

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF JANUARY 14, 2016

TIME OF MEETING: 7:00 P.M.

\*\*\*\*\*MINUTES\*\*\*\*\*

Per the election at the Board Meeting held on December 10, 2015, President Alan C. Miller and Vice President Beatrice O'Keefe formally commenced their terms as officers as of January 1, 2016.

**I. Call To Order:** President Alan Miller called the meeting to order at 7:00 P.M.

**II. Roll Call:** Present: James, Gilbert-Snyder, Merrill, O'Keefe (arrived 7:02 P.M.), Miller  
 Absent: None  
 Others Present: Rex Delizo, District Manager  
 Paul Keith, Resident  
 Stacey Alexeeff, Resident

**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 Minutes December 10, 2015 Board Meeting

MOTION: By Gilbert-Snyder, seconded by James, to approve the minutes of the December 10, 2015 Board Meeting

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

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

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**VII. Business****B. Consideration of Granting Waiver From Strict District Regulations – Shared Lateral Between 411 & 413 Village Drive, El Cerrito**

The Board reviewed the request for a waiver to share a sewer lateral. The proposal includes one property owner granting an access easement to the other property owner to allow a sewer lateral encroachment that is to be recorded at the County. Both parties will then sign an agreement granting the waiver from strict District regulations. The shared lateral is proposed to be replaced by high density polyethylene (HDPE) pipe.

A motion was made to reject the waiver for not providing evidence of justification for the waiver but the motion died due to lack of a second. Another motion was made to conditionally approve the waiver pending verification that the existing alignment is due to elevation limitations and the excess cost to change to a traditional alignment is up to three times the typical cost of trenchless replacement. The motion included stating these facts, if verified, into the agreement recitals along with language stating that permits were issued in 1943 that previously authorized the alignment. The waiver agreement would also be pending District Counsel review and approval. A concurrent motion was made to table the discussion until the next Board meeting when all the information could be available for review. Neither motion got a second. A related motion was made accepting and approving the request for the waiver pending *staff* verifying the elevation limitations and the quotes for changing the alignment. If staff is not satisfied with the evidence obtained, the matter would be brought back to a future board meeting for the Board's further consideration.

**MOTION:** By Gilbert-Snyder, seconded by Merrill, to accept and approve the request to grant a waiver from strict District regulations to allow 411 & 413 Village Drive, El Cerrito to share a common sanitary sewer lateral, pending staff verification of the elevation limitations and quote for changing to a traditional alignment, inclusion in the recitals of these facts, inclusion in the recitals that permits were issued in 1943 that previously

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authorized the alignment, and pending District Counsel review and approval

VOTE: AYES: James, Gilbert-Snyder, 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

James gave a report on his and Director Miller’s attendance at the California Water Environment Association (CWEA) Awards Banquet held on January 8, 2016. Miller then gave a report on his attendance at the El Cerrito City Council Meetings held on December 21, 2015 and January 5, 2016.

B. Written Communications

There were no written communications for the Board to consider.

**VI. Reports of Staff and Officers**

A. Manager’s Report:

1. Director’s Contact Info

The Manager verified the Board’s contact information.

2. District of Distinction

The Manager reviewed the application requirements with the Board.

3. Board of Director’s Training

The Manager reviewed the training deadlines with the Board.

4. California Association of Sanitation Agencies (CASA)

The Manager reminded the Board of the upcoming CASA conference in January in Palm Springs, CA.

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5. Contra Costa Special Districts Association (CCSDA) Chapter Meeting – January 25, 2016 @ Pleasant Hill Recreation & Park District Community Center, 320 Civic Drive, Pleasant Hill, CA

The Manager informed the Board about the CCSDA meeting. James indicated that he would be able to attend the meeting on behalf of the District.

**VII. Business**

- A. Ordinance No. 2053-0116 Amending Chapter 7 of the Stege Sanitary District Ordinance Code – Connection Fees

The Board approved the ordinance increasing connection fees from \$1,913 to \$2,079. The change is mainly attributed to total assets having increased to \$41,042,288 largely due to capital improvement projects adding value to the collection system.

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve Ordinance No. 2053-0116 Amending Chapter 7 of the Stege Sanitary District Ordinance Code – Connection Fees

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

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

- C. Board Governance Policy Manual – Review

The Board reviewed the Board Governance Policy Manual and asked to have District Counsel clarify several items at the next meeting before considering approval.

- D. Strategic Planning

The Board continued the strategic planning process with the added information from a strengths, weaknesses, opportunities and threats (SWOT)

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analysis conducted by District staff on Thursday, November 19, 2015. The Board asked staff to create a matrix indicating which items of the SWOT analyses by the Board and staff corresponded to each of the goals. The matrix will be added to a future Board meeting for consideration.

**VIII. Approval of Checks**

A. Checks for January 2016 - Fund No. 3418 & 3423

MOTION: By O'Keefe, seconded by Merrill, to pay the bills, Check Nos. 24116 through 24149 in the amount of \$113,469.63

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

**IX. Future Agenda Items**

**January 28, 2016**

Resolution for Disposal of Surplus Property  
 CLOSED SESSION – Quarterly Claims Report  
 CLOSED SESSION – Manager Performance Evaluation  
 Quarterly Financial Statements  
 CASA Conference – Director's Reports  
 Service Rate Discussion  
 Sanitary Sewer Capacity Study Criteria  
 Board Governance Policy Manual – Review

**February 11, 2016**

Board Governance Approval  
 Actuarial Analysis of Retiree Health Benefits Report  
 Service Rate Discussion  
 Form 700  
 CASA Conference

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## Board Training Summary

The Board also asked for an update on the shared lateral agreement between 411 & 413 Village Drive at the next Board meeting.

**X. Adjournment**

The meeting was adjourned at 9:52 P.M. The next meeting of the District Board of Directors will be held on Thursday, January 28, 2016 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California

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Rex Delizo  
STEGE SANITARY DISTRICT  
Secretary