

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF NOVEMBER 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
 Kristopher Kokotaylo, District Counsel
 Melanie Mintz, City of El Cerrito (Item VII.C only)
 Charles Oewel, Developer (Item VII.C only)

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: Gilbert-Snyder commented on the need to plan for a quorum of the Board during natural disasters. Kokotaylo said he could report on this at a future Board meeting.

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

VII. Business

C. Request for grandfathering from the San Pablo Ave. Specific Plan Area Connection Charge for three developments

Mr. Charles Oewel addressed the Board and expressed his request to grandfather 3 developments (~280 total residential units) from the recent San Pablo Ave. Specific Plan Area Connection Charge. Melanie Mintz from the City of El Cerrito provided and explained a table of projects within the San Pablo Ave. Specific Plan Area that were in various stages of the City's review process. Seven of the projects in the table are ahead of Mr. Oewel's 3 developments in the timeline and closer to submitting plans to the District for review.

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MOTION: By Miller, seconded by Gilbert-Snyder, to deny the request by Mr. Oewel to grandfather 3 developments from the San Pablo Ave. Specific Plan Area Connection Charge

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

The Board resumed the order of the agenda at this time in the meeting.

IV. Approval of Minutes

A. Approval of October 26, 2017 Board Meeting Minutes

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve the minutes of the October 26, 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 November 7, 2017.

B. Written Communications

There were no written communications to consider.

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VI. Reports of Staff and Officers

A. Attorney's Report:

Kokotaylo reported on recent changes and interpretations of the Brown Act from a presentation he recently gave for the California Special Districts Association (CSDA).

B. Manager's Report:

1. Monthly Maintenance Summary Report – October 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 the invoices paid in October.

3. Proposed Meeting Calendar

The Manager reported on the proposed meeting calendar for next year.

4. Holiday Luncheon – Thursday, December 14, 2017 @Noon

The Manager reported on the upcoming Annual Holiday Luncheon.

5. Board of Directors President and Vice President Succession Plan

The Manager reported on the projected succession plan for the president and vice president positions.

6. Draft Endeavor Newsletter – Winter 2017

The Manager reported on the upcoming newsletter and took comments and suggested changes from the Board.

7. 2018 California Association of Sanitation Agencies (CASA) Conference

The Manager reported on the upcoming CASA conferences.

VII. Business

A. Flexible Benefits Plan Review

The Board discussed changes to the flexible benefits.

MOTION: By Miller, seconded by James, to increase the flexible benefits plan amount of \$1625 to match the lowest family plan rate, PERS Select, of \$1866

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

James made a motion to increase the cash out amount to match the flexible benefits plan amount only if used to pay for excess health care premiums of the employee's spouse's coverage but the motion died due to lack of a second.

James made a motion, seconded by Miller, to increase the flexible benefits plan cash out amount by the same increase of the flexible benefits plan of \$241 but the motion failed by a 2-3 vote with James and Miller voting in favor, and Gilbert-Snyder, Merrill, and O'Keefe voting against.

Gilbert-Snyder made a motion to keep the flexible benefits plan cash out amount unchanged.

MOTION: By Gilbert-Snyder, seconded by O'Keefe, to keep the flexible benefits plan cash out amount of \$1000 unchanged

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

B. Deferred Compensation Matching Review

The Board discussed proposed changes to the deferred compensation matching amount but decided to table the discussion to allow staff to gather information on CPI and other agency's deferred compensation matching amounts.

C. Request for grandfathering from the San Pablo Ave Specific Plan Area Connection Charge for three developments

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

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VIII. Monthly Financial Statements – October 2017

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

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

The Board asked staff to consider including a graph showing monthly amounts vs. target reserves throughout the year.

IX. Approval of Checks

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

MOTION: By Merrill, seconded by Miller, to pay the bills, Check Nos. 25235 through 25269 in the amount of \$153,667.91

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

X. Future Agenda Items

December 14, 2017

Nomination & Election of Officers

Fiscal Year Financial Audit

Connection Charge Calculation Report

CASA Conference

Meeting Calendar

Consent Decree Quarterly Report

Public Hearing and Ordinance - SB-229 Accessory Dwelling Units (ADUs)

January 11, 2018

CLOSED SESSION – Quarterly Claims Reports

CLOSED SESSION – Manager Performance Evaluation

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Connection Charge Ordinance
Resolution for Disposal of Surplus Property
Quarterly Financial Statements
Service Rate Discussion
District of Distinction (even years)
CASA Conference
Director's Contact Info
Board Training Summary
Long Range Planning Discussion of Topics

XI. Adjournment

The meeting was adjourned at 9:40 P.M. The next meeting of the District Board of Directors will be held on Thursday, December 14, 2017 at 2:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary