

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF MARCH 15, 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  
Paul Soo, Assistant Engineer

**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 March 01, 2012 Board Meeting

MOTION: By Merrill, seconded by O'Keefe, to approve the minutes of the March 01, 2012 Board Meeting, as amended.

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 March 6, 2012 City of El Cerrito City Council Meeting and mentioned the City approved a resolution on mutual interests on the Bay-Delta issues from a regional perspective as proposed with slight modifications.

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O'Keefe commented on sea level issues and referenced an article by the San Francisco Bay Conservation and Development Commission showing a map with two sea level rise scenarios including a mid century sea level rise of 16 inches and an end of century sea level rise of 55 inches. She wanted the district to begin thinking about the possible effect this might have on the 36"Ø sewer pipe located in the berm in the marsh adjacent to Central Ave.

B. Written Communications:

1. California Special Districts Association (CSDA) Legislative Alert: California Public Employees' Retirement System (CalPERS) to Consider Decreased Discount Rate

An updated handout was provided to the Board indicating that on March 14, 2012, the CalPERS Board of Administration voted to reduce the discount rate a quarter of a percent to 7.5 percent. The result of this action will be increased pension contributions for special districts starting in the 2013-2014 Fiscal Year. Merrill commented that the CalPERS actuarial could instead consider changing the assumptions behind the mortality tables. The District's Actuarial Analysis of Retiree Health Benefits as of July 1, 2011 completed and presented to the Board by Steve Itelson was already based on the assumption of a discount rate of 7.5 percent. Miller commented that the District actuarial analysis still has 2 scenarios available and would like to have a future discussion of the different parameters that could be modified. Brand asked if it was possible for the discount rate to be dynamic instead of fixed. This was an informational item and no action was needed.

2. April 25-27, 2012 California Association of Sanitation Agencies (CASA) 2012 Spring Conference, Napa Valley Marriott, Napa Valley, CA

The Board approved the attendance of all Directors for the Spring CASA conference in Napa. O'Keefe will not be able to attend the conference. Miller will attend the full conference. Merrill will attend but miss the

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CSRMA training seminar. Gilbert-Snyder will attend but possibly only one day. Brand has not yet decided on his attendance.

**VI. Reports of Staff and Officers**

A. Manager's Report

1. Special District Leadership Foundation's (SDLF) District of Distinction Re-accreditation – Sexual Harassment Prevention Training Requirement

The Board was informed of the newly added requirements to become reaccredited for the District of Distinction program and provided instructions to access an online training course for Sexual Harassment Prevention Training. Board members that have already completed training at their workplace within the last two years can provide proof to fulfill the requirement. When all Board members have completed the training, staff will send in the renewal application.

**VII. Business**

A. Smart Covers

The Board was given a presentation on SmartCovers which are self-contained, wireless level monitoring systems with immediate alarming that gives advance notice of any excessive manhole surcharge so that corrective action can be taken before overflows occur. There are currently 6 SmartCovers installed at strategic locations within the District and 2 proposed locations for future installation. To date there have been 6 unique instances where the District was alerted of high surcharge.

B. Backflow Prevention Devices (BPD) Incentives

BPDs reduce the risk of sewer backup into homes and the price spent on individual BPDs is small compared to the cost of restoration caused by a sewer backup. The Board was provided several suggestions to encourage District property owners to install BPDs including imposing a "surcharge" on properties that do not have a BPD, providing BPDs free of charge either through a supply store or keeping a supply at the District office, installing BPDs during mainline construction, cash incentives and specifically targeting

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the 5300 parcels that require BPDs but do not have them. The Board suggested adding some BPD information when doing outreach for construction projects and also doing BPD requirement verification during manhole inspections. The Board would also like to know the legal requirements for installing the BPDs on private property and the specifics of the current District BPD regulations. This is scheduled to be an item to discuss further at the upcoming Long Range Planning Workshop.

C. Burlingame Pump Station

Staff determined that specific, key upgrades are sufficient to prolong the useful service life of the Burlingame Pump Station at a cost less than full replacement. The construction cost of this proposed project is estimated to be \$125,000.00 while the full replacement cost is estimated to be \$650,000.00. Staff solicited proposals from 3 reputable Consultants that specialize in pump station design to perform the design and project management services. Staff recommends Waterworks Engineers and will prepare a Professional Services Contract Agreement and proposal for review and approval at a future Board meeting.

MOTION: By Merrill, seconded by Gilbert-Snyder, to proceed with preparing a Professional Services Contract Agreement for the Burlingame Pump Station design and project management services with Waterworks Engineers.

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

D. Joint Resolution of Contra Costa Stakeholders Regarding the Bay-Delta

The Contra Costa County Board of Supervisors have requested support and adoption of a joint resolution establishing a "Contra Costa County Delta Stakeholders Coalition" for the purpose of articulating and advocating mutual

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interests on Bay-Delta issues. The City of El Cerrito and Ironhouse Sanitary District have recently passed similar resolutions. The majority of the Board did not see a need for this resolution, felt it was a contentious issue that the District did not have a stake in since the District is not located along the Delta, and that there was no need to act. O’Keefe expressed the opinion that the Delta water issue was important as the Delta water ultimately affects the quality of the water in the San Francisco Bay estuary. As such, reduced Delta water could impact the requirements placed on Stege for discharges into the Bay.

MOTION: By Merrill, seconded by Gilbert-Snyder, to permanently table Resolution No. 1991-0312, Establishing Water, Ecosystem Health and other issues related to the San Francisco Bay and the Sacramento – San Joaquin River Delta.

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

E. Long Range Planning (LRP) Workshop – Discussion of Topics

The board was provided a draft agenda for the LRP Workshop. Topics included 100<sup>th</sup> Anniversary Planning, Flexible Benefits Policy, Consent Decree Strategy, Self Assessment of Governance, and a BPD Customer Encouragement Program. Time permitting the Board would like to add a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis as a standby agenda item. Other less timely topics or topics that would be better for a regular Board meeting agenda included use of waived “superfunded” PERS contributions, actuarial valuation scenarios and a tele-conference policy.

**VIII. Approval of Checks**

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

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MOTION: By Merrill, seconded by Gilbert-Snyder, to approve payment of the bills, Check Nos. 21669 through 21686, in the amount of \$41,388.17

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

**X. Future Agenda Items**

**March 29, 2012**

CSRMA SHELL Award  
CLOSED SESSION – Existing Litigation  
Long Range Planning Workshop  
100<sup>th</sup> Anniversary Planning

**April 12, 2012**

Long Range Planning Discussion of Topics

**XI. Adjournment**

The meeting was adjourned at 8:55 P.M. The next meeting of the Stege Sanitary District Board of Directors will be held on Thursday, March 29, 2012 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California

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Rex Delizo  
STEGE SANITARY DISTRICT  
Secretary