

MEETING OF APRIL 14, 2009

TIME OF MEETING: 7:00 P.M.

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

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

II. Roll Call: Present: Brand, James, Miller, O’Keefe, Merrill
 Others Present: Douglas Humphrey, District Manager

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 26, 2009 Board Meeting

MOTION: By Miller, seconded by James, to approve the minutes of the March 26, 2009 Board meeting as corrected.

VOTE: AYES: Brand, James, Miller, Merrill
 NOES: None
 ABSTAIN: O’Keefe

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 meeting at the April 6 El Cerrito City Council meeting. He said that there was a claim rejection on the consent calendar that he had asked City staff to forward to Stege staff. Miller also asked that any time the City comes across issues related to Stege that they forward applicable materialsat The property owner 7451 Blake Street claimed that roots from a City tree caused damage to their lateral. Humphrey said that he had already received the background information from City staff.

B. Written Communications:

1. Contra Costa Local Agency Formation Commission (LAFCO) Proposed FY 2009-2010 LAFCO Budget
2. April 2, 2009 Letter to Thos. N. Miller Regarding Stege’s Winter 2009 Edition of “The Endeavor”.
3. April 6, 2009 Letter to Jerry Bradshaw, City of El Cerrito Regarding “Grant Provides Trees to El Cerrito Residents”.

Humphrey explained the responses to the comments received on the recent newsletter. He also said he will follow up with City staff to ensure they inform Stege about tree plantings so laterals and District main lines are protected.

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VI. Business

A. Administration Building Project – Project Status

James encouraged Humphrey to revise the background information in the cover memo for future meetings so it is updated and does not include all the historical information. Humphrey agreed and said he would do this.

Humphrey described the prequalification process and reviewed the results with the Board. He said that staff had requested additional information from three of the contractors to clarify questions that he and Rick Nedell have concerning financial issues, but believes these are relatively minor issues and questions. The result is that five contractors are currently prequalified.

Humphrey said that the Board could choose to bid the project with these five contractors or extend the prequalification process to obtain more bidders. He said that he feels comfortable with five bidders and, based upon the extensive material submitted as part of the prequalification process, believes the District will get competitive bids from these competent contractors. James said he agreed and did not think the prequalification period should be extended. The Board discussed this further and agreed to have staff proceed with project bidding.

Humphrey said the next steps are completion of final plans and specifications, submittal to City staff and final approval from them by the end of next week. The Board should have a copy of final plans to approve on April 23. The next step is the prebid meeting, set for April 28. Bid opening is tentatively set for May 21, and award of contract for May 28.

B. Approval of Revised Travel Reimbursement Expense Procedure

The Board discussed the revised procedure and had many questions regarding the definition of incidentals. O’Keefe said she would forward the State’s language regarding this issue to Humphrey. Humphrey indicated he would also look at the Internal Revenue Service (IRS) language on this and prepare another revision for the Board’s consideration at a future meeting.

C. Resolution No. 1947-0409 Authorizing Filing Financial Assistance Application for a Financing Agreement With the State Water Resources Control Board to Construct Facilities for the Reduction of Inflow/Infiltration, Stege Sanitary District Standard Pipebursting Project 2009, Project No. 09201

MOTION: By James, seconded by Miller, to approve Resolution No. 1947-0409 Authorizing Filing Financial Assistance Application for a Financing Agreement With The State Water Resources Control Board to Construct Facilities for the Reduction of the Inflow/Infiltration, Stege Sanitary District Standard Pipebursting Project 2009, Project No. 09201.

VOTE: AYES: Brand, James, Miller, O’Keefe, Merrill
 NOES: None
 ABSTAIN: None

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D. Resolution No. 1948-0409 Making Findings and Directing Filing of Notice of Exemption, Pursuant to California Environmental Quality Act I/I Correction Program, Stege Sanitary District Standard Pipebursting Project 2009, Project No. 09201

MOTION: By Miller, seconded by James, to approve Resolution No. 1948-0409 Making Findings and Directing Filing of Notice of Exemption, Pursuant to California Environmental Quality Act I/I Correction Program, Stege Sanitary District Standard Pipebursting Project 2009, Project No. 09201.

VOTE: AYES: Brand, James, Miller, O'Keefe, Merrill

NOES: None

ABSTAIN: None

E. Ordinance No. 1949-0409 Providing for the Dedication of Revenue for Repayment of any and all State Revolving Fund Loan Obtained on Stege's Standard Pipebursting Project 2009, Project No. 09201

MOTION: By Brand, seconded by O'Keefe, to approve Ordinance No. 1949-0409 Providing for the Dedication of Revenue for Repayment of any and all State Revolving Fund Loan Obtained on Stege's Sanitary District Standard Pipebursting Project 2009, Project No. 09201.

VOTE: AYES: Brand, James, Miller, O'Keefe, Merrill

NOES: None

ABSTAIN: None

VII. Approval of Checks

A. Checks for March 2009 - Fund No. 3418

MOTION: By James, seconded by Miller, to approve payment of the bills, Check Nos. 19107 through 19146 in the amount of \$50,934.81 from Fund Nos. 3418 & 3423.

VOTE: AYES: Brand, James, Miller, O'Keefe, Merrill

NOES: None

ABSTAIN: None

VIII. Future Agenda Items

April 23, 2009

Draft Budget for Fiscal Year 2009/2010

Administration Building Project Status – Approve Plans

Quarterly Lateral Report

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District Investment Policy – Review

Humphrey said the revised travel expense reimbursement policy will possibly be on this agenda. Brand informed the Board that he will not be able to attend this meeting due to personal matters.

May 7, 2009

Discuss Fourth of July Fair

Administration Building Project Status

Private Lateral Inspection Program and Ordinance

IX. Adjournment

The meeting of the Stege Sanitary District Board of Directors was adjourned at 9:09 P.M. The next meeting of the Stege Sanitary District Board of Directors will be held on Thursday, April 23, 2009 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California.

Douglas Humphrey
STEGE SANITARY DISTRICT
Secretary