

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF MARCH 26, 2015
TIME OF MEETING: 7:00 P.M.

*****MINUTES*****

I. Call To Order: President Gilbert-Snyder called the meeting to order at 7:00 P.M.

II. Roll Call: Present: James, Merrill, Miller, O'Keefe, Gilbert-Snyder
Absent: None
Others Present: Rex Delizo, District Manager
Ben Reyes, 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

Conference with Legal Counsel - Anticipated Litigation

Gov. Code § 54956.9(d)(2) or (d)(3)

Number of Potential Cases: 1

The Board entered into the closed session at 7:03 P.M. and returned to open session at 7:52 P.M. President Gilbert-Snyder announced the Board had taken no reportable actions.

IV. Approval of Minutes

A. Approval of Minutes March 12, 2015 Board Meeting

MOTION: By Merrill, seconded by Miller, to approve the minutes of the March 12, 2015 Board Meeting, as amended

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

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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 17, 2015. James reported that he attended the California Special Districts Association (CSDA) Governance Foundations Workshop on March 24, 2015.

B. Written Communications

There were no items to consider.

VI. Reports of Staff and Officers

A. Attorney's Report:

Reyes reported confidentially to the Board during closed session.

B. Manager's Report:

1. Monthly Maintenance Summary Report- February 2015

The Manager reported on last month's maintenance activities to the Board.

2. Monthly Report of Sewer Replacements and Repairs

The Manager reported that there were no replacements or repairs invoiced in February.

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

The Manager reported that all Directors have completed their forms.

4. Board of Directors Training Summary Update

The Manager informed the Board of the upcoming trainings available to them.

VII. Business

A. California Employer's Retiree Benefit Trust (CERBT) Contribution

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The Board approved the contribution to the CERBT based on the findings in the latest Actuarial Analysis of Retiree Health Benefits as of July 1, 2013. The Annual Required Contribution (ARC) for Fiscal Year 2014-15 is \$22,200, which is the actuarial normal cost plus amortization of the unfunded actuarial accrued liability (UAAL) over 30 years. The total amount of retiree medical payments for the existing six retirees for FY 2014-15 is estimated to be \$17,744.65. The difference to be invested in the CERBT is calculated to be \$4,455.35.

MOTION: By Merrill, seconded by James, to pay an amount equal to the Annual Required Contribution (ARC) for the retiree health care benefit by paying the retiree medical payments directly and placing the excess into the CERBT for FY 2014-15, estimated to be \$4,455.35.

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

B. Board Governance Manual - Approval

The Board reviewed and approved the new revised language for Section 19 – District Elections Policy. The Board asked staff to bring back language to add to the manual that gives clear guidance on the role of the District Counsel when advising the entire Board versus individual Directors.

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve the revised Section 19 – District Elections Policy

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

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C. Rejection Of All Bids And Rebid Project – Large Diameter Sanitary Sewer Cleaning And CCTV Project, Project No. 14204 – February 2015

The Board rejected all bids and instructed staff to rebid the project due to receiving only one bid that far exceeded the proposed budget. The Board commended staff for following up with the companies that attended the pre-bid meeting but did not submit a bid to get feedback on how to improve on the next bid proposal.

MOTION: By O’Keefe, seconded by James, to reject all bids and rebid the project- Large Diameter Sanitary Sewer Cleaning and CCTV Project, Project No. 14204 – February 2015

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

D. Long Range Planning (LRP) Workshop – Topics

The Board reviewed the agenda for the upcoming workshop. The Manager confirmed that the Board received copies of strategic plans of comparable agencies to review in advance of the workshop.

E. Approval of Amended and Restated 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 Board reviewed and approved the amended and restated agreement with Humphrey Consulting on behalf of EBCSAC and EBMUD.

MOTION: By Merrill, seconded by Miller, to approve the Amended and Restated Agreement with Humphrey Consulting (Doug Humphrey) for

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Professional Services on Behalf of East Bay Collection System Advisory
Committee (EBCSAC) and East Bay Municipal Utility District (EBMUD)

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

F. Resolution No. 2041-0315 Resolution Approving and Authorizing Disposal of
Surplus Property of the Stege Sanitary District

MOTION: By James, seconded by O'Keefe, to approve Resolution No.
2041-0315 Resolution Approving and Authorizing Disposal of Surplus
Property of the Stege Sanitary District

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

G. Resolution No. 2042-0315 Resolution Approving and Authorizing Disposal of
Surplus Property of the Stege Sanitary District

MOTION: By James, seconded by O'Keefe, to approve Resolution No.
2042-0315 Resolution Approving and Authorizing Disposal of Surplus
Property of the Stege Sanitary District

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

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VIII. Financial Statements – February 2015

A. Monthly Investment, Cash, Receivables Report, February 2015

B. Monthly Operating Statement, February 2015

The financial items were reviewed by the Board.

IX. Approval of Checks

A. Checks for March 2015 - Fund No. 3418 & 3423

MOTION: By Miller, seconded by James, to pay the bills, Check Nos. 23620 through 23638 in the amount of \$54,707.97

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

NOES: None

ABSTAIN: None

ABSENT: None

X. Future Agenda Items

April 9, 2015

EBMUD Regional Private Sewer Lateral Ordinance

Suzanne Iarla, City of El Cerrito “1% for Public Art” program

+*MCE Clean Energy*

+*Emergency Management Plan*

April 23, 2015

CLOSED SESSION – Quarterly Claims Report

Quarterly Financial Statements

Long Range Planning Workshop Discussion of Topics

Draft Budget

Employee Benefits Request

+*30-day Rate Notice*

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XI. Adjournment

The meeting was adjourned at 8:47 P.M. The next meeting of the Stege Sanitary District Board of Directors will be held on Thursday, April 9, 2015 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary