

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF JULY 18, 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

**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 – RESOLUTION NO. 2126-0719 ACCEPTING REPORT ON SEWER SERVICE CHARGES AND ELECTING TO COLLECT SEWER SERVICE CHARGES ON THE TAX ROLL**

The Manager presented the Board with the written report containing a description of each parcel of real property receiving sewer service, together with the amount of the charge for each parcel for the fiscal year 2019-2020 to be collected on the tax roll of Contra Costa County. President Gilbert-Snyder opened the public hearing at 7:02 P.M. There were no members of the public in attendance nor any comments or objections received by mail or email. The public hearing was closed at 7:03 P.M. The Board made some final comments and began consideration of Ordinance No. 2126-0719.

MOTION: By Merrill, seconded by Miller, to approve Resolution No. 2126-0719 Accepting Report on Sewer Service Charges and Electing to Collect Sewer Service Charges on the Tax Roll

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

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NOES: None  
ABSTAIN: None  
ABSENT: None

**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: Anderson

Agency Claimed Against: Stege Sanitary District

**Conference with Labor Negotiator**

Gov. Code § 54957.6

Agency designated representatives: Board President Gilbert-Snyder

Unrepresented employee: District Manager

The Board entered into closed session at 7:04 P.M. and returned to open session at 8:15 P.M. President Gilbert-Snyder announced the Board had taken no reportable actions.

**IV. Approval of Minutes**

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A. Approval of June 27, 2019 Board Meeting Minutes

MOTION: By Christian-Smith, seconded by O’Keefe, to approve the minutes of the June 27, 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

Miller gave a report on his attendance at the Joint Membership meeting of the Contra Costa County and Alameda County Special Districts Association Chapters held on July 15, 2019, and the El Cerrito City Council Meeting held on July 16, 2019. Christian-Smith gave a report of her Tour of the District held on July 15, 2019.

b. 4<sup>th</sup> of July Fair – Debriefing

The Directors each gave a report of their experience staffing the District booth at the 4th of July Fair and thanked the maintenance crew and other staff for all the help they provided for the event.

B. Written Communications

1. California Association of Sanitation Agencies (CASA) President’s Memo and Election of the Directors for FY 2019-20

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The Board reviewed the memo and approved by consensus the slate of four nominees recommended by the Nominating Committee for the open seats on the CASA Board of Directors for FY 2019-20.

**VI. Reports of Staff and Officers**

A. Attorney's Report

Kokotaylo reported on the federal appeals court upholding a lower court's ruling that President Trump cannot block people he disagrees with from his Twitter account.

B. Manager's Report

1. Monthly Maintenance Summary Report

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 June.

3. San Pablo Avenue Specific Plan Area (SPASPA) Status Report

The Manager reported on the status of the SPASPA impact fee.

4. Reimbursement Report per Government Code 53065.5

The Manager reported on reimbursements paid within the preceding fiscal year by the District of at least one hundred dollars (\$100) for each individual charge for services or product received as required by California Government Code Section 53065.5. The information will be made available on the District website for public inspection.

5. Form 470 – Officeholder and Candidate Campaign Statement

The Manager reminded the Board to file online.

6. California Association of Sanitation Agencies (CASA)

The Manager reported on the upcoming annual conference.

7. California Special District Association (CSDA)

The Manager reported on the upcoming financial management workshop and annual conference.

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**VII. Business**

A. District Investment Policy

The Board conducted its annual review of the District's investment policies and agreed that no changes were necessary.

MOTION: By Christian-Smith, seconded by O'Keefe, to take no action and continue with the existing District Investment Policy as stated

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

B. Proposal for Actuarial for Analysis of Retiree Health Benefits

The Board reviewed and approved the proposal by Total Compensation Systems, Inc.

MOTION: By Christian-Smith, seconded by O'Keefe, to direct the Manager to proceed with the actuarial valuation with Total Compensation Systems, Inc. at a cost of \$2,700 for a full GASB 74/75 valuation

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

C. Resolution No. 2127-0719 Establishing Salary of the District Manager/Engineer

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Pursuant to SB 1436, the Board of Directors orally reported a summary of a recommendation for a final action on the salary of the District Manager. The Board then amended and approved the resolution establishing the base annual compensation of the District Manager/Engineer at \$212,688 per year effective July 1, 2019. The Board also asked the Manager to work with District Counsel on drafting a contract to be brought back for consideration at a future Board meeting.

MOTION: By Merrill, seconded by Miller, to approve Resolution No. 2127-0719 Establishing Salary of the District Manager/Engineer, as amended

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

**VIII. Monthly Financial Statements – June 2019**

- A. Monthly Investment, Cash, Receivables Report
- B. Monthly Operating Statement
- C. Local Agency Investment Fund (LAIF) Quarterly Statement

The financial items were reviewed by the Board.

**IX. Approval of Checks**

- A. Checks for July 18, 2019 - Fund No. 3418 & 3423

MOTION: By Christian-Smith, seconded by Merrill, to pay the bills, Check Nos. 26144 through 26191 in the amount of \$278,670,08

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

**X. Future Agenda Items**

**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

**September 5, 2019**

CASA Conference – Attendee Reports

CSDA Conference

**XI. Adjournment**

The meeting was adjourned at 9:25 P.M. The next meeting of the District Board of Directors will be held on Thursday, August 15, 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