

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF APRIL 27, 2017
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

*****MINUTES*****

I. Call To Order: President Beatrice O'Keefe called the meeting to order at 7:00 P.M.

II. Roll Call: Present: Gilbert-Snyder, James, Merrill, Miller, O'Keefe
 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

Liability Claims

Gov. Code § 54956.95

Claimant: Dorje

Agency Claimed Against: Stege Sanitary District

Conference with Legal Counsel - Anticipated Litigation

Gov. Code § 54956.9(d)(2) or (d)(3)

Number of Potential Cases: 1

The Board entered into closed session at 7:01 P.M. and returned to open session at 7:29 P.M. President O'Keefe announced the Board had taken no reportable action on the Liability Claim and ratified a Settlement Agreement for the Anticipated Litigation.

MOTION: By Gilbert-Snyder, seconded by Merrill, to ratify the Settlement Agreement and Mutual Release of All Claims with Steve Zhou, tenant of the property located at 11940 San Pablo Avenue, El Cerrito and Kung Heung Pun, the owner of the location

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF APRIL 27, 2017
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

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

IV. Approval of Minutes

A. Approval of March 23, 2017 Board Meeting Minutes

MOTION: By Merrill, seconded by Miller, to approve the minutes of the March 23, 2017 Board Meeting, as amended

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

Miller gave a report on the meeting minutes of the El Cerrito City Council Meeting held on April 18, 2017.

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. El Cerrito Police Blotter April 3rd through April 10th

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF APRIL 27, 2017
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

The Board reviewed the police report of a bag of uncapped syringes left at the District office.

2. East Bay Times Article - Central Contra Costa Sanitary District opts for 5.5 percent sewer rate hike for 2017-18

The Board reviewed the article.

VI. Reports of Staff and Officers

A. Attorney's Report:

Reyes reported that he will be attending the League of California Cities Conference and report back at a future Board meeting with any pertinent information concerning the District.

B. Manager's Report

1. Monthly Maintenance Summary Report – March 2017

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 on invoices paid in March.

3. Long Range Planning (LRP) Agenda

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

4. 4th of July Fair

The Manager reported on the plans for the upcoming fair.

5. Employee Benefits Proposal

The Manager reported on discussions with staff regarding standby pay and will bring back more information at a future Board meeting.

6. PG&E's Cross Bore Program

The Manager reported a blanket permit was issued to PG&E's contractor, ARB Inc., to CCTV inspect mains as part of the cross bore program. ARB Inc. has applied for permits to install cleanouts at 2 locations on Macdonald Ave. in order to inspect laterals.

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF APRIL 27, 2017
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

VII. Business

A. Approval of Plans and Specifications – Standard Sewer Rehabilitation Project, Stege Sanitary District Project No. 17201

The Board reviewed the plans and specifications for next fiscal year’s capital improvement program standard pipe bursting project that requires Board approval before the District can issue a public call for bids.

MOTION: By James, seconded by Gilbert-Snyder, to approve of Plans and Specifications – Standard Sewer Rehabilitation Project, Stege Sanitary District Project No.17201 and authorize staff to advertise and bid the project

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

B. Resolution No. 2077-0417 Making Findings and Directing Filing of Notice of Exemption, Pursuant to California Environmental Quality Act (CEQA), Standard Sewer Rehabilitation Project – July 2017, Project No., 17201

The Board reviewed the staff assessment that found this project exempt from further assessment since it is the replacement of existing utility structures where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced.

MOTION: By Gilbert-Snyder, seconded by Miller, to approve Resolution No. 2077-0417 Making Findings and Directing Filing of Notice of Exemption, Pursuant to California Environmental Quality Act (CEQA), Standard Sewer Rehabilitation Project – July 2017, Project No., 17201, as amended

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF APRIL 27, 2017
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

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

C. Resolution No. 2078-0417 Approving and Authorizing Professional Services Agreement for Chemical Root Control of Sanitary Sewer Lines

The Board reviewed the request for authorization to execute a professional services agreement for chemical root control of sanitary sewer lines.

MOTION: by Merrill, seconded by James, to approve Resolution No. 2078-0417 Approving and Authorizing Professional Services Agreement for Chemical Root Control of Sanitary Sewer Lines with Root Tamers Inc.

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

D. Draft Budget FY 2017-2018

The Board reviewed and discussed the draft budget. A second draft with revenue and expense summaries will be prepared for review at next month's Board meeting.

VIII. Financial Statements – March 2017

- A. Monthly Investment, Cash, Receivables Report March 2017
- B. Monthly Operating Statement, March 2017
- C. California Employers' Retiree Benefit Trust (CERBT) Quarterly Statement
- D. Local Agency Investment Fund (LAIF) Quarterly Statement

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF APRIL 27, 2017
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

IX. Approval of Checks

A. Checks for April 27, 2017 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by James, to pay the bills, Check Nos. 24884 through 24933 in the amount of \$346,034.61

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

X. Future Agenda Items

May 13, 2017

Long Range Planning Workshop

May 25, 2017 – 5pm Special Meeting

AB1661 Training

May 25, 2017 – 7pm Regular Meeting

CLOSED SESSION – District Counsel Performance Evaluation

Draft Budget

July 4th Fair Discussion

XI. Adjournment

The meeting was adjourned at 9:06 P.M. The next meeting of the District Board of Directors will be the Long Range Planning Workshop held on Saturday, May 13, 2017 at 9:00 A.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF APRIL 27, 2017
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

Rex Delizo
STEGE SANITARY DISTRICT
Secretary