

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF JANUARY 26, 2012

TIME OF MEETING: 7:00 P.M.

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

**I. Call To Order:** President Miller called the meeting to order at 7:03 P.M.

**II. Roll Call:** Present: Brand (7:04 P.M.), Gilbert-Snyder, Merrill, Miller  
Absent: O'Keefe (provided prior notice of absence)  
Others Present: Rex Delizo, District Manager  
Ben Reyes, District Counsel  
Lisa Martinengo, High Spirits Event Planning

**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:** Merrill commended staff on prompt and excellent service after responding in a little more than 30 minutes to a service call on a Sunday for an overflow near his residence.

**IV. Approval of Minutes**

A. Approval of Minutes of January 12, 2012 Board Meeting

MOTION: By Gilbert-Snyder, seconded by Brand, to approve the minutes of the January 12, 2012 Board Meeting, as corrected.

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

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

**VII. Business:**

A. 100<sup>th</sup> Year Anniversary Planning – Event Planner

Lisa Martinengo of High Spirits Event Planning gave a brief presentation with handouts and answered questions on costs and ideas for planning an event to

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celebrate Stege's 100<sup>th</sup> year anniversary. She proposed a 1913 theme and had a sample announcement flyer that replicated the style of an old 1913 newspaper. The original thought was to have the event around May 15<sup>th</sup> which is the anniversary day of the District. She instead proposed planning the event in conjunction with El Cerrito's annual 4<sup>th</sup> of July fair to get more exposure and increase attendance. She also provided the Board three catering quotes ranging from \$3200 to \$9400 for attendance of 200 people. Miller asked her to try find caterers located within the District. There was also discussion on different items to use as give-aways including mugs, stress toys, pens, pencils and key chains. The Board discussed all the proposed items but did not come to any consensus and will continue the discussion at a future Board meeting.

**V. Communications**

A. Oral Communications:

1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings

a. California Association of Sanitation Agencies (CASA) in Palm Desert, January 18-20, 2012

In accordance with AB 1234, a report was given by Directors Merrill and Miller on their attendance at the CASA Conference. Gilbert-Snyder reported on his attendance at the California Special District Association (CSDA) Effective Board Member Workshop. Miller then reported on his attendance at the Contra Costa County Special Districts Association meeting.

B. Written Communications:

1. January 10, 2011 Letter from City of El Cerrito Regarding 4<sup>th</sup> of July Fair 2012 Vendor Booth Rental

The Board was informed that two booths at a cost of \$40 each will be reserved as done in previous 4<sup>th</sup> of July Fairs. Staff was instructed to inquire about reserving booths at the same location as last time and whether setup would be allowed the day before as was done in previous years.

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2. January 10, 2011 Letter from Local Agency Formation Committee (LAFCO) regarding Announcement of Upcoming Special District Vacancy on LAFCO, Call for Nominations and for Names of Voting Delegates  
The Board chose not to make a nomination and instructed staff to submit Board President, Al Miller, as the District's presiding officer for the Independent Special District Selection Committee (ISDSC).

**VI. Reports of Staff and Officers**

A. Attorney's Report:

Reyes provided the Board a handout on proposed clean-up language to the Brown Act and highlighted the requirement to post Board Meeting agendas including staff reports on the District website. Reyes also addressed questions regarding the legal requirements of Board members wanting to teleconference into Board meetings. Reyes stated that teleconferencing is allowed so long as 3 of the Board members are physically present at the meeting. The meeting agenda should include the address of the teleconferencing Board member and the agenda would need to be posted on the teleconferencing Board member's location.

B. Manager's Report:

1. Monthly Maintenance Summary Report – December 2011

The Board was informed that about 8,000 feet of lines had been cleaned and that about 23,000 feet of lines had been videoed. There were 13 service calls and 7 of these were related to problems in private laterals. There were 6 service calls after normal working hours and 2 overflows caused by problems in District main lines.

2. Monthly Report of Sewer Repairs and Miscellaneous Capital Projects

There was one repair due to a missed lateral connection from a previous construction project.

3. Capital Improvement Projects

D'arcy and Harty is scheduled to return in a couple of weeks to resume sewer line rehabilitation.

4. Miscellaneous Items

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- a. 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) and East Bay Municipal Utility District (EBMUD) staff will have an all day workshop on February 1, 2012 to discuss potential collaboration on negotiations of a Consent Decree with the U.S. Environmental Protection Agency (EPA). Kent Alm, of Meyers Nave, reviewed the existing Technical Advisory Board (TAB) Joint Powers Agreement (JPA) and suggested it would be very easy and relatively inexpensive to prepare a similar JPA for EBCSAC. This JPA may come to the Board in the future for consideration and approval.
- b. Quarterly Claims Report  
The Board was given the status of 3 open claims for the quarter ending on December 2011.
- c. 2012 Board of Directors' Meetings Calendar – Revised (1-2012)  
The Board was provided a revised meeting scheduled for 2012 taking into account several conflicts with CASA conferences, the Thanksgiving holiday and Director's schedules for the upcoming year.
- d. Long Range Planning Facilitators  
The Board was provided a list of proposed facilitators for the Long Range Planning workshop as requested at a previous Board Meeting. After a discussion of the different facilitators and their proposals, the Board came to a consensus and selected Nancy Hetrick of Management Partners as the Long Range Planning facilitator for 2012. The Board instructed Staff to work with Hetrick to establish a suitable workshop date in April.

**VII. Business:**

- B. Approve and Authorize District Manager to Execute Second Amendment to Legal Services Agreement with Meyers Nave  
At the Board meeting of December 15, 2011, the Board agreed to accept the CPI-U increase proposed by District Counsel. This amendment formalizes the agreement.

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MOTION: By Merrill, seconded by Gilbert-Snyder, to Approve and Authorize the District Manager to Execute Second Amendment to Legal Services Agreement with Meyers Nave.

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

C. Adopt Resolution Confirming Appointment of Jennifer Faught as Assistant District Counsel

Reyes gave the Board details of Faught's background and qualifications and suggested she would attend meetings quarterly in place of Reyes to keep familiar with the Board and the District.

MOTION: By Merrill, seconded by Brand, to Adopt the Resolution Confirming Appointment of Jennifer Faught as Assistant District Counsel, as corrected.

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

**VIII. Monthly Financial Statements –December 2011**

- A. Monthly Investment, Cash, Receivables Report, December 2011
- B. Monthly Operating, Statement, December 2011
- C. Financial Issues

There were no outstanding issues to discuss.

**IX. Approval of Checks**

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

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MOTION: By Merrill, seconded by Gilbert-Snyder, to approve payment of the bills, Check Nos. 21562 through 21597, in the amount of \$49,319.33

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

**X. Future Agenda Items**

**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  
*(Prior Notice of Absence: Brand, Merrill)*

**March 1, 2012**

Long Range Planning Workshop Discussion  
Backflow Prevention Devices (BPDs)  
Stege Sanitary District Stipulated Order/  
East Bay Municipal Utility District Stipulated Order  
*(Prior Notice of Absence: Merrill)*

**XI. Adjournment**

The meeting was adjourned at 10:15 P.M. The next meeting of the Stege Sanitary District Board of Directors will be held on Thursday, February 09, 2012 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California