

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF DECEMBER 12, 2019
 TIME OF MEETING: 2:00 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 2:02 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
 Paul Pham, Chavan and Associates
 (for Item VII.A)
 Kary Richardson, Administrative Supervisor
 (for Items VII.A, VIII and IX)
 Paul Soo, Associate Engineer
 (for Items VI.C, VII.B, and VII.C)

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.

Item VII.A was taken out of order at this time in the meeting.

VII. Business

A. Fiscal Year 2018-2019 Financial Audit/Financial Reporting

The District’s auditor, Paul Pham of Chavan and Associates, gave a brief overview of the audit of the District’s finances for Fiscal Year 2018-19 and gave it a clean “unmodified” opinion.

MOTION: By O’Keefe, seconded by Miller, to accept the Fiscal Year 2018-19 Financial Audit Report, as corrected

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

Item VIII. was taken out of order at this time in the meeting.

VIII. Financial Statements – November 2019

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

B. Monthly Operating Statement, November 2019

Administrative Supervisor, Kary Richardson, reviewed the financial statements with the Board.

Item IX. was taken out of order at this time in the meeting.

IX. Approval of Checks

A. Checks for December 12, 2019 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by Christian-Smith, to pay the bills, Check Nos. 26368 through 26405 in the amount of \$637,886.62

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

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

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IV. Approval of Minutes

A. Approval of November 14, 2019 Board Meeting Minutes

MOTION: By Merrill, seconded by Christian-Smith, to approve the minutes of the November 14, 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 2 El Cerrito City Council Meetings and a West Contra Costa Unified School District (WCCUSD) Outreach Meeting.

B. Written Communications

The Board was provided the KIDS for the BAY Annual Report for review.

VI. Reports of Staff and Officers

A. Attorney’s Report:

Kokotaylo reported on the California Supreme Court decision that offers protection against inverse condemnation for sewer backup claims if the district’s ordinance code requires a backflow prevention device.

B. Manager’s Report:

1. Monthly Maintenance Summary Report – November 2019

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

2. Emergency Contact Update

The Manager requested Directors' update their emergency contact information.

3. 2019 California Association of Sanitation Agencies (CASA) Conference

The Manager reported on the upcoming CASA conferences.

C. Engineer's Report:

1. Monthly Report of Sewer Replacements and Repairs

Soo reported there were no payments for sewer replacements or repairs made in November.

2. Consent Decree Quarterly Report

Soo reported the District continues to be on track to achieve the Consent Decree annual minimum requirements.

3. Mains and Laterals Replacement Summary Report

Soo reported on the map indicating all the mains and laterals replaced since the 1980s and how he prioritizes replacements.

VII. Business

A. Fiscal Year 2017-18 Financial Audit Report

This item was taken out of order earlier in the meeting (see above).

B. Approval of Plans and Specifications – Supplementary Sewer Rehabilitation Project No. 20203

The Board reviewed and approved the proposed plans and specifications.

MOTION: By O'Keefe, seconded by Merrill, to approve of Plans and Specifications-Supplementary Sewer Rehabilitation Project, Stege Sanitary District Project No. 20203

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

- C. Resolution No. 2133-1219 Making Findings and Directing Filing of Notice of Exemption, Pursuant to California Environmental Quality Act (CEQA), Supplementary Sewer Rehabilitation Project – July 2020, Project No. 20203
 The Board reviewed and approved the resolution.

MOTION: By O’Keefe, seconded by Merrill, to approve of Resolution No. 2133-1219 Making Findings and Directing Filing of Notice of Exemption, Pursuant to California Environmental Quality Act (CEQA), Supplementary Sewer Rehabilitation Project – July 2020, Project No. 20203

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

- D. 2020 Board Meeting Calendar

The Board reviewed and adopted the Board Meeting Calendar for 2020.

MOTION: By Merrill, seconded by Miller, to adopt the Board Meeting Schedule for Calendar Year 2020, as amended

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

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ABSTAIN: None

ABSENT: None

VIII. Financial Statements – November 2018

This item was taken out of order earlier in the meeting (see above).

IX. Approval of Checks

This item was taken out of order earlier in the meeting (see above).

X. Future Agenda Items

January 16, 2020

Board Governance Manual Review

Long Range Planning Workshop Agenda

Service Rate Discussion

District of Distinction Board Training Summary

Director's Contact Info

CASA Conference

January 30, 2020

CLOSED SESSION – Quarterly Claims Reports

CLOSED SESSION – Manager Performance Evaluation

Resolution for Disposal of Surplus Property

Quarterly Financial Statements

Long Range Planning Workshop Agenda

Service Rate Discussion

CASA Conference – Attendee Reports

SPASPA Status Report

NOMINATION AND ELECTION OF OFFICERS

Nomination and Election of Officers - 2020

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MOTION: By Merrill, seconded by Christian-Smith, to nominate and elect Director Miller for President and Director O'Keefe for Vice President of the Stege Sanitary District Board of Directors for 2020

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

XI. Adjournment

The meeting was adjourned at 4:15 P.M. The next meeting of the District Board of Directors will be held on Thursday, January 16, 2020 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary