

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF MARCH 24, 2016
TIME OF MEETING: 7:00 P.M.

*****MINUTES*****

I. Call To Order: President Alan Miller called the meeting to order at 7:04 P.M.

II. Roll Call: Present: Gilbert-Snyder, James, Merrill, O’Keefe, Miller
Absent: None
Others Present: Rex Delizo, District Manager
Ben Reyes, District Counsel
Gavin James, 719 Midcrest Way

Agenda Items: Directors and Officers of the Board did not announce any conflicts of interest posed by items on the meeting agenda.

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

VII. Business

C. Consideration of Class III Easement Encroachment – 719 Midcrest Way, El Cerrito

The Board considered the encroachment request that now has replaced all footings with cantilevered decks and includes one of the two easements shown on the plans as described in the Title report. The second easement for the north facing deck was not in the Title report and is being researched further by staff but will have to be considered a prescriptive easement if no formal documentation is located.

MOTION: By James, seconded by Merrill, to approve the “aerial” class III easement encroachment with cantilevered decks in exchange for recording a formal easement for the prescriptive easement that was not included in the Title report

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF MARCH 24, 2016
TIME OF MEETING: 7:00 P.M.

ABSTAIN: None

ABSENT: None

III. Public Comment: There was no public comment.

CLOSED SESSION

Liability Claims

Gov. Code § 54956.95

Claimant: Paoli

Agency Claimed Against: Stege Sanitary District

Liability Claims

Gov. Code § 54956.95

Claimant: Dorje

Agency Claimed Against: Stege Sanitary District

The Board entered into the closed session at 7:17 P.M. and returned to open session at 7:36 P.M. President Miller announced the Board had taken no reportable actions.

IV. Approval of Minutes

A. Approval of Minutes of March 10, 2016 Board Meeting

MOTION: By Gilbert-Snyder, seconded by O'Keefe, to approve the minutes of the March 10, 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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF MARCH 24, 2016
TIME OF MEETING: 7:00 P.M.

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 15, 2016.

B. Written Communications

1. 3-16-2016 California Water Environment Association (CWEA) Letter re: State Collection System of the Year

The Board was informed that the District was not selected for the statewide award.

VI. Reports of Staff and Officers

A. Attorney's Report:

Reyes advised the Board that holding service rates constant for FY 2016-17 requires procedural actions that should be considered before moving forward. The Board asked to have this added to the next Board agenda for further consideration.

B. Manager's Report:

1. Monthly Maintenance Summary Report – February 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 that there were no replacement or repair invoices paid in February.
3. Consent Decree Minimum Requirements Status Report

The Manager reported that the District is ahead of all the minimum requirements of the Consent Decree with more than 3 months still remaining in the fiscal year.
4. Rain Gauge Report

The Manager reported on the rainfall data measured at the District office for the last few months.
5. Long Range Planning (LRP) Discussion of Topics

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF MARCH 24, 2016
TIME OF MEETING: 7:00 P.M.

The Manager reported on the latest draft agenda for the upcoming workshop.

6. California Association of Sanitation Agencies (CASA)

The Board approved Director Merrill to attend the upcoming CASA Public Policy Forum in Sacramento, CA.

VII. Business

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

The Board considered whether to receive a disbursement from the CERBT fund of \$1,908 to pay the difference between the Annual Required Contribution (ARC) for Fiscal Year 2015-16 of \$18,252 and the total amount of retiree medical payments for FY 2015-16 projected to be \$20,160 (\$280/mo. x 12 mos. x 6 retirees).

MOTION: By James, seconded by Gilbert-Snyder, to pay retiree medical payments directly in full without receiving a disbursement from the CERBT fund

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

B. Employee Life Insurance Provider

The Board considered several quotes for employee life insurance to replace the current carrier, AIG. AIG will no longer be offering coverage to small organizations such as the District as of March 31st, 2016. The Board also asked staff to verify that the rating level of the chosen carrier is AA rated or better.

MOTION: By James, seconded by Gilbert-Snyder, to approve staff to contract with Reliance Standard Life Insurance for life insurance coverage

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF MARCH 24, 2016
TIME OF MEETING: 7:00 P.M.

of up to \$50,000 per employee, verify that the rating level of the carrier is AA rated or better and include the allowance of additional coverage paid by employees

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

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

VIII. Financial Statements – February 2016

A. Monthly Investment, Cash, Receivables Report, February 2016

B. Monthly Operating Statement, February 2016

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

IX. Approval of Checks

A. Checks for March 24, 2016 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by James, to pay the bills, Check Nos. 24244 through 24265 in the amount of \$47,597.11

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

X. Future Agenda Items

April 14, 2016

CASA Conference – Director’s Report

Long Range Planning Discussion of Topics

Board Training Summary

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF MARCH 24, 2016
TIME OF MEETING: 7:00 P.M.

*CLOSED SESSION – Quarterly Claims Report
Service Rate Discussion*

April 28, 2016

~~CLOSED SESSION – Quarterly Claims Report~~ (moved to April 14th meeting)

Quarterly Financial Statements

Long Range Planning Workshop Discussion of Topics

Draft Budget

Elections Resolution

Employee Benefits Request

July 4th Fair Discussion

The Board asked to have the service rate discussion added to the April 14th agenda. District Counsel agreed to attend the April 14th Board Meeting to advise on this item.

XI. Adjournment

The meeting was adjourned at 8:27 P.M. The next meeting of the District Board of Directors will be held on Thursday, April 14, 2016 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary