

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF JANUARY 28, 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
 Kristopher Kokotaylo, Office of 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

Public Employment Performance Evaluation

Gov. Code § 54957

Title: District Manager

Conference with Legal Counsel – Anticipated Litigation

Gov. Code § 54956.9(d)(2) or (d)(3)

Number of Potential Cases: 3

The Board entered into the closed session at 7:03 P.M. and returned to open session at 8:07 P.M. President Miller announced the Board had taken no reportable actions.

IV. Approval of Minutes

A. Approval of Minutes January 14, 2016 Board Meeting

MOTION: By Gilbert-Snyder, seconded by Merrill, to approve the minutes of the January 14, 2016 Board Meeting, as amended

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

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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 January 19, 2016 and a City of El Cerrito Community Meeting held on January 26, 2016.

b. California Association of Sanitation Agencies (CASA), January 20-22, 2016 – Winter Conference, Palm Springs, CA

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

B. Written Communications

There were no written communications for the Board to consider.

VI. Reports of Staff and Officers**A. Attorney's Report:**

Kokotaylo reported on a Ninth Circuit decision regarding removing a person from a limited public forum for violating the rules of decorum if the person disrupts the proceedings.

B. Manager's Report:**1. Monthly Maintenance Summary Report – December 2015**

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 that there was 1 replacement in December paid for \$44,791. There was a sewer repair credit for \$4,150 in December to reimburse the District for repair work to fix damage caused by the City of El Cerrito's contractor.

3. Sanitary Sewer Capacity Study Criteria

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The Manager reviewed and received suggestions on the capacity study criteria with the Board.

4. UPDATED: Shared lateral agreement between 411 & 413 Village Drive

The Manager reported that staff verified the existing elevation limitation and the quote to trench a traditional alignment. District Counsel also reviewed and made several revisions to the agreement. The agreement has been sent to the owners of 411 & 413 Village Drive for their approval and notarization.

VII. Business

A. Resolution No. 2054-0116 Resolution Approving and Authorizing Disposal of Surplus Property of the Stege Sanitary District

The Manager reported that staff has identified surplus property that is no longer needed or useful. The proposed Resolution allows the District to sell the surplus property or otherwise dispose of it in accordance with District policies and procedures and applicable law.

MOTION: By O'Keefe, seconded by James, to approve the Resolution No. 2054-0116 Resolution Approving and Authorizing Disposal of Surplus Property of the Stege Sanitary District

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

B. Board Governance Policy Manual - Review

The Board clarified several items in the manual with District Counsel. Staff will bring back the proposed changes for approval at a future Board Meeting.

VIII. Financial Statements – December 2015

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

B. Monthly Operating Statement, December 2015

C. Local Agency Investment Fund (LAIF) Quarterly Statement

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D. California Employers' Retiree Benefit Trust (CERBT) Quarterly Statement

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

IX. Approval of Checks

A. Checks for January 28, 2016 - Fund No. 3418 & 3423

MOTION: By James, seconded by Gilbert-Snyder, to pay the bills, Check Nos. 24150 through 24170 in the amount of \$52,605.06

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

IX. Future Agenda Items

February 11, 2016

Board Governance Approval

Actuarial Analysis of Retiree Health Benefits Report

Service Rate Discussion

Form 700

CASA Conference

Board Training Summary

March 10, 2016

Long Range Planning Discussion of Topics

CASA Conference – Director's Report

Service Rate Discussion

Board Training Summary

Auditors – RFP (2016)

X. Adjournment

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The meeting was adjourned at 9:42 P.M. The next meeting of the District Board of Directors will be held on Thursday, February 11, 2016 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary