

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF APRIL 26, 2018
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

*****MINUTES*****

I. Call To Order: President Dwight Merrill called the meeting to order at 7:00 P.M.

II. Roll Call: Present: Gilbert-Snyder, James, O’Keefe, Merrill
 Absent: Miller (gave prior notice)
 Others Present: Rex Delizo, District Manager
 Kristopher Kokotaylo, 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: There was no public comment.

CLOSED SESSION

Liability Claims

Gov. Code § 54956.95

Claimant: Lungkhawa

Agency Claimed Against: Stege Sanitary District

The Board entered into closed session at 7:01 P.M. and returned to open session at 7:03 P.M. President Merrill announced the Board had taken no reportable actions

IV. Approval of Minutes

A. Approval of March 22, 2018 Board Meeting Minutes

MOTION: By James, seconded by O’Keefe, to approve the minutes of the March 22, 2018 Board Meeting

VOTE: AYES: James, O’Keefe, Merrill
 NOES: None

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ABSTAIN: Gilbert-Snyder

ABSENT: Miller

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 provided a written report on his attendance at the El Cerrito City Council Meetings held on April 3 & 17 and on the Contra Costa Special District Association (CCSDA) meeting held on April 16. In accordance with AB 1234, James reported on his attendance at the Special District Leadership Academy (SDLA) held on April 15-18 and Gilbert-Snyder reported on his attendance at the SDLA Governance Foundations Workshop held on March 20.

b. California Association of Sanitation Agencies (CASA) - Public Policy Forum, Sacramento, CA

In accordance with AB 1234, Director Merrill gave a report on his attendance at the CASA Conference.

B. Written Communications

1. EMAIL- 2018 Election for Contra Costa LAFCO Special District Seats Results

The Board reviewed the results of the election.

2. Kids for the Bay – Watershed Action Program (WAP) Interim Report

The Board reviewed the report.

3. Contra Costa LAFCO – Call for Nominations to Appoint an Independent Special District Representative to the Countywide Redevelopment Agency Oversight Board

The Board reviewed the call for nominations and asked to bring this item back for consideration at the next Board meeting.

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

VII. Business

D. Consideration to Reroute District Sanitary Sewer Main to Avoid a Type III Easement Encroachment at 610 Beloit Avenue, Kensington

Yuval Shimoni, property owner of 610 Beloit Avenue, explained his request to reroute a sanitary sewer main, at his expense, and/or demolish part of a recently constructed unpermitted retaining wall that sits directly on top of a sanitary sewer main.

MOTION: By Gilbert-Snyder, seconded by O'Keefe, to deny without prejudice the request to reroute the District Sanitary Sewer Main at 610 Beloit Avenue, Kensington, CA

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

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

VI. Reports of Staff and Officers

A. Attorney's Report:

Kokotaylo reported that the Senate Transportation and Housing Committee blocked Senate Bill 827, sponsored by Senator Scott Wiener, which proposed to override local zoning controls on properties within major public transit areas.

B. Manager's Report

1. Monthly Maintenance Summary Report

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

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2. Monthly Report of Sewer Replacements and Repairs
The Manager reported there were no invoices paid in March.
3. Employee Benefits
The Manager reported on discussions with staff regarding employee benefits.
4. USEPA Consent Decree Compliance Check-in Meeting
The Manager reported on the USEPA Consent Decree Compliance Check-in Meeting held on April 3, 2018 and that stipulated penalties were assessed on April 24, 2018. The Manager is requesting clarification from the USEPA for the stipulated penalty of \$25,000 assessed for the 12/11/2014 SSO of 34,250 gallons. The SSO was due to a rain event exceeding the December 5, 1952 Design Storm and was stated as such on the 2014-15 Annual Report and then further clarified, per USEPA's request, in the following 2015-16 Annual Report.
5. California Association of Sanitation Agencies (CASA)
The Manager reported on the upcoming CASA conference dates.
6. California Special District Association (CSDA)
The Manager reported on the upcoming CSDA conference dates.

VIII. Business

- A. Resolution No 2096-0418 Amending Resolution No.2003-1012 and the Personnel Policies of the Stege Sanitary District Regarding Article IV, Section 1 - 4.1.6 Deferred Compensation Program
The Board approved the resolution increasing the deferred compensation matching benefit amount up to \$250 per month that was approved on March 22, 2018.

MOTION: By James, seconded by Gilbert-Snyder, to approve Resolution No. 2096-0418 Amending Resolution No.2003-1012 and the Personnel Policies of the Stege Sanitary District Regarding Article IV, Section 1-4.1.6 Deferred Compensation Program

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

B. Resolution No. 2097-0418 Approving and Authorizing Professional Services Agreement for Chemical Root Control of Sanitary Sewer Lines

The Board approved the resolution to execute a professional services agreement for chemical root control of sanitary sewer lines with Root Tamers Inc.

MOTION: By O’Keefe, seconded by Gilbert-Snyder, to approve Resolution No. 2097-0418 Approving and Authorizing Professional Services Agreement for Chemical Root Control of Sanitary Sewer Lines with Root Tamers Inc.

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

C. Professional Auditing Services – Evaluation of Proposals

The Board evaluated, rated and scored the proposals and chose a firm based on the rankings.

MOTION: By O’Keefe, seconded by Gilbert-Snyder, to approve the selection of Chavan and Associates as the firm to provide Professional Auditing Services for the District for \$12,500

VOTE: AYES: Gilbert-Snyder, James, O’Keefe, Merrill

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NOES: None
 ABSTAIN: None
 ABSENT: Miller

- D. Consideration to Reroute District Sanitary Sewer Main to Avoid a Type III Easement Encroachment at 610 Beloit Avenue, Kensington
 This item was taken out of order earlier in the meeting (see above).

IX. Financial Statements – March 2018

- A. Monthly Investment, Cash, Receivables Report
 B. Monthly Operating Statement, March 2018
 C. Monthly Cash on Hand vs. Target Reserves
 D. California Employers’ Retiree Benefit Trust (CERBT) Quarterly Statement
 E. Local Agency Investment Fund (LAIF) Quarterly Statement

The financial items were reviewed by the Board.

X. Approval of Checks

- A. Checks for April 26, 2018 - Fund No. 3418 & 3423

MOTION: By James, seconded by Gilbert-Snyder, to pay the bills, Check Nos.25442 through 25493 in the amount of \$699,317.77

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

X. Future Agenda Items

May 10, 2018

Board Training Summary
 Draft Budget

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July 4th Fair Discussion

Board Governance Manual approval

Sudden loss of the District Manager

Self-Assessment of Governance Questions review

Contra Costa LAFCO – Call for Nominations to Appoint an Independent Special District

Representative to the Countywide Redevelopment Agency Oversight Board

May 24, 2018

CLOSED SESSION – District Counsel Performance Evaluation

Draft Budget

July 4th Fair Discussion

Gilbert-Snyder gave notice that he will not attend the regular board meeting scheduled for May 24, 2018.

XI. Adjournment

The meeting was adjourned at 9:08 P.M. The next meeting of the District Board of Directors will be held on Thursday, May 10, 2018 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary