

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF NOVEMBER 10, 2016  
 TIME OF MEETING: 7:00 P.M.  
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

\*\*\*\*\*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, Assistant District Counsel  
 Melanie Mintz, City of El Cerrito (Item VI.B.6 only)

**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.

**IV. Approval of Minutes**

A. Approval of October 27, 2016 Board Meeting Minutes

MOTION: By O’Keefe, seconded by Gilbert-Snyder, to approve the minutes of the October 27, 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

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Miller gave a brief report on his attendance at the El Cerrito City Council Meeting held on November 1, 2016 and a West County Wastewater District special meeting held on November 9, 2016 to name its board room after Alfred Granzella in recognition of his 31 years of service.

B. Written Communications

There were no written communications to consider.

**VI. Reports of Staff and Officers**

A. Attorney's Report:

Kokotaylo reported on the impacts of Proposition 64's legalization of recreational marijuana. Staff will prepare a report on how this will affect the District's personnel policy.

B. Manager's Report:

1. Monthly Maintenance Summary Report – October 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 there were \$616,164 in replacement invoices and no repair invoices paid in September.

3. Proposed Meeting Calendar

The Manager reported on the proposed meeting calendar for next year.

4. Holiday Luncheon – Thursday, December 8, 2016 @Noon

The Manager reported on the Annual Holiday Luncheon.

5. Board of Directors President and Vice President Succession Plan

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

6. San Pablo Ave. Future Capacity Update

This item was taken out of order in the meeting after item VII.A.

7. 2017 California Association of Sanitation Agencies (CASA) Conference

The Manager reported on the upcoming CASA conferences.

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**VII. Business**

A. Resolution No. 2072-1116 Authorizing the Purchase of a Sewer/Pipeline Inspection Van

The District's existing Sewer/Pipeline Inspection Van was originally purchased in 2004 and is repeatedly in need of repair. Staff solicited bids from four vendors and ranked them based on performance, reputation, price and availability of technical and repair support. Based on the ranking, staff recommends purchasing a new Aries Sewer/Pipeline Inspection Van through the HGACBuy program.

MOTION: By James, seconded by O'Keefe, to approve Resolution No. 2072-1116 Authorizing the Purchase of a Sewer/Pipeline Inspection Van

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

Item VI.B.6 was taken out of order at this time in the meeting.

6. San Pablo Ave. Future Capacity Update

The Manager reported with City of El Cerrito Community Development Director, Melanie Mintz, on a recent meeting held on 10/19/2016 with representatives of the City of El Cerrito and their consultants, BKF and MIG, regarding the progress of the future capacity study of San Pablo Avenue. The City of El Cerrito brought in consultant, MIG, to help manage the project on their behalf. The City's other consultant, BKF, has run the sewer model but would prefer more flow metering data to further calibrate the system in certain areas. There was discussion at the meeting of taking advantage of "reasonable surcharging" until improvements can be funded and built. The study is still in progress to determine a fair share

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cost for an impact fee or a capacity charge overlay, possible bonding or possible upfront funding. The Board stated their willingness to be a supportive partner in this continuing process to find the most effective collective solution to the future capacity along San Pablo Avenue.

**B. Flexible Benefits Plan Review**

The Board continued discussing proposed changes to the flexible benefits plan after reviewing the information on salary ranges, current healthcare and cash-in-lieu benefits of comparable agencies.

MOTION: By O'Keefe, seconded by Merrill, to keep the flexible benefits plan amount of \$1625 and cash out amount of \$1000 unchanged.

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

**C. Deferred Compensation Matching Review**

The Board reviewed the deferred compensation matching amounts of other agencies which is in line with the amount the District currently provides.

MOTION: By James, seconded by O'Keefe, to keep the deferred compensation matching amount of \$240 unchanged.

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

**VIII. Monthly Financial Statements – October 2016**

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

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

**IX. Approval of Checks**

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

MOTION: By James, seconded by Merrill, to pay the bills, Check Nos. 24638 through 24676 in the amount of \$65,392.77.

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

**X. Future Agenda Items**

**December 8, 2016**

Nomination & Election of Officers  
 Fiscal Year Financial Audit  
 Connection Charge Calculation Report  
 CASA Conference  
 Meeting Calendar  
 Consent Decree Min. Req. Quarterly Report  
 Kids for the Bay  
 Expenditure Notification Threshold

**January 12, 2016**

Board Governance Review  
 Connection Charge Ordinance  
 Service Rate Discussion

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CASA Conference  
Director's Contact Info  
Board Training Summary  
*Proposition 64*

**XI. Adjournment**

The meeting was adjourned at 9:24 P.M. The next meeting of the District Board of Directors will be held on Thursday, December 8, 2016 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