

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF JUNE 27, 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  
 Kristopher Kokotaylo, District Counsel  
 Alison Lechowicz, Lechowicz & Tseng Municipal  
 Consultants  
 Two (2) residents (public hearing only)

**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.

**PUBLIC HEARING – ORDINANCE NO. 2121-0619 ADOPTING SEWER SERVICE CHARGE RATES FOR FISCAL YEARS 2019-20, 2020-21, 2021-2022, 2022-23, 2023-24**

Financial consultant Alison Lechowicz of Lechowicz & Tseng Municipal Consultants gave a presentation on the Sewer Rate Study, May 2, 2019, that recommends the proposed rate increase. President Gilbert-Snyder opened the public hearing at 7:10 P.M. The two (2) residents in attendance made statements, asked questions, and gave comments. The public hearing was closed at 7:30 P.M. The Manager announced that the District received written objections representing 9 properties and 1 in support of the rate increase. The Board made final comments and began consideration of Ordinance No. 2121-0619.

MOTION: By Merrill, seconded by Miller, to approve Ordinance No. 2121-0619 Adopting Sewer Service Charge Rates for Fiscal Years 2019-20, 2020-21, 2021-2022, 2022-23, 2023-24

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

**PUBLIC HEARING – ORDINANCE 2122-0619 AMENDING CHAPTER 7 OF THE STEGE SANITARY DISTRICT ORDINANCE CODE – CONNECTION CHARGE**

Financial consultant Alison Lechowicz of Lechowicz & Tseng Municipal Consultants gave a presentation on the Connection Charge and SPASPA Impact Fee Study, May 2, 2019, that recommended the proposed changes. President Gilbert-Snyder opened the public hearing at 7:59 P.M. The one (1) resident in attendance made a brief statement, asked questions, and gave comments. The public hearing was closed at 8:01 P.M. The Board made final comments and began consideration of Ordinance No. 2122-0619.

MOTION: By O’Keefe, seconded by Christian-Smith, to approve Ordinance 2122-0619 Amending Chapter 7 of the Stege Sanitary District Ordinance Code – Connection Charge

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

**CLOSED SESSION**

**Public Employment Performance Evaluation**

Gov. Code § 54957

Title: District Manager



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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 May.

3. Consent Decree Quarterly Report

The Manager reported no significant issues on the status of the District's annual requirements.

4. 4<sup>th</sup> of July Fair

The Manager confirmed the plans for the upcoming fair.

5. California Association of Sanitation Agencies (CASA)

The Manager reported on the upcoming annual conference and the Board authorized attendance for Directors that choose to attend.

MOTION: By Merrill, seconded by Miller, to authorize attendance at the upcoming 64th Annual Conference in San Diego, CA, for Directors that choose to attend

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

**VII. Business**

A. Resolution No. 2123-0619 Approving and Adopting Annual Budget for Fiscal Year 2019-2020

The Board reviewed and approved the resolution adopting the budget for fiscal year 2019-2020.

MOTION: By O'Keefe, seconded by Christian-Smith, to approve Resolution No. 2123-0619 Approving and Adopting the Annual Budget for Fiscal Year 2019-2020, as amended

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

B. Incentive Award Contribution (IAC) Achievements for FY 2018-2019

The Board reviewed and approved the tabulation of the cost saving goals achieved by employees.

MOTION: By O'Keefe, seconded by Miller, to approve the Incentive Goals Achieved in 2018-2019 and award \$7,325 to employees for achievement of goals that resulted in direct savings to the District

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

C. Incentive Award Contribution (IAC) Goals and Objectives for FY 2019-2020

The Board reviewed and approved the cost savings goals and objectives for next fiscal year 2019-2020.

MOTION: By Merrill, seconded by Christian-Smith, to approve the Employee Incentive Award Contribution (IAC) Goals and Objectives for FY 2019-2020

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

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ABSTAIN: None

ABSENT: None

D. Reserve Fund Policy

The Board reviewed and approved the amendments to the policy based on the recent Rate Study by Lechowicz & Tseng Municipal Consultants.

MOTION: By Christian-Smith, seconded by Merrill, to approve the Working Capital and Reserve Fund Policy– June 2019, as amended

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

NOES: None

ABSTAIN: None

ABSENT: None

E. Resolution No. 2124-0619 Accepting Completion of Work and Filing Notice of Completion for the Standard Sewer Rehabilitation Project No. 18201

The Board reviewed and approved the resolution to file the Notice of Completion for Project No. 18201.

MOTION: By Merrill, seconded by Miller, to approve Resolution No 2124-0619 Accepting Completion of Work and Filing Notice of Completion for the Standard Sewer Rehabilitation Project No. 18201

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

NOES: None

ABSTAIN: None

ABSENT: None

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F. Resolution No. 2125-0619 Authorizing Approval of the Revised Defendants' Side Agreement to Facilitate Consent Decree Compliance

The Board reviewed and approved the Revised Defendants' Side Agreement to Facilitate Consent Decree Compliance.

MOTION: By Christian-Smith, seconded by Merrill, to approve Resolution No. 2125-0619 Authorizing Approval of the Revised Defendants' Side Agreement to Facilitate Consent Decree Compliance

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

**VIII. Financial Statements – June 2019**

A. Monthly Investment, Cash, Receivables Report, June 2019

B. Monthly Operating Statement, June 2019

The financial items were reviewed by the Board.

**IX. Approval of Checks**

A. Checks for June 27, 2019 - Fund No. 3418 & 3423

MOTION: By O'Keefe, seconded by Merrill, to pay the bills, Check Nos. 26122 through 26143 in the amount of \$1,060,755.34.

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

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**X. Future Agenda Items****July 18, 2019**

Public Hearing/Resolution – Establish and Collect Sewer Service Charges

CLOSED SESSION – Quarterly Claims Report

*CLOSED SESSION – Conference with Labor Negotiators*July 4<sup>th</sup> Fair Debrief

District Investment Policy

Form 470

CASA Conference

Reimbursement Report per Gov. Code 53065.5

Quarterly Financial Statements

Resolution – District Manager Salary

San Pablo Avenue Specific Plan Area Impact Fee Status Report

**August 15, 2019**

CASA Conference

CSDA Conference

Select Actuary for Analysis of Retiree Health Benefits

Quarterly (FY End) Financial Statements

Connection Charge Report per Gov. Code 66013

*Director Christian-Smith gave notice that she will not attend the August 15, 2019 Board meeting.*

**XI. Adjournment**

The meeting was adjourned at 9:51 P.M. The next meeting of the District Board of Directors will be held on Thursday, July 18, 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