

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF DECEMBER 13, 2018
 TIME OF MEETING: 2:00 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 2:01 P.M.

II. Roll Call: Present: Christian-Smith, Gilbert-Snyder, Miller, O’Keefe,
 Merrill
 Absent: None
 Others Present: Rex Delizo, District Manager
 Kristopher Kokotaylo, District Counsel
 Sheldon Chavan, Chavan and Associates (for Item
 VII.A)
 Kary Richardson, Administrative Supervisor (for
 Items VII.A, VIII and IX)
 Paul Soo, Associate Engineer (for Item VII.B.)

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

VII. Business

- C. Resolution No. 2114-1218 – Resolution Reciting the Fact of the General Municipal Election Held on November 6, 2018, Declaring the Result and Such Other Matters as Provided By Law, and Thereby Determining That Juliet Christian-Smith, Dwight Merrill, and Alan C. Miller Have Been Elected to the Office of Director of the Stege Sanitary District Board of Directors
 The Board approved the resolution certifying the November election.

MOTION: By Gilbert-Snyder, seconded by Christian-Smith, to approve Resolution No. 2114-1218 Reciting the Fact of the General Municipal Election Held on November 6, 2018, Declaring the Result and Such Other Matters as Provided By Law, and Thereby Determining That Juliet Christian-Smith, Dwight Merrill, and Alan C. Miller Have Been Elected to the Office of Director of the Stege Sanitary District Board of Directors

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

Agenda Items: Directors and Officers of the Board did not announce any conflicts of interest posed by items on the meeting agenda.

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

VII. Business

A. Fiscal Year 2017-2018 Financial Audit/Financial Reporting

The District’s auditor, Sheldon Chavan of Chavan and Associates, gave a presentation to the Board of the audit of the District’s finances for Fiscal Year 2017-18 and gave it a clean “unmodified” opinion.

MOTION: By Christian-Smith, seconded by Gilbert-Snyder, to accept the Fiscal Year 2017-18 Financial Audit Report, as corrected

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

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

VIII. Financial Statements – November 2018

A. Monthly Investment, Cash, Receivables Report, November 2018

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B. Monthly Operating Statement, November 2018

Administrative Supervisor, Kary Richardson, reviewed the financial statements with the Board.

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

IX. Approval of Checks

A. Checks for December 13, 2018 - Fund No. 3418 & 3423

MOTION: By O'Keefe, seconded by Gilbert-Snyder, to pay the bills, Check Nos. 25818 through 25864 in the amount of \$205,561.04

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

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

III. Public Comment: Director Gilbert-Snyder stated he would like staff to consider posting past agenda packets on the website.

CLOSED SESSION

Liability Claims

Gov. Code § 54956.95

Claimant: Yam

Agency Claimed Against: Stege Sanitary District

Liability Claims

Gov. Code § 54956.95

Claimant: Pierce

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Agency Claimed Against: Stege Sanitary District

The Board entered into closed session at 3:26 P.M. and returned to open session at 3:38 P.M. President Merrill reported the Board denied the Pierce claim by a 5-0 vote as follows:

MOTION: By O'Keefe, seconded by Gilbert-Snyder, to deny the Pierce claim and instead offer the District's repair contractor, H&R Plumbing, restore the site to its previous condition

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

President Merrill announced the Board had taken no other reportable actions.

IV. Approval of Minutes

A. Approval of November 8, 2018 Board Meeting Minutes

MOTION: By O'Keefe, seconded by Gilbert-Snyder, to approve the minutes of the November 8, 2018 Board Meeting

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

V. Communications

A. Oral Communications

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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 December 4, 2018.

B. Written Communications

There were no written communications to consider.

VI. Reports of Staff and Officers

A. Attorney's Report:

Kokotaylo reported that the California Fair Political Practices Commission increased the gift limit from \$470 to \$500 for calendar years 2019-2020. He then reported that SB 1343 will expand the scope of required sexual harassment prevention training to include an employer of five or more employees by January 1, 2020.

B. Manager's Report:

1. Monthly Maintenance Summary Report – November 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 November.

3. Consent Decree Quarterly Report

The Manager reported the District continues to be on track to achieve the Consent Decree annual minimum requirements.

4. Emergency Contact Update

The Manager requested Directors' update their emergency contacts.

5. 2019 California Association of Sanitation Agencies (CASA) Conference

The Manager reported on the upcoming CASA conferences.

VII. Business

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A. Fiscal Year 2017-18 Financial Audit Report

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

B. Follow up on the Consideration to Award A Change Order for Professional Geotechnical Services for the Redundant Sanitary Sewer Force Mains Design Project, or to Terminate Contract with Stantec

The Board discussed the change order for geotechnical services requested by Stantec and requested staff to report back with more information at the next Board meeting.

C. Resolution No. 2114-1218 – Resolution Reciting the Fact of the General Municipal Election Held on November 6, 2018, Declaring the Result and Such Other Matters as Provided By Law, and Thereby Determining That Juliet Christian-Smith, Dwight Merrill, and Alan C. Miller Have Been Elected to the Office of Director of the Stege Sanitary District Board of Directors

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

D. Resolution No. 2115-1218 – Resolution Commending Jay Z. James for Service as a Member of the Board of Directors of the Stege Sanitary District

The Board approved the resolution commending Jay Z. James for his more than 32 years of distinguished and exemplary public service as a Director of the Stege Sanitary District.

MOTION: By O’Keefe, seconded by Christian-Smith, to approve
 Resolution No. 2115-1218 Commending Jay Z. James for Service as a
 Member of the Board of Directors of the Stege Sanitary District

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

NOES: None

ABSTAIN: None

ABSENT: None

E. 2019 Board Meeting Calendar

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The Board reviewed and adopted the Board Meeting Calendar for 2019.

MOTION: By Miller, seconded by Gilbert-Snyder, to adopt the Board Meeting Schedule for Calendar Year 2019

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

VIII. Financial Statements – November 2018

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

IX. Approval of Checks

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

X. Future Agenda Items

January 17, 2019

Board Governance Manual Review

Long Range Planning Workshop Agenda

CASA Conference

Board Training Summary

Director's Contact Info

Sewer Force Mains Design Project - Geotechnical Services Change Order

January 31, 2019

CLOSED SESSION – Quarterly Claims Reports

CLOSED SESSION – Manager Performance Evaluation

Resolution for Disposal of Surplus Property

Long Range Planning Workshop Agenda

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CASA Conference – Attendee Reports

NOMINATION AND ELECTION OF OFFICERS

Nomination and Election of Officers - 2019

MOTION: By O’Keefe, seconded by Christian-Smith, to nominate and elect Gilbert-Snyder for President and Miller for Vice President of the Stege Sanitary District Board of Directors for 2019

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

XI. Adjournment

The meeting was adjourned at 4:42 P.M. The next meeting of the District Board of Directors will be held on Thursday, January 17, 2019 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary