

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF FEBRUARY 14, 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, Merrill, Miller, O’Keefe, Gilbert-Snyder  
 Absent: None  
 Others Present: Rex Delizo, District Manager

**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.

**IV. Approval of Minutes**

A. Approval of January 31, 2018 Board Meeting Minutes

MOTION: By O’Keefe, seconded by Merrill, to approve the minutes of the January 31, 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. City & Community Meetings

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Miller gave a report on his attendance at the El Cerrito City Council Meeting held on February 5, 2019.

B. Written Communications

There were no written communications to consider.

**VI. Reports of Staff and Officers**

A. Manager's Report

1. Form 700 Statement of Economic Interest/Conflict of Interest

The Manager reminded the Board to file their Form 700s.

2. Standby/on call scheduling

The Manager reported on the maintenance staff standby/on call scheduling.

3. Board Training Summary

The Manager reported on the Directors' training deadlines.

4. California Association of Sanitation Agencies (CASA)

The Manager reported on the upcoming CASA conference dates.

5. California Special Districts Association (CSDA)

The Manager reported on the upcoming CSDA conference dates.

6. Special District Leadership Academy (SDLA) Conference

The Manager reported on the upcoming SDLA conference dates.

**VII. Business**

A. Board Governance Manual Approval

The Board approved the amendments to the Board Governance Manual.

MOTION: By Christian-Smith, seconded by Miller, to approve the updated amendments to the Board Governance Manual.

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

NOES: None

ABSTAIN: None

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ABSENT: None

B. Long Range Planning Draft Agenda

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

**VIII. Approval of Checks**

A. Checks for February 14, 2019 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by Miller, to pay the bills, Check Nos. 25934 through 25943 in the amount of \$28,140.96

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

**X. Future Agenda Items**

**February 28, 2019**

Long Range Planning Draft Agenda  
*Sewer Rate and Connection Charge Study*

**March 9, 2019 @9:00 AM**

Long Range Planning Workshop

**XI. Adjournment**

The meeting was adjourned at 7:57 P.M. The next meeting of the District Board of Directors will be held on Thursday, February 28, 2019 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

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Rex Delizo  
STEGE SANITARY DISTRICT  
Secretary