

***** MINUTES *****

I. **Call to Order:** President Merrill called the meeting to order at 7:02 P.M.

II. **Roll Call:**

Present:	James, Miller, O’Keefe, Merrill
Absent:	Brand (provided prior notice of absence)
Others Present:	Ben Reyes, District Counsel 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. **Business**

A. Administration Building Project – Approval of Plans and Specifications

Humphrey explained that the plans and specifications had been delivered this morning to the Stege office and that he had not had time to fully review them. He said that it appears that VBN has made many of the changes suggested by staff and Anchor Engineers, but it would still take some time to provide a complete and proper review. Humphrey said he would like to get the authority to proceed with a prebid meeting with the prequalified contractors next Tuesday and to provide them with the plans and specifications either at that time or later next week, so he needs approval of the plans and specifications. James said he was not comfortable providing approval until staff and Anchor have completed their review and ensured the plans are truly complete. Humphrey said he agreed and that plans and specifications would not be distributed to the bidders until staff’s review was complete. It was suggested a conditional approval could be granted so the project could proceed.

MOTION: By O’Keefe, seconded by Miller, to approve the Plans and Specification for the Stege Sanitary District Administration Building Project, conditional upon a review of the plans and specifications by Stege staff, submission of comments to VBN, and corrections made by VBN in accordance with Stege’s review and comments.

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

SPECIAL MEETING OF APRIL 23, 2009

TIME OF MEETING: 7:00 P.M.

V. Adjournment

The meeting was adjourned at 7:32 P.M.

Douglas Humphrey
STEGE SANITARY DISTRICT
Secretary

MEETING OF APRIL 23, 2009

TIME OF MEETING: 7:00 P.M.

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

I. Call to Order: President Merrill called the meeting to order at 7:32 P.M., immediately after adjournment of the special meeting.

II. Roll Call:

Present:	James, Miller, O’Keefe, Merrill
Absent:	Brand (provided prior notice of absence)
Others Present:	Ben Reyes, District Counsel 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 April 14, 2009 Board Meeting

MOTION: By O’Keefe, seconded by James, to approve the minutes of the April 14, 2009 Board meeting as corrected.

VOTE: AYES: James, Miller, O’Keefe, Merrill
 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 a recent El Cerrito City Council meeting on Monday, April 20. He said that the City of El Cerrito was recognized as a green business. Miller said that there was a presentation on the “Kids for the Bay” program that is a science-based environmental education program for kids. He provided Humphrey the business card from the program director and suggested that the Stege Board discuss potential program support at a future meeting. He suggested to the Board that Humphrey look into the program and see what is involved. Miller said the Council meeting was adjourned in memory of Bruce King, a long-timee City employee.

VI. Reports of Staff and Officers

A. Attorney’s Report: Reyes provided Humphrey the Directors with a compact disc (CD-Rom) that has a League of California Cities (LOCC) summary of the American Recovery Act and potential stimulus funding items and programs.

MEETING OF APRIL 23, 2009

TIME OF MEETING: 7:00 P.M.

B. Manager's Report:

1. Monthly Maintenance Summary Report – March 2009

Humphrey reported on March maintenance efforts. He said that about 57,000 feet of lines were cleaned and over 22,000 feet of lines were videoed. There were 8 service calls and 4 of these were related to problems in private laterals. There were 3 after-hours calls and 2 of these required immediate assistance. There was one overflow caused by a problem in a Stege main line.

2. Monthly Report of Sewer Repairs and Miscellaneous Capital Projects

Humphrey reported there were 8 repairs at a total cost of \$35,574.

3. Capital Improvement Projects

Humphrey said the pipebursting contractor has completed work for this fiscal year and has now submitted invoices for much of the work completed in calendar year 2008.

4. Miscellaneous Items

a. EPA Audits

b. Discharge Permits (East Bay Municipal Utility District (EBMUD) and Stege) and Cease and Desist Order (CDO)

c. Financial Assistance Application to State (Stimulus Funds)

Humphrey provided an update on the status of the Environmental Protection Agency (EPA) audits of EBMUD satellite systems, including Stege. He said the revised schedule for National Pollutant Discharge Elimination System (NPDES) permit renewal provided by Regional Board staff indicates that the permit is likely to be renewed about September or October 2009. Humphrey told the Board that the State board staff member cautioned Humphrey that an SRF loan provided to Stege in regards to its recent application may be a 2.5% percent loan instead of one with a 1% interest rate, but it is uncertain since the State expects many stimulus fund requests. James stated his opposition to borrowing from the SRF at a 2.5% interest rate, since it would unfairly burden future customers.

VII. Business

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

C. Approval of Revised Travel Expense Reimbursement Procedure

Humphrey explained the differences from the previous version of the procedure, noting that the majority were clarifying incidental expenses.

MOTION: By James, seconded by Miller, to approve the revised travel expense reimbursement procedure as amended.

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

NOES: None

ABSTAIN: None

MEETING OF APRIL 23, 2009

TIME OF MEETING: 7:00 P.M.

A. Administration Building Project – Project Status Update

Humphrey noted that the discussion in the special meeting immediately prior to this meeting fully covered project status and that he had nothing to add to that.

B. Draft Budget for Fiscal Year (FY) 2009-2010

Humphrey presented the draft budget to the board and went over his cover memo that pointed out the differences from last year’s budget. The retirement of the Worker III or Foreman results in an additional position on the payroll for almost 8 months and the movement of the East Bay Joint Powers Authority (“JPA”) expenses from the capital budget to the operating budget are the largest increases in the operating budget. Humphrey also pointed out that cost-of-living figures have been very erratic in recent months, but the latest San Francisco area figures are less than a 1% increase and may be 0% or less when reported again in mid-May. This means that salary ranges will change only slightly for next year. Humphrey said he has used a 1% increase figure for this draft budget.

C. Approval of Revised Travel Expense Reimbursement Procedure

This item was taken out of order prior to item VII.A.

VIII. Monthly Financial Statements –March 2009

A. Monthly Investment, Cash, Receivables Report, March 2009

B. Monthly Operating, Statement, March 2009

Humphrey referred the Board to the financial statements and said that expenses are very close to those budgeted for this point of the fiscal year. He said Stege had received the April service charge payment from the County, about \$1 million, and that would be reflected in next month’s report.

C. Financial Issues

Humphrey said he had nothing more to add regarding financial issues.

IX. Approval of Checks

1. Checks for April 2009 - Fund No. 3418.

MOTION: By James, seconded by Miller, to approve payment of the bills, Check Nos. 19147 through 19160 in the amount of \$567,964.62 from Fund Nos. 3418 & 3423.

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

X. Future Agenda Items

May 7, 2009

Fourth of July Discussion

Private Lateral Inspection Program & Ordinance

MEETING OF APRIL 23, 2009

TIME OF MEETING: 7:00 P.M.

Humphrey said the agenda would also include a report on the progress of the Administration Building project, an item on the draft budget, and a quarterly lateral report.

May 28, 2009

Draft Budget for FY 2009-10

Approve Salary Ranges for District Positions

Administration Building Project Status

Items for a 4th of July Discussion and consideration of support for Kids for the Bay will also be included. Humphrey asked that this meeting be moved to May 21 and there was no objection.

XI. Adjournment

The meeting of the Stege Sanitary District Board of Directors was adjourned at 10:32 P.M. The next meeting of the Stege Sanitary District Board of Directors will be held on May 7, 2009 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California.

Douglas Humphrey
 STEGE SANITARY DISTRICT
 Secretary