

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF JUNE 14, 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: Gilbert-Snyder, Merrill, O'Keefe (7:05 P.M.),
Miller
Absent: Brand (provided prior notice of absence)
Others Present: Rex Delizo, District Manager
Michael and Lori Trevino, Kensington Residents

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

- III. Public Comment:** There was no public comment.

IV. Approval of Minutes

- A. Approval of Minutes of May 31, 2012 Board Meeting

MOTION: By Gilbert-Snyder, seconded by Merrill, to approve the minutes of the May 31, 2012 Board Meeting, as amended.

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

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

VII. Business

- A. 6-7-2012 Letter from Michael & Lori Trevino, 421 Santa Fe Ave., Kensington, CA – Request for Support

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF JUNE 14, 2012
TIME OF MEETING: 7:00 P.M.

Kensington residents, Michael and Lori Trevino, asked for the Board’s support of their request to Contra Costa County to repair a collapsed 48”Ø corrugated metal pipe (CMP) storm drain culvert in their backyard at 421 Santa Fe Ave. A District main sewer line crosses the collapsing culvert, but was replaced in 2006 with high density polyethylene pipe encased in ductile iron pipe. The sewer main is currently functional and is in stable condition as long as the situation does not get substantially worse. The Board was concerned that if this situation is not taken care of before the next winter season that it may cause a public health problem.

MOTION: By Merrill, seconded by O’Keefe, to approve a letter of support for Michael & Lori Trevino of 421 Santa Fe Ave., Kensington, CA, to urge Contra Costa County to repair the entire portion of the storm drain culvert before it becomes a public health issue.

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

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 El Cerrito Council Meeting on June 11, 2012.

B. Written Communications:

- 1. 6-6-2012 Email attachment from California Special District Association (CSDA) – Proposed Chapter Affiliation Agreement
The Board was presented, for review, the chapter affiliation agreement proposed by CSDA. Membership will be voting on whether to accept this agreement for new members at the July meeting.

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF JUNE 14, 2012
TIME OF MEETING: 7:00 P.M.

MOTION: By Merrill, seconded by O'Keefe, to vote yes to accept the California Special District Association (CSDA) – Proposed Chapter Affiliation Agreement

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

VI. Reports of Staff and Officers

A. Manager's Report:

1. Form 470: Officeholder and Candidate Campaign Statement – Short Form
Board members were provided individual Form 470s to sign and return for staff to file with the County by July 31, 2012. All Board members submitted their forms except for Brand who was absent from the meeting.
2. 4th of July Fair – EBMUD Handouts, Residential FOG Disposal
Board members were given samples of an EBMUD Private Sewer Lateral (PSL) Handout and Fats, Oils and Grease (FOG) Handout which will be available at the District booth for the July 4th fair. The Board was also informed that they can remind visitors that a residential FOG disposal site is available next door to the District at the City of El Cerrito Recycling Center.
3. City of El Cerrito, Memorandum of Understanding, Land Use
The Board was informed that the Manager had a discussion with Jerry Bradshaw, City of El Cerrito Public Works Director regarding District land that is blocked off by the City of El Cerrito Recycling Center gate/fence. A Memorandum of Understanding (MOU) will be drafted stating the City of El Cerrito's intention to continue to maintain the property within the fence while making it clear that the District is still the rightful owner.
4. Employee Benefits

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF JUNE 14, 2012
TIME OF MEETING: 7:00 P.M.

The Board was presented with the Manager's recommendations for the employees' request of benefits. The Board suggested items should be discussed as part of the medical/flex plan discussion. The Board asked staff to get a survey of vacation benefits from comparable agencies and asked to have stand-by pay as a business item for a future Board meeting.

5. Website Preview

The Board was provided a link to the new website for review and gave several comments and suggestions for staff to consider.

VII. Business

B. Review Directors Meeting Compensation

The Board asked to bring this item back at a future Board meeting making it clear that the Board is to decide whether to "change" the compensation rate and not "increase" the rate.

C. Flexible Benefits Plan

The Board was provided a set of scenarios to consider as possible alternatives to the flexible benefits/cafeteria plan including, as requested, one scenario using the least cost medical premium offered and another with 90% of the least cost medical premium as the basis for the employees medical premium allotment. The Board was also presented a list of Medical benefit plans from other agencies for comparison. The Board requested one scenario be modified using cash in lieu values of \$300, \$400 and \$500. Also requested was a scenario where all employees decide to take District provided medical care and lastly, a comparison of cash out amounts among the scenarios. This item will be brought back at a future Board meeting.

D. Approval of Plans and Specifications – Standard Sewer Rehabilitation Project, Stege Sanitary District Project No. 12201

The existing standard pipe bursting contract is nearing completion and it has been two years since it was last bid. Plans and specifications for next year's capital improvement program standard pipe bursting project require Board approval before the District can issue a public call for bids. Staff has modified the bid items in these specifications to be more specific in regards to

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF JUNE 14, 2012
 TIME OF MEETING: 7:00 P.M.

paving requirements. The basis for award of bid is clear and there is a mandatory pre-bid meeting that will provide staff a chance to clarify the bid with potential bidders.

MOTION: By Merrill, seconded by O'Keefe, to approve the Plans and Specifications – Standard Sewer Rehabilitation Project, Stege Sanitary District Project No. 12201, as corrected.

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

E. Resolution No. 1994-0612 Making Findings and Directing Filing of Notice of Exemption, Pursuant to California Environmental Quality Act (CEQA) I/I Correction Program – Standard Sewer Rehabilitation Project – June 2012, Project No. 12201

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve the Resolution No. 1994-0612 Making Findings and Directing Filing of Notice of Exemption, Pursuant to California Environmental Quality Act (CEQA) I/I Correction Program – Standard Sewer Rehabilitation Project – June 2012, Project No. 12201.

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

VIII. Approval of Checks

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF JUNE 14, 2012
 TIME OF MEETING: 7:00 P.M.

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve payment of the bills, Check Nos. 21840 through 21861 in the amount of \$95,559.96 from Fund Nos. 3418 & 3423.

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

IX. Future Agenda Items

June 28, 2012

Approve and Adopt Final Budget
 Establish and Collect Sewer Service Charges
 Review and Approve Incentive Award Achieved
 Annual Review of Manager's Performance
 CLOSED SESSION – Existing Litigation
 EBMUD/Richmond Wastewater Services
 Review Directors Meeting Compensation
 Flexible Benefits Plan

June 30, 2012

Board Tour of the District

July 12, 2012

4th of July Debriefing
 CASA Conference
 District Investment Policy
 Resolution Establishing Salary of District Manager

O'Keefe indicated that she will not be able to attend the board tour of the district on June 30, 2012 due to a sudden schedule conflict.

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF JUNE 14, 2012
TIME OF MEETING: 7:00 P.M.

X. Adjournment

The meeting was adjourned at 10:07 P.M. The next meeting of the Stege Sanitary District Board of Directors will be held on June 28, 2012 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary