

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF MARCH 10, 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  
 Gavin James & Harald Stangl, 719 Midcrest Way

**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. D was taken out of order at this time in the meeting.

**VII. Business**

**D. Consideration of Class III Easement Encroachment – 719 Midcrest Way, El Cerrito**

Harald Stangl and Gavin James of 719 Midcrest Way presented their request for a class III easement encroachment for an 8 foot high deck that would encroach on existing District sewer easements along the property. After the discussion, they agreed to provide information on the plans indicating the exact location of the easement as described in the title report. They will also have the deck re-designed to keep any and all posts outside of the easement and show the exact nature of the aerial encroachment, if any, on the plans for the Board’s consideration at a future meeting.

**CLOSED SESSION**

**Liability Claims**

Gov. Code § 54956.95

Claimant: Coan

Agency Claimed Against: Stege Sanitary District

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The Board entered into the closed session at 8:05 P.M. and returned to open session at 8:14 P.M. President Miller announced the Board had taken no reportable actions.

**IV. Approval of Minutes**

A. Approval of Minutes of February 11, 2016 Board Meeting

MOTION: By O’Keefe, seconded by Gilbert-Snyder, to approve the minutes of the February 11, 2016 Board Meeting, as amended

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 brief report on his attendance at the El Cerrito City Council Meeting held on March 1, 2016.
  - b. California Association of Sanitation Agencies (CASA) Washington D.C., February 22-24, 2016  
In accordance with AB 1234, Director Merrill gave a report on his attendance at the CASA conference.

B. Written Communications

1. California Association of Sanitation Agencies (CASA) Member Alert -“Urgent Call for Letters to Restore Clean Water SRF Funding”  
The Board reviewed the alert and agreed to have staff send a letter of support for the Clean Water State Revolving Fund (SRF) Loan program.
2. Meyers Nave E-Alert: Political Campaign Workshop for Candidates and Treasurers

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The Board reviewed the alert about a workshop on campaign requirements and prohibitions and how to file Form 460.

3. California Special District Association (CSDA) Email - Special Districts' Freedom to Contract in Jeopardy: SB 885 Call to Action

The Board reviewed the email and agreed to have staff send an opposition letter to legislators regarding SB 885.

**VI. Reports of Staff and Officers**

A. Manager's Report:

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

The Manager reported that FORM 700s have been prepared by staff for the Directors to complete and submit.

2. Board Training Summary

The Manager reported on the upcoming Board training deadlines.

3. Long Range Planning (LRP) Discussion of Topics

The Manager reported on the draft agenda for the upcoming LRP workshop. The Board asked to have the proposed agenda item regarding emergency response training for Director's be added to a regular meeting agenda instead of the workshop.

4. California Association of Sanitation Agencies (CASA)

The Manager reported on the upcoming CASA conferences.

**VII. Business**

A. Professional Auditing Services- Request for Proposals (RFP)

The Board agreed to continue to use Vavrinek, Trine, Day, & Co. (VTD) for a fourth consecutive year of professional auditing services including the additional fee of \$800 to address the increase in scope due to the implementation of GASB Statements 68 and 71 related to accounting and reporting for pensions.

MOTION: By Gilbert-Snyder, seconded by James, to retain VTD for another year of professional auditing services including the addendum to add an additional fee of \$800 to address the increase in scope due to the

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implementation of GASB Statements 68 and 71 related to accounting and reporting for pensions

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

NOES: None

ABSTAIN: None

ABSENT: None

B. Service Rate Discussion

The Board discussed the District's current strong financial position going into fiscal year 2015-16 and reviewed the impact of putting a hold on service rate increases for FY 2016-17.

MOTION: By James, seconded by Merrill, to hold service rates constant for FY 2016-17

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

NOES: None

ABSTAIN: None

ABSENT: None

C. Approval of Amendment to the Agreement with Humphrey Consulting (Doug Humphrey) for Professional Services on Behalf of East Bay Collection System Advisory Committee (EBCSAC) and East Bay Municipal Utility District (EBMUD)

The EBCSAC agencies and EBMUD agreed at a recent meeting that the contract end date of the Agreement with Humphrey Consulting should be extended from February 2016 up to June 2016 and the total contract amount should be increased from \$23,600 to \$41,600 as is budgeted for FY 2015-16. The District, acting as the contracting agency on behalf of the EBCSAC agencies and EBMUD, has been asked to approve the proposed amendment.

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MOTION: By Gilbert-Snyder, seconded by James, to approve the Amendment to the Agreement with Humphrey consulting (Doug Humphrey) for Professional Services on behalf of East Bay Collection System Advisory Committee (EBCSAC) and East Bay Municipal Utility District (EBMUD)

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

Item VII. D was taken out of order earlier in the meeting.

**VIII. Approval of Checks**

A. Checks for March 10, 2016 - Fund No. 3418 & 3423

MOTION: By James, seconded by Merrill, to pay the bills, Check Nos. 24201 through 24230 in the amount of \$193,188.51

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

**IX. Future Agenda Items**

**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

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**April 14, 2016**

CASA Conference – Director’s Report

Service Rate Discussion

Long Range Planning Discussion of Topics

Board Training Summary

The Board requested a report on rainfall data at a future Board meeting.

**X. Adjournment**

The meeting was adjourned at 9:12 P.M. The next meeting is a special meeting scheduled to be held on March 24, 2016 at 5:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California. The next regular meeting is scheduled at 7:00 P.M. immediately following the special meeting.

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Rex Delizo  
STEGE SANITARY DISTRICT  
Secretary