

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF JANUARY 12, 2012
TIME OF MEETING: 7:00 P.M.

***** MINUTES *****

- I. Call To Order:** President Miller called the meeting to order at 7:01 P.M.
- II. Roll Call:** Present: Brand, Gilbert-Snyder, Merrill, O’Keefe , Miller
Absent: None
Others Present: Rex Delizo, District Manager
Walter Lunn, Maintenance Superintendent
Dennis Wright, Collection System Worker

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 of December 15, 2011 Board Meeting

MOTION: By Gilbert-Snyder, seconded by Merrill, to approve the minutes of the December 15, 2011 Board Meeting.

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

V. Communications

A. Oral Communications:

1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings
Miller reported on his attendance at the December 19, 2011 and January 3, 2012 City of El Cerrito City Council Meetings.

B. Written Communications:

1. January 4, 2012 Correspondence from California Association of Sanitation Agencies (CASA) – “Dickinson Report” from the Legislative Analyst’s Office on Special Districts
The Board was informed that the report did not find conclusive evidence that small special districts are inherently less efficient or accountable than their larger counterparts. The full report will be made available by Staff for the Board to review.
2. California Special District Association (CSDA) AB 1234 Ethics Compliance Online Training
An instruction sheet was provided to the Board for CSDA’s free on-line AB 1234 Ethics Compliance training that is available through February 29,

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF JANUARY 12, 2012
TIME OF MEETING: 7:00 P.M.

2012. This training is not required at this time as all Board members have conducted ethics training within the last two years.

VI. Reports of Staff and Officers

Manager's Report:

1. Miscellaneous Items

- a. Maintenance Organizational Structure – Progress Update
Maintenance Superintendent, Walter Lunn and Collection System Worker, Dennis Wright gave a progress report to the Board on the new organizational and work structure for field operations. They informed the Board of the current structure of the maintenance operational plan, how tasks are assigned, the task responsibilities, and work scheduling. The maintenance workers are all showing enthusiasm for the new system and appreciate the delegation of responsibility.
- b. East Bay Municipal Utility District (EBMUD) Stipulated Order (SO) and Stege Sanitary District Administrative Order (AO) and SO
The East Bay Collection System Advisory Committee (EBCSAC) comments to the East Bay Municipal Utility District (EBMUD) Draft Flow Modeling and Limits Report (FMLR) was submitted on December 29, 2011. It was the only comment letter submitted. The deadline for EBMUD to submit the final FMLR is April 1, 2012.
- c. 2012 Board of Directors' Meetings Calendar – Revised
A revised schedule was provided to the Board. The Board provided dates each was not available for future meetings and asked staff to try to fit meetings around as best as possible. Staff was asked to provide information to the Board regarding teleconferencing into meetings if out of the area.
- d. January 18-20, 2012 California Association of Sanitation Agencies (CASA) Conference
Merrill and Miller are registered and will attend the 2012 Mid-Year Conference in Palm Desert, CA.
- e. California Special District Association (CSDA) Effective Board Member Workshop
Gilbert-Snyder is registered and will attend the workshop on January 20th in Pleasanton, CA.

VII. Business

- A. District of Distinction – Special District Leadership Foundation (SDLF)
The Board considered re-accreditation in the Special District Leadership Foundation (SDLF) program, “Districts of Distinction”. The renewal fee is \$200. Any remaining Board members who were on the original application do not have to retake the Ethics and Governance training, only new board

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF JANUARY 12, 2012
TIME OF MEETING: 7:00 P.M.

members. New Board member, Gilbert-Snyder, is registered to take the CSDA Effective Board Member Workshop which would fulfill this requirement. Staff has prepared the recent financial audits for submittal. The last requirement is a recently approved Board Governance Policy Manual which is on tonight's agenda. Miller would like the District to do more to promote the Distinction to the public. Gilbert-Snyder asked staff to determine if Stege was the first sanitary district to be a District of Distinction.

MOTION: By Merrill, seconded by Brand, to pay the \$200 fee and apply for re-accreditation in the Special District Leadership Foundation (SDF) program, "Districts of Distinction".

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

B. Board Governance Policy Manual - Review

The Board reviewed the Board Governance Policy Manual and made several revisions. The Board asked staff to incorporate the proposed revisions and bring the item back on a future board meeting agenda for final approval.

C. Flexible Benefits Plan - Contribution Rate for 2012

This item was a continuation from the last Board meeting. The Kaiser health care premiums through PERS increased about 7.3% or about \$108 per month (employee plus two dependents) on January 1, 2012. The Board discussed whether to change the flexible benefits plan (flex plan) contribution rate and/or the plan "cash out" limit. There was a lengthy discussion about separating the healthcare benefit from the flex plan benefits. A motion to keep the contribution rate at \$1318 but have a "cash out" limit of \$600 was made, discussed and then withdrawn. The Board decided to have a more informed discussion on this issue at the upcoming Long Range Planning Workshop.

MOTION: By O'Keefe, seconded by Brand, to maintain the Flexible Benefits Plan Contribution rate at \$1318 and review modifications at the next Long Range Planning Workshop.

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

VIII. Approval of Checks

A. Checks for January 2012 - Fund No. 3418 & 3423

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF JANUARY 12, 2012
TIME OF MEETING: 7:00 P.M.

MOTION: By O’Keefe, seconded by Merrill, to approve payment of the bills, Check Nos. 21507 through 21561, in the amount of \$156,303.79

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

IX. Future Agenda Items

January 26, 2012

- 100th Year Anniversary Planning – Event Planner
- Long Range Planning Topics/Dates/Facilitator
- Quarterly Claims Report
- Stege Sanitary District Stipulated Order/
- East Bay Municipal Utility District Stipulated Order

February 09, 2012

- Actuarial Analysis of Retiree Health Benefits
- California Employer’s Retiree Benefit Trust (CERBT) Contributions
- Long Range Planning Workshop Discussion
- Auditor – Request for Proposals
- CSRMA SHELL Award

O’Keefe has given prior notice of her absence for the January 26, 2012 meeting.
Brand and Merrill have given prior notice of their absence for the February 9, 2012 meeting.

IX. Adjournment

The meeting was adjourned at 10:32 P.M. The next meeting of the Stege Sanitary District Board of Directors will be held on Thursday, January 26, 2012 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary