

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF JANUARY 31, 2019
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

*****MINUTES*****

- I. Call To Order:** President Gilbert-Snyder called the meeting to order at 7:00 P.M.
- II. Roll Call:** Present Christian-Smith (arrived 7:02 P.M.), Merrill, Miller, O'Keefe, Gilbert-Snyder
- Absent: None
- Others Present: Rex Delizo, District Manager
 Kristopher Kokotaylo, District Counsel
 Paul Soo, Associate Engineer (for Item VII.A)

Agenda Items: The other 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. 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
- Associate Engineer, Paul Soo, reported back on his research for more information regarding Stantec's design assumptions and assertions.

MOTION: By O'Keefe, seconded by Christian-Smith, to approve awarding the change order for professional geotechnical services to Stantec, for a total amount not to exceed \$30,040 (\$24,840 + encroachment fee costs of approximately \$5200 total for four locations)

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

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ABSENT: None

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

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: Pierce

Agency Claimed Against: Stege Sanitary District

Liability Claims

Gov. Code § 54956.95

Claimant: Yam

Agency Claimed Against: Stege Sanitary District

Liability Claims

Gov. Code § 54956.95

Claimant: Lee

Agency Claimed Against: Stege Sanitary District

Public Employment Performance Evaluation

Gov. Code § 54957

Title: District Manager

The Board entered into the closed session at 7:25 P.M. and returned to open session at 8:40 P.M. President Gilbert-Snyder announced the Board had taken no reportable actions.

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IV. Approval of Minutes

A. Approval of January 17, 2019 Board Meeting Minutes

MOTION: By Merrill, seconded by O'Keefe, to approve the minutes of the January 17, 2019 Board Meeting

VOTE: AYES: Christian-Smith, Merrill, Miller, O'Keefe, Gilbert-Snyder
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. California Association of Sanitation Agencies (CASA) January 23-25, 2019 Winter Conference, Indian Wells, CA

In accordance with AB 1234, Directors Christian-Smith, Merrill, and Miller each gave a report on their attendance at the CASA Conference.

b. City & Community Meetings

Miller gave a report on his attendance at the Contra Costa Special Districts Association Quarterly Meeting held on January 28, 2019.

B. Written Communications

There were no written communications to consider.

VI. Reports of Staff and Officers

A. Attorney's Report:

Kokotaylo updated the Board on the latest case regarding the California Public Records Act (CPRA).

B. Manager's Report

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1. Monthly Maintenance Summary Report
The Manager reported no significant issues with last month's maintenance activities.
2. Monthly Report of Sewer Replacements and Repairs
The Manager reported on the payments for several sewer repairs made in December.
3. San Pablo Avenue Specific Plan Status Report
The Manager reported on the status of the SPASP impact fee.
4. California Association of Sanitation Agencies (CASA)
The Manager reported on the upcoming conference dates for 2019.

VIII. Business

- A. 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
This item was taken out of order earlier in the meeting (see above).
- B. Ordinance No. 2116-0119 – Ordinance Amending Chapter 2, Sections 2.5, 2.7 and 2.8, Chapter 5, Sections 5.9 and 5.12, Chapter 6, Sections 6.2 and 6.6 and Chapter 8, Section 8.4 of the Stege Sanitary District Ordinance Code
District Counsel, Kristopher Kokotaylo, reviewed the proposed updates to the District Ordinance Code with the Board.

MOTION: By O'Keefe, seconded by Merrill, to approve Ordinance No. 2116- 0119 amending Chapter 2, Sections 2.5, 2.7 and 2.8, Chapter 5, Sections 5.9 and 5.12, Chapter 6, Sections 6.2 and 6.6 and Chapter 8, Section 8.4 of the Stege Sanitary District Ordinance Code

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

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ABSENT: None

C. Long Range Planning Draft Agenda

The Board reviewed the updated draft agenda for the long range planning workshop scheduled for Saturday, March 9, 2019.

IX. Financial Statements

A. Monthly Investment, Cash, Receivables Report

B. Monthly Operating Statement

C. Cash on Hand vs. Target Reserves Chart

D. Local Agency Investment Fund (LAIF) Quarterly Statement

E. California Employers' Retiree Benefit Trust (CERBT) Quarterly Statement

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

X. Approval of Checks

A. Checks for January 31, 2019 - Fund No. 3418 & 3423

MOTION: By Christian-Smith, seconded by Miller, to pay the bills, Check Nos. 25898 through 25933 in the amount of \$788,411,.33

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

NOES: None

ABSTAIN: None

ABSENT: None

X. Future Agenda Items

February 14, 2019

Long Range Planning Draft Agenda

CASA Conference

Board Training Summary

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Form 700

Board Governance Policy Manual

February 28, 2019

Long Range Planning Draft Agenda

CASA Conference – Director’s Report

Form 700

XI. Adjournment

The meeting was adjourned at 9:50 P.M. The next meeting of the District Board of Directors will be held on Thursday, February 14, 2019 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary