

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF FEBRUARY 15, 2018  
 TIME OF MEETING: 7:00 P.M.  
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

\*\*\*\*\*MINUTES\*\*\*\*\*

**I. Call To Order:** President Dwight Merrill called the meeting to order at 7:08 P.M.

**II. Roll Call:** Present: Gilbert-Snyder, James, Miller, O’Keefe, Merrill  
 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.

**PUBLIC HEARING – ORDINANCE NO. 2095-0218 AMENDING SCHEDULED SEWER SERVICE CHARGE RATES FOR FISCAL YEAR 2018-19**

President Merrill opened the public hearing at 7:09 P.M. The Manager announced the public hearing was noticed in the local newspaper two times on January 31, 2018 and February 7, 2018 in accordance with Government Code Section 6066. The Manager gave a summary of the proposed elimination of the scheduled annual sewer service charge increase for Fiscal Year 2018-19 which would be implemented by Ordinance No. 2095-0218. No members of the public were in attendance to ask questions or make statements. President Merrill closed the public hearing at 7:13 P.M. and the Board began consideration of Ordinance No. 2095-0218.

**MOTION:** By James, seconded by Gilbert-Snyder, to approve Ordinance No. 2095-0218 Amending Scheduled Sewer Service Charge rates for Fiscal Year 2018-19, as amended

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

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

**CLOSED SESSION**

**Liability Claims**

Gov. Code § 54956.95

Claimant: Lungkhawa

Agency Claimed Against: Stege Sanitary District

The Board entered into the closed session at 7:30 P.M. and returned to open session at 7:36 P.M. President Merrill announced the Board had taken no reportable action.

**IV. Approval of Minutes**

A. Approval of January 18, 2018 Board Meeting Minutes

MOTION: By Gilbert-Snyder, seconded by O'Keefe, to approve the minutes of the January 18, 2018 Board Meeting, as amended

VOTE: AYES: Gilbert-Snyder, James, Miller, O'Keefe, Merrill  
 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 reports on his attendance at the Contra Costa Special Districts Association Meeting held on January 16, 2018, El Cerrito City Council Meeting held on February 6, 2018, and El Cerrito Charter Committee Meeting held on February 12, 2018.

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b. CASA Winter Conference, Palm Springs, CA

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

B. Written Communications

There were no written communications to consider.

**VI. Reports of Staff and Officers**

A. Attorney's Report

Kokotaylo reported on the procedure for abandoned projects that have already paid connection and impact fees.

B. Manager's Report

1. Monthly Maintenance Summary Report – January 2018

The Manager reported no significant issues with last month's maintenance activities.

2. Monthly Report of Sewer Replacements and Repairs

The Manager reported there were no payments for sewer replacements or repairs made in January.

3. Connection Charge Calculation

The Manager reported on the updated connection charge calculation. The Board requested staff prepare an ordinance increasing the connection charge to the calculated amount of \$2,277 per residential connection for approval at an upcoming Board meeting.

MOTION: By Miller, seconded by O'Keefe, to approve the preparation of an Ordinance increasing the connection charge to the calculated amount of \$2,277 per residential connection and to consider how the charge is assessed at a future Board meeting

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

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4. Actuarial Analysis of Retiree Health Benefits Report  
 The Manager reported on the Actuarial Study of Retiree Health Liabilities as of July 1, 2017 prepared by Total Compensation Systems, Inc.
5. Form 700 – Statement of Economic Interest/Conflict of Interest  
 The Manager reminded Directors the deadline date to file their Form 700 is April 2, 2018.
6. Board Training Summary  
 The Manager reported on the upcoming Board training deadlines.
7. Special District Leadership Foundation (SDLF) Recognition in Special District Governance  
 The Manager reported on the requirements to receive the recognition.
8. California Association of Sanitation Agencies (CASA)  
 The Manager reported on the upcoming conference dates for 2018. Director Merrill requested and received Board approval to attend the CASA Public Policy Forum in Sacramento on April 11, 2018.

MOTION: By James, seconded by O’Keefe, to approve Director Merrill’s attendance at the CASA Public Policy Forum in Sacramento on April 11, 2018

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

## VII. Business

- A. Board Governance Manual Approval  
 The Board reviewed and made amendments to the Board Governance Manual. The Board asked staff to consider the amendments and bring the revised manual back for consideration at a future Board meeting.
- B. Long Range Planning Draft Agenda

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The Board reviewed the draft agenda for the long range planning workshop scheduled for Saturday, March 10, 2018.

**VIII. Financial Statements – January 2018**

- A. Monthly Investment, Cash, Receivables Report, January 2018
- B. Monthly Operating Statement, January 2018

The financial items were reviewed by the Board.

**IX. Approval of Checks**

- A. Checks for February 15, 2018 - Fund No. 3418 & 3423

MOTION: By James, seconded by O’Keefe, to pay the bills, Check Nos. 25363 through 25395 in the amount of \$57,037.91

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

**X. Future Agenda Items**

**March 10, 2018**

Long Range Planning Workshop  
 Strategic Plan Review  
 San Pablo Avenue Specific Plan Progress Report

**March 22, 2018**

Auditor – RFP  
 California Employer’s Retiree Benefit Trust (CERBT)  
 Form 700  
 Consent Decree Quarterly Report  
 CASA Conference  
 CASA Conference - Attendee Reports

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Board Training Summary

**XI. Adjournment**

The meeting was adjourned at 9:43 P.M. in honor of Lawrence C. Rugaard who passed away on November 11, 2017. Larry was the Stege Sanitary District Manager/Engineer from February 1985 until he retired on April 30, 2000. His management and engineering talents enabled the District to provide high quality services to the District's customers while finding ways to make those services more efficient and cost effective, resulting in cost savings to the customers of the District estimated in the millions of dollars. He was uniformly acknowledged by persons and institutions in the wastewater collection and treatment industry as one of its most distinguished representatives and as an individual whose commitment to public service is extraordinary. Our thoughts and prayers are with his family and friends. He will be sorely missed.

The next meeting of the District Board of Directors will be held on Thursday, March 10, 2017 at 9:00 A.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

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Rex Delizo  
STEGE SANITARY DISTRICT  
Secretary