

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF OCTOBER 25, 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 7:00 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.

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

**CLOSED SESSION**

**Liability Claims**

Gov. Code § 54956.95

Claimant: Elsbury

Agency Claimed Against: Stege Sanitary District

**Liability Claims**

Gov. Code § 54956.95

Claimant: Lee

Agency Claimed Against: Stege Sanitary District

The Board entered into closed session at 7:01 P.M. and returned to open session at 7:03 P.M. President Merrill announced the Board had taken no reportable actions.

**IV. Approval of Minutes**

A. Approval of September 27, 2018 Board Meeting Minutes

MOTION: By James, seconded by O’Keefe, to approve the minutes of the  
 September 27, 2018 Board Meeting

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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

Director Miller gave reports on his recent attendance at a Contra Costa Special District Association (CCSDA) quarterly meeting, El Cerrito City Council Meeting, and 2018 Sewer Summit. Director James gave a report on his attendance at the recent Kensington Improvement Club (KIC) Annual Town Hall meeting.

**B. Written Communications**

1. EBMUD Memo - Regional Private Sewer Lateral (PSL) Program Update - Stege Sanitary District

The Board reviewed the memo update of the EBMUD Regional PSL Program.

2. EBMUD Memo – Regional Fats, Oils, or Grease (FOG) Program Update - Stege Sanitary District

The Board reviewed the memo update of the EBMUD Regional FOG Program.

3. California Special Districts Association (CSDA) White Paper – California Voting Rights Act (CVRA)

The Board reviewed the white paper on the California Voting Rights Act (CVRA).

**VI. Reports of Staff and Officers**

**A. Attorney’s Report**

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Kokotaylo clarified items from the District's Board Governance Manual and will bring back proposed changes for consideration at the next board meeting. He then reported the California Appellate Court recently held that public comment of three minutes per person, per agenda item, does not violate the Ralph M. Brown Act (Brown Act) open meeting requirements.

**B. Manager's Report**

1. Monthly Maintenance Summary Report – September 2018

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

2. Monthly Report of Sewer Replacements and Repairs

The Manager reported on the invoices paid in September.

3. Draft Endeavor Newsletter – Winter 2018

The Manager reported on the draft newsletter.

4. 2019 California Association of Sanitation Agencies (CASA) Conferences

The Manager reported on the upcoming CASA conferences dates for 2019.

**VII. Business**

**A. Reimbursement Report per Government Code 53065.5**

The Board discussed reporting practices of the Reimbursement Report per Government Code 53065.5 and decided it should be okay to pay conference registration directly from the District, but hotel costs should always be paid by the Directors and reimbursed by the District so as to be included in the report. The Board then asked staff to incorporate some minor edits to the form of the Reimbursement Report.

**B. Self-Assessment of Governance Questions Review**

The Board completed a discussion regarding meetings rarely drifting off the subject which was question #53 from the self-assessment of governance questionnaire completed at the Long Range Planning Workshop.

**C. Resolution No. 2111-1018 Approving and Authorizing a Professional Services Agreement for Capacity Analysis of the San Pablo Avenue Specific Plan Area**

The Board discussed authorizing execution of a professional services agreement for capacity analysis of the San Pablo Avenue Specific Plan

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(SPASP) Area with BKF Engineers to be funded by the SPASP Area Connection Charge.

MOTION: By James, seconded by Gilbert-Snyder, to approve Resolution No. 2111-1018 Approving and Authorizing a Professional Services Agreement for Capacity Analysis of the San Pablo Avenue Specific Plan Area

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

D. Resolution No. 2112-1018 Approving and Authorizing a Professional Services Agreement for a Sewer Rate and Connection Charge Study

The Board discussed authorizing execution of a professional services agreement for a Sewer Rate and Connection Charge Study with the lowest of the 3 quotes, Lechowicz & Tseng Municipal Consultants in an amount not to exceed \$13,700.

MOTION: By James, seconded by O'Keefe, to approve Resolution No. 2112-1018 Approving and Authorizing a Professional Services Agreement for a Sewer Rate and Connection Charge Study, in an amount not to exceed \$13,700

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

**VIII. Monthly Financial Statements - September 2018**

A. Monthly Investment, Cash, Receivables Report

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B. Monthly Operating Statement

C. Local Agency Investment Fund (LAIF) Quarterly Statement

D. California Employer's 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 October 25, 2018 - Fund No. 3418 & 3423

MOTION: By O'Keefe, seconded by Gilbert-Snyder, to pay the bills,  
Check Nos. 25746 through 25784 in the amount of \$84,297.61

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

**X. Future Agenda Items**

**November 8, 2018**

Proposed Meeting Calendar

Board Officer Succession Plan

CASA Conference

*Recycled Water Presentation by Gilbert-Snyder*

**December 13, 2018 – 2:00PM**

Nomination & Election of Officers

Fiscal Year Financial Audit

CASA Conference

Meeting Calendar

Consent Decree Quarterly Report

**XI. Adjournment**

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The meeting was adjourned at 9:08 P.M. The next meeting of the District Board of Directors will be held on Thursday, November 8, 2018 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California

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Rex Delizo  
STEGE SANITARY DISTRICT  
Secretary