

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF MARCH 01, 2012

TIME OF MEETING: 7:00 P.M.

***** **MINUTES** *****

- I. Call To Order:** President Miller called the meeting to order at 7:00 P.M.
- II. Roll Call:** Present: Brand, Gilbert-Snyder, Merrill, O'Keefe, Miller
Absent: None
Others Present: Rex Delizo, District Manager
Mike Riback, District Counsel
Doug Humphrey, Humphrey Consulting, LLC

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

Conference with District Counsel -- Existing Litigation

(Government Code Section 54956.9(a))

UNITED STATES OF AMERICA and PEOPLE OF THE STATE OF CALIFORNIA
ex rel. CALIFORNIA STATE WATER RESOURCES CONTROL BOARD and
CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD, SAN
FRANCISCO BAY REGION, v. CITY OF ALAMEDA, et. al, US District Court,
Northern District (San Francisco) Case No. C 09-05684 RS

The Board entered into the closed session at 7:01 P.M. and returned to open session at 7:45 P.M. President Miller reported that the Board had taken no reportable actions.

CLOSED SESSION

Public Employee Performance Evaluation (Government Code Section 54957)

Title of Position: District Manager

The Board entered into the closed session at 7:45 P.M. and returned to open session at 8:25 P.M. President Miller reported that the Board had taken no reportable actions.

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IV. Approval of Minutes

A. Approval of Minutes of February 09, 2012 Board Meeting

MOTION: By O'Keefe, seconded by Gilbert-Snyder, to approve the minutes of the February 09, 2012 Board Meeting, as corrected.

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

NOES: None

ABSTAIN: Brand, Merrill

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 February 21, 2012 City of El Cerrito City Council Meeting which included the City's midyear budget review and dissolution of the El Cerrito Redevelopment Agency.

B. Written Communications:

1. CalOSHA Confined Space Hazard Alert, February 8, 2012
The California Department of Industrial Relations' Division of Occupational Safety and Health (CalOSHA) launched a statewide Confined Space Special Emphasis Initiative and issued a Confined Space Hazard Alert to provide information so that employers can identify when confined space hazards exist and the special precautions that must be taken. O'Keefe suggested the alert be posted for all employees to review and used as an item at an upcoming safety tailgate.
2. Letter from Contra Costa County Board of Supervisors - Joint Resolution of Contra Costa Stakeholders Regarding the Bay-Delta, February 15, 2012
This is a request for support and adoption of a joint resolution establishing a "Contra Costa County Delta Stakeholders Coalition" for the purpose of articulating and advocating mutual interests on Bay-Delta issues. The Board asked to bring this back as an agenda item at a future Board meeting to discuss possible impacts of passing the resolution.

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3. The Atlantic Cities Article – “How Climate Change Could Be the Ruin of Los Angeles - Neighborhoods - The Atlantic Cities”, February 23, 2012
This was an informational item. O’Keefe commented that the District should be mindful of the fact that the berm at Central Ave. with the 36 inch pipe may be subject to soil erosion if ocean levels rise and affect the height of the tides in the Bay.

VI. Reports of Staff and Officers

A. Attorney’s Report: District Counsel did not have anything to report.

B. Manager’s Report:

1. Monthly Maintenance Summary Report – January 2012

The Board was informed that about 105,000 feet of lines had been cleaned and that about 12,000 feet of lines had been videoed. There were 25 service calls, 15 of which were pump station false alarms and 4 were related to problems in private laterals. There were 19 service calls after normal working hours, 15 of which were pump station false alarms and no overflows caused by problems in District main lines.

2. Monthly Report of Sewer Repairs and Miscellaneous Capital Projects

There were no repairs or projects to report.

3. Capital Improvement Projects

D’arcy and Harty has begun sewer line rehabilitation and is currently working on Moeser Lane.

4. Miscellaneous Items

- a. Long-Range Planning (LRP) Workshop Date – April 21, 2012

All Board members have confirmed their availability for the LRP workshop on April 21, 2012. A preliminary agenda will be drafted for review and discussion at a future meeting. Some items suggested for the agenda include actuarial valuation scenarios, use of waived PERS contributions if superfunded, and the flexible benefits plan policy.

VII. Business

A. California Employer’s Retiree Benefit Trust (CERBT) Contributions

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This was tabled at the last Board meeting, so absent Board members would have a chance to discuss the item. The Board discussed investing the remaining amount of the unfunded actuarial accrued liability (UAAL), and/or the Annual Required Contribution (ARC) into the CERBT Fund.

MOTION: By O'Keefe, seconded by Merrill, to approve paying the retiree medical payments directly and contributing the excess Annual Required Contribution (ARC) into the CERBT Fund.

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

B. Revised Board Governance Policy Manual

At the Board Meeting of January 12, 2012, 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. The Board was informed that this is also the remaining requirement to fulfill for re-accreditation in the Special District Leadership Foundation (SDLF) program, "Districts of Distinction".

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve the Board Governance Policy Manual, Revised January 2012.

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

C. Retiree Medical Care – Consideration of Revision to Contribution Rate

The Kaiser monthly premium for an individual decreased from \$282.30 to \$277.81. There was an initial motion to decrease the current District contribution from \$280.00 to \$277.81. The Board went on to discuss the policy and reviewed specifics of the current language. The Board decided to

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retract the motion and continue with the policy as it is already written. No action was taken.

VIII. Monthly Financial Statements – January 2012

A. Monthly Investment, Cash, Receivables Report, January 2012

B. Monthly Operating, Statement, January 2012

C. Financial Issues

The Accounts Receivable amount of \$61,000 is mostly from the EBMUD Claim on Terrace Dr. The rest is for legal services shared by the City of Albany, a BART discharge permit fee and PG&E sewer service charge that is billed separately. The Board asked staff to make timelier transfers of funds into Local Agency Investment Fund (LAIF). The Board also asked staff to periodically update the Board on current LAIF rates by including a LAIF statement with the financial reports in the future.

IX. Approval of Checks

1. Checks for March 2012 – Fund No. 3418 & 3423.

MOTION: By Merrill, seconded by O’Keefe, to approve payment of the bills, Check Nos. 21635 through 21668, in the amount of \$170,315.80

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

X. Future Agenda Items

March 15, 2012

Smart Covers Report

Burlingame Pump Station

Backflow Prevention Devices (BPDs)

Long Range Planning Workshop Discussion

CASA Conference

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Long Range Planning Workshop Discussion

CSRMA SHELL Award

CLOSED SESSION – Existing Litigation

XI. Adjournment

The meeting was adjourned at 10:30 P.M. The next meeting of the Stege Sanitary District Board of Directors will be held on Thursday, March 15, 2012 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary