

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF FEBRUARY 11, 2016

TIME OF MEETING: 7:00 P.M.

*****MINUTES*****

- I. Call To Order:** President Alan Miller called the meeting to order at 7:00 P.M.
- II. Roll Call:** Present: Gilbert-Snyder, James, Merrill, O’Keefe, Miller
 Absent: None
 Others Present: Rex Delizo, District Manager
 Kristopher Kokotaylo, Office of District Counsel
 Susan Straley, Resident of 1826 Butte St. Richmond
 Gene Robinson & Claire Garcia, Residents of 849
 Norvell Street, El Cerrito
 David Helfant, Trustee of 942 Arlington Blvd. and
 921 Clark Place, El Cerrito

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:** Susan Straley made a public comment addressing a claim she submitted for plumbing contractor work that occurred at 1826 Butte St. Richmond, CA on 1/23/2016.

Items VII. A&B were taken out of order at this time in the meeting.

VII. Business

A. Consideration of Removing a District Installed Backwater Gate Valve and Shut Off System at 849 Norvell Street, El Cerrito

Gene Robinson of 849 Norvell Street, El Cerrito clarified the history of events leading up to the proposed agreement for the Board’s consideration. The Board reviewed, discussed and approved the settlement agreement drafted by District Counsel which resolves the dispute and provides payment to the Owner in exchange for a complete release of any and all claims from then on.

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MOTION: By O'Keefe, seconded by James, to approve reimbursing the owner of 849 Norvell Street for removal and relocation of a District installed backwater gate valve and shut off system not to exceed \$3000 in exchange for a complete release of any and all claims from then on

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

NOES: None

ABSTAIN: None

ABSENT: None

B. Consideration of Granting Waiver From Strict District Regulations – Shared Lateral Between 942 Arlington Blvd. and 921 Clark Place, El Cerrito

David Helfant, Trustee of the properties located at 942 Arlington Blvd. and 921 Clark Place, El Cerrito, presented the request for a waiver of the regulation that each occupied structure be served by a separate sewer lateral. The Board reviewed, discussed and denied the request due to not having undue hardship to justify such a waiver. An alternate suggestion was discussed that involved converting the shared lateral portion into a main line extension but was thought to be more costly than installing the separate laterals due to the higher standards required for main line sewers. Stubbing out any future laterals at the same time the next new lateral is installed would save some costs by taking advantage of a single street trench.

MOTION: By O'Keefe, seconded by Gilbert-Snyder, to deny Granting a Waiver From Strict District Regulations – Shared Lateral Between 942 Arlington Blvd. and 921 Clark Place, El Cerrito

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

NOES: None

ABSTAIN: None

ABSENT: None

CLOSED SESSION

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Liability Claims

Gov. Code § 54956.95

Claimant: Straley

Agency Claimed Against: Stege Sanitary District

The Board entered into the closed session at 8:00 P.M. and returned to open session at 8:05 P.M. President Miller announced the Board had taken no reportable actions.

IV. Approval of Minutes

A. Approval of Minutes January 28, 2016 Board Meeting

MOTION: By Merrill, seconded by James, to approve the minutes of the January 28, 2016 Board Meeting

VOTE: AYES: Gilbert-Snyder, James, Merrill, O’Keefe, Miller
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 El Cerrito City Council Meeting held on February 2, 2016.

B. Written Communications

Director Merrill reviewed a letter he wrote to the Board regarding concerns about limited future capacity for sewage on northern San Pablo Ave. The Board asked that this topic be added as a long range planning agenda item for consideration.

VI. Reports of Staff and Officers

A. Attorney’s Report:

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Kokotaylo reported that AB1234 ethics training will be provided for directors at a special meeting on March 24 at 5pm before the regular board meeting.

B. Manager's Report:**1. Monthly Maintenance Summary Report – January 2016**

The Manager reported on last month's maintenance activities to the Board with no significant issues.

2. Monthly Report of Sewer Replacements and Repairs

The Manager reported that there were no sewer replacement invoices paid in January and 1 repair invoice paid for \$1,400.

3. Actuarial Analysis of Retiree Health Benefits Report

The Manager reported on the Actuarial Study of Retiree Health Liabilities as of July 1, 2015 prepared by Total Compensation Systems, Inc.

4. Form 700 – Statement of Economic Interest/Conflict of Interest

The Manager reported that the electronic version of the FORM 700 should be available in a few weeks.

5. Board Training Summary

The Manager reported on the upcoming Board training deadlines.

6. California Association of Sanitation Agencies (CASA)

The Manager reported on the upcoming CASA conference in Washington, DC.

VII. Business

Items VII. A&B were taken out of order earlier in the meeting.

C. Ordinance No. 2055-0216 Amending the Conflict of Interest Code of the Stege Sanitary District

The Board approved the Ordinance which formalizes a slight change to the Conflict of Interest Code that was requested after a recent review of the Board Governance Policy Manual.

MOTION: By Gilbert-Snyder, seconded by James, to approve the Ordinance No. 2055-0216 Amending the Conflict of Interest Code of the Stege Sanitary District, as amended

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 NOES: None
 ABSTAIN: None
 ABSENT: None

D. Board Governance Policy Manual - Approval

The Board approved the revised Board Governance Policy Manual that includes several revisions made by staff and District Counsel as suggested by the Board.

MOTION: By O'Keefe, seconded by Merrill, to approve Board Governance Policy Manual, February 2016, as amended

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

E. Resolution No. 2056-0216 Appointing Kristopher Kokotaylo as Assistant District Counsel

The Board, upon the recommendation of District Counsel, Ben Reyes, approved the appointment of Kristopher Kokotaylo to the position of Assistant District Counsel for Stege Sanitary District.

MOTION: By James, seconded by Gilbert-Snyder, to appoint Kristopher Kokotaylo of the law firm of Meyers Nave to the position of Assistant District Counsel for Stege Sanitary District

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

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VIII. Financial Statements – January 2016

- A. Monthly Investment, Cash, Receivables Report, January 2016
- B. Monthly Operating Statement, January 2016

The financial items were reviewed by the Board.

IX. Approval of Checks

- A. Checks for February 11, 2016 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by O’Keefe, to pay the bills, Check Nos. 24171 through 24200 in the amount of \$54,108.27

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

X. Future Agenda Items

March 10, 2016

Long Range Planning Discussion of Topics
CASA Conference – Director’s Report
Service Rate Discussion
Board Training Summary
Auditors – RFP (2016)

March 24, 2016 @5pm – Special Meeting

AB1234 Ethics Training for Directors

March 24, 2016 @7pm – Regular Meeting

Long Range Planning Discussion of Topics
California Employer’s Retiree Benefit Trust (CERBT) Contributions
Form 700

The Board requested a follow up on emergency response training for Directors.

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XI. Adjournment

The meeting was adjourned at 9:05 P.M. The next meeting of the District Board of Directors will be held on Thursday, March 10, 2016 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary