

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF NOVEMBER 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  
 Alex Mog, Office of 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:** Gilbert-Snyder informed the Board of an upcoming West Contra Costa Unified School District special meeting regarding possible termination of the superintendent. There was no other public comment.

**IV. Approval of Minutes**

A. Approval of October 24, 2019 Board Meeting Minutes

MOTION: By Merrill, seconded by Christian-Smith, to approve the minutes of the October 24, 2019 Board Meeting

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

**V. Communications**

A. Oral Communications

- A. Brief reports from Directors on matters related to the District, including attendance at city or community meetings

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a. City & Community Meetings

Miller reported that the El Cerrito City Council Meeting scheduled for November 5, 2019 was cancelled.

B. Written Communications

1. ARTICLE - US Supreme Court hears Maui wastewater case with potential for nationwide impact

The Board reviewed the article.

**VI. Reports of Staff and Officers**

A. Attorney's Report:

Mog gave a brief report on a special guide that was prepared by Meyers Nave Principal Richard Pio Roda and published by the California Special Districts Association (CSDA) on board member compensation for special districts.

B. Manager's Report:

1. Monthly Maintenance Summary Report – October 2019

The Manager reported no significant issues with last month's maintenance activities.

2. Monthly Report of Sewer Replacements and Repairs

The Manager reported on repair invoices paid in October.

3. Proposed Meeting Calendar

The Manager reported on the proposed meeting calendar for 2020.

4. Board Officer Succession Plan

The Manager reported on the projected succession plan for the president and vice president positions.

5. Holiday Luncheon – Thursday, December 12, 2019 @Noon

The Manager reported on the upcoming annual holiday luncheon.

6. 2020 California Association of Sanitation Agencies (CASA) Conference

The Manager reported on the upcoming 2020 CASA conferences.

**VII. Business**

A. Identifying and Reducing Inflow and Infiltration (I&I) Overview

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The Board reviewed and discussed the overview of identifying and reducing I&I.

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

- A. Monthly Investment, Cash, Receivables Report
- B. Monthly Operating Statement

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

**IX. Approval of Checks**

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

MOTION: By O'Keefe, seconded by Merrill, to pay the bills, Check Nos. 26334 through 26367 in the amount of \$84,850.98

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

**X. Future Agenda Items**

**December 12, 2019 – 2:00PM**

Fiscal Year Financial Audit  
 Connection Charge Calculation Report  
 Emergency Contact Update  
 Meeting Calendar  
 Consent Decree Quarterly Report  
 CASA Conference  
 Nomination & Election of Officers

**January 16, 2020**

Connection Charge

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Board Governance Manual Review

Long Range Planning Workshop Agenda

Service Rate Discussion

District of Distinction Board Training Summary

Director's Contact Info

CASA Conference

**XI. Adjournment**

The meeting was adjourned at 8:41 P.M. The next meeting of the District Board of Directors will be held on Thursday, December 12, 2019 at **2:00 P.M.** at the District office, 7500 Schmidt Lane, El Cerrito, California

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Rex Delizo  
STEGE SANITARY DISTRICT  
Secretary