

MEETING OF APRIL 8, 2010

TIME OF MEETING: 7:00 P.M.

\*\*\*\*\* MINUTES \*\*\*\*\*

**I. Call To Order:** President Brand called the meeting to order at 7:00 P.M.

**II. Roll Call:** Present: James, Merrill, Miller, O’Keefe, Brand  
 Others Present: Tom Gaffney, Bartle Wells  
 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 25, 2010 Board Meeting

MOTION: By Merrill, seconded by James, to approve the minutes of the March 25, 2010 Board Meeting, as corrected.

VOTE: AYES: James, Merrill, Miller, O’Keefe  
 NOES: None  
 ABSTAIN: 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 distributed a copy of his notes on the April 5th El Cerrito City Council meeting that he had attended. He pointed out to the other Board members that he had brought a copy of the Take Charge California presentation from the California Department of Consumer Affairs, and said that Stege staff may find it useful. He also mentioned the annual storm water assessment that El Cerrito imposes on property owners will not change.

B. Written Communications:

1. March 31, 2010 Letter from California Association of Sanitation Agencies (CASA) Regarding CASA 2010 Achievement Awards Program

Humphrey said this letter is the annual request for CASA’s achievement awards applications. The Board directed Humphrey to prepare an application for awards for the work with Kids for the Bay, because of the partnering with the Watershed group as well as the Kids for the Bay. James said he thought the District should also submit an application for the removal of all the eucalyptus trees as part of the Administration Building project, since we had to work with the neighbors and were successful in that we were able to get the trees removed with no protests or adverse actions by the neighbors and community.

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2. March 15, 2010 Letter from Local Agency Formation Commission (LAFCO) Regarding Proposed FY 2010-2011 LAFCO Budget
3. March 8, 2010 Letter from Bay Area Clean Water Agencies Regarding Bay Area Clean Water Agencies 2010-2011 Membership

Humphrey said these two items were informational and there was no need for discussion unless the Board had any questions.

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

**VII. B. Service Rates & Proposition 218 Notice**

Humphrey and Gaffney explained the revisions to the draft financial plan report from Bartle Wells. There were some differences from the previous version, particularly the assumed starting balance this next fiscal year. Gaffney said that he and his staff had worked with Humphrey to make changes and develop this new report. Humphrey pointed out that some of the capital expenditures in future years had also been revised from the previous report. The suggested rates are the same, an increase of \$2 per month each of the next three fiscal years.

Humphrey referred the Board to the memorandum from John Bakker of Meyers Nave regarding the Proposition 218 notice. It was decided that some of Mr. Bakker's recommendations should be incorporated into the notice. Humphrey said he would work with the District's newsletter consultant to get a draft notice ready for the Board's review at the next meeting. The schedule was discussed and Humphrey said the notice can be printed and transmitted in late April or early May after the next meeting. This will provide 45 days notice prior to a hearing on June 24<sup>th</sup>.

**VI. Reports of Staff and Officers**

**A. Manager's Report:**

1. Quarterly Claims Report Humphrey said the next quarterly report would only include active claims or ones that had been closed during the quarter.
2. Quarterly Lateral Report Humphrey said that the compliance figures are fairly consistent, the most recent months always have higher non-compliance rates than the overall total.
3. Miscellaneous Humphrey informed the Board that the most recent consumer price index (CPI) figures for the Bay Area showed an increase of 2.4% for all workers, so that is the figure he is using in the draft budget. He reminded the Board that the April CPI figures, published in mid-May, will be the ones used to adjust staff salaries.

**VII. Business**

**A. Administration Building Project – Project Status & Open House**

Humphrey said the project is nearing completion and he expects furniture to be delivered early next week. Current plans are that Staff will be able to move into the building the week of April 19, assuming the transfer of phone lines

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and testing of the fire alarm line on April 19 is successful. Humphrey distributed a revised invitation list for the open house event. He also distributed a copy of a caterer’s proposal. There was discussion about the food and whether servers were needed. It was decided that the selected caterer should provide servers and a total budget of around \$2000 for the chosen caterer would be acceptable. Miller informed the Board that he thinks it would be appropriate to spend money for a professional photographer to take some photos of the new building. He also said there is a “Bay Friendly” program for landscape maintenance firms and he hopes that staff would look into this when securing the services of a contractor for the new site.

**B. Service Rates & Proposition 281 Notice**

This item was taken out of order, immediately after Communications.

**VIII. Approval of Checks**

**A. Checks for March 2010 - Fund No. 3418 & 3423**

MOTION: By Merrill, seconded by James, to approve payment of the bills, Check Nos. 20024 through 20066, in the amount of \$54,987.30 from Fund Nos. 3418 & 3423.

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

**IX. Future Agenda Items**

**April 22, 2010**

- Draft Budget for FY 2010-2011
- Stege Sanitary District & East Bay Municipal Utility District (EBMUD)
- Stipulated Order (SO) & Administrative Order (AO)
- Salary Survey

Humphrey said the salary survey will be considered at a meeting sometime after this one.

**May13, 2010**

- Draft Budget FY 2010-2011
- District Investment Policy
- Lateral Program – EBMUD or Stege Sanitary District

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**X. Adjournment**

The meeting of the Stege Sanitary District Board of Directors was adjourned at 9:54 P.M. The next meeting of the Stege Sanitary District Board of Directors will be held on Thursday, April 22, 2010 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California.

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Douglas Humphrey  
STEGE SANITARY DISTRICT  
Secretary