessing the charge based on the number of fixture units instead of a flat fee for residential dwelling units. The Board agreed to table the issue until the October 26, 2017 Board meeting, when this information would be available.

MOTION: By Gilbert-Snyder, seconded by James, to table the discussion until the October 26, 2017 Board meeting, when more information on assessing the charge based on the number of fixture units instead of a flat fee for residential dwelling units would be available

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

Item VI.B.5 was taken out of order at this time in the meeting.

**VI. Reports of Staff and Officers**

**B. Manager's Report**

**5. Kids for the Bay Watershed Action Program (WAP) – Private Schools**

The Manager reported that Kids for the Bay will work with private schools if requested by one of the funding partners or if the private school pays for one of the fee-for-service programs themselves. The Board received a comment by email from Bobbie Ohs Dowling, a resident of Kensington, and from a resident in attendance, Marlene Keller, both urging the Board to continue the WAP in public schools. The Board asked staff to add the topic for consideration as an action item for a future Board meeting with information on the residency of the students within the local private schools.

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

**IV. Approval of Minutes**

**A. Approval of Minutes September 14, 2017 Board Meeting**

MOTION: By Merrill, seconded by Miller, to approve the minutes of the September 14, 2017 Board Meeting

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

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**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 a City of El Cerrito Community Meeting regarding an update to the City's regulations for cannabis-related businesses. James, Merrill and O'Keefe each gave a report on their participation in the El Cerrito Centennial Showcase Parade held on September 16, 2017 and thanked District employee, Fred Bondoc, for his help driving the large District combination vacuum/hydro-jetter truck in the parade.

b. CSDA Conference Attendee Reports

James stated he just returned from the CSDA Annual Conference earlier in the day and needs until the next board meeting to prepare a report on his attendance.

B. Written Communications

1. News Article – “British engineers wage war against sewer fatberg”

The Board reviewed the article.

**VI. Reports of Staff and Officers**

A. Attorney's Report

Kokotaylo reported on upcoming legislation SB 229 extending recent accessory dwelling unit (ADU) regulations to special districts. He will work with staff to draft an ordinance addressing the upcoming regulations at a future board meeting.

B. Manager's Report

1. Monthly Maintenance Summary Report – August 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

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The Manager reported no invoices were paid in August.

3. Consent Decree Quarterly Report

The Manager reported on the District's annual requirement status with no significant issues. The FY 2016-17 Sanitary Sewer Annual Report for the period of July 1, 2016 to June 30, 2017 is ready for submittal by the deadline date of September 30, 2017.

4. Kids for the Bay Watershed Action Program (WAP) – Private Schools

This item was taken out of order earlier in the meeting (see above).

5. Scholarshare, California's 529 College Savings Plan – Automatic Payroll Deduction

The Manager reported that automatic payroll deduction for Scholarshare, California's 529 College Savings Plan, will be offered to those employees that chose to enroll.

**VIII. Business**

A. Ordinance No. 2092-0917 Ordinance Amending Chapter 7, Section 7.3 of the Stege Sanitary District Ordinance Code – Sewer Connection Charges

This item was taken out of order earlier in the meeting (see above).

B. Resolution No. 2093-0917 Resolution Approving and Authorizing Disposal of Surplus Property

The Board approved the resolution authorizing the sale of a 1989 Hydro Flusher Cleaning Truck.

MOTION: By Merrill, seconded by James, to approve Resolution No. 2093-0917 Approving and Authorizing Disposal of Surplus Property

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

C. Flexible Benefit Plan Contribution Review

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The Manager briefly reported on possible changes to the flexible benefits plan that includes allowing flex plan funds to be used to pay for health care premiums not covered by a spouse's employer and adding the option to deposit flex plan funds into a 529 College Savings Plan. Due to the length of the public hearing and subsequent discussion of Item VII.A, the Board decided to table this topic for a future Board meeting.

MOTION: By James, seconded by Gilbert-Snyder, to table discussion of this topic for a future Board meeting

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

D. Deferred Compensation Matching Contribution Review

The Board decided to table this topic along with the flexible benefits plan topic for a future Board meeting.

MOTION: By James, seconded by Gilbert-Snyder, to table discussion of this topic for a future Board meeting

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

E. Cancellation of the October 12, 2017 Regular Board Meeting

The Board agreed to cancel the upcoming regular Board meeting on October 12, 2017 since there are no timely workshop agenda items to consider.

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MOTION: By James, seconded by Miller, to approve the cancellation of the October 12, 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: Gilbert-Snyder, James, Merrill, Miller, O'Keefe  
 NOES: None  
 ABSTAIN: None  
 ABSENT: None

**IX. Monthly Financial Statements - August 2017**

A. Monthly Investment, Cash, Receivables Report

B. Monthly Operating Statement

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

**X. Approval of Checks**

A. Checks for September 28, 2017 - Fund No. 3418 & 3423

MOTION: By, seconded by, to pay the bills, Check Nos. 25169 through 25191 in the amount of \$797,087.13

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

**XI. Future Agenda Items**

October 12, 2017 (MEETING CANCELLED)

(none)

October 26, 2017

CLOSED SESSION –Quarterly Claims Report

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Quarterly Financial Statements

Regional Private Sewer Lateral Program Update

*CSDA Conference Attendee Reports*

*PUBLIC HEARING and ORDINANCE - San Pablo Avenue Specific Plan Area*

*Sewer Capacity Charge*

**XII. Adjournment**

The meeting was adjourned at 10:37 P.M. The meeting scheduled for Thursday, October 12, 2017 has been cancelled. The next meeting of the District Board of Directors will be held on Thursday, October 26, 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