

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF APRIL 21, 2011

TIME OF MEETING: 7:00 P.M.

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

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

**II. Roll Call:**

Present:	Brand, Merrill, Miller, O'Keefe, James
Absent:	None
Others Present:	Benjamin 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 7, 2011 Board Meeting

MOTION: By O'Keefe, seconded by Merrill, to approve the minutes of the April 7, 2011 meeting, as corrected.

VOTE: AYES: Merrill, Miller, O'Keefe, James  
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 There were no reports.

B. Written Communications:

1. March 31, 2011 Interim Report from Kids for the Bay

Humphrey gave the Board a brief summary of the report from Kids for The Bay and told them that he or Rex Delizo will attend the class field trip on May 19.

**VI. Reports of Staff and Officers**

A. Attorney's Report: Reyes reported on AB 2036 which amended the state Public Contract Code which requires agencies to provide electronic copies of bid documents to requestors without charge.

B. Manager's Report:

1. Monthly Maintenance Summary Report – March 2011 Humphrey gave the Board a summary of March maintenance performance. Crews cleaned over 140,000 feet of main lines and videoed over 7000 feet. There were two overflows caused by problems in main lines and the monthly average

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for the last twelve months is now one. There were 15 service calls and 4 of these were related to problems in private laterals. There were 4 service calls after normal working hours and all 4 required immediate response.

2. Monthly Report of Sewer Repairs and Miscellaneous Capital Projects  
Humphrey said there were no repairs or projects to report.
3. Capital Improvement Projects Humphrey said the pipebursting contractor has completed all work for this fiscal year, unless an emergency need arises.
4. Claim - 901 Sea View, El Cerrito Humphrey told the Board he has spoken to the claims administrator, staff has contacted the property owner, the claim is progressing and the owner understands the process.
5. Waste Discharge Requirement (WDR) Revisions Humphrey explained the status of the WDR revision and need for comments since some of the revisions could have a significant negative impact on Stege and other collection system agencies. He said that California Association of Sanitation Agencies (CASA) and California Water Environment Association (CWEA) are both working on templates for preparation of comment letters.
6. Manager's Future Schedule Humphrey gave the Board an update on his plans and Reyes suggested the need for a closed session at the next meeting.
7. Miscellaneous Items There was no discussion of miscellaneous items.

**VII. Business**

A. Draft Budget FY 2011/2012

Humphrey provided the Board with a summary of the first draft of the budget for fiscal year 2011-12. He said there were some differences from this year's budget, primarily slight changes in staffing due to recent retirements, as well as less field work this year for work related to the Stege SO. Most of the budget is very similar to this year's. Humphrey said that he included the rate increase for next year's revenue, but has assumed there will be no property tax revenue due to state budget issues. Humphrey said draft budgets will be on every agenda until it is approved in late June.

B. Stege's Stipulated Order (SO) and East Bay Municipal Utility District (EBMUD) Stipulated Order (SO) - Status

Humphrey gave a summary of the recent meetings and events associated with the SOs. He said that progress has been made on EBMUD's private lateral program, the lateral incentive program EBMUD is drafting, and coordination of these items with the East Bay communities. He reminded the Board that he and Delizo will attend a two day retreat with EBMUD staff and communities' staffs the first week of May.

**VIII. Monthly Financial Statements –March 2011**

A. Monthly Investment, Cash, Receivables Report, March 2011

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B. Monthly Operating, Statement, March 2011

Humphrey reviewed the reports and said that expenses are slightly greater than expected for this time of the year, but should be very close to the budgeted amounts at the end of the fiscal year. He pointed out that the second large check for service charge revenue was received earlier this week, but that doesn't show in these reports.

C. Financial Issues

Humphrey said there were no other issues to discuss.

**IX. Approval of Checks**

1. Checks for April 2011 - Fund No. 3418 & 3423.

MOTION: By Merrill, seconded by O'Keefe , to approve payment of the bills, Checks No. 20964 through 20996 in the amount of \$70,421.24 from Fund Nos. 3418 and 3423.

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

**X. Future Agenda Items**

**May 12, 2011**

Draft Budget FY 2011/12

100<sup>th</sup> Anniversary – Discussion of Possible Publications & Events

Approval of Agreement for Consultant - Discharge Alternatives

Humphrey noted that a personnel closed session and approval of agreements for flow modeling services and discharge alternatives will also be on this agenda.

**May 26, 2011**

Draft FY 2011-12 Budget

Approval of District Salary Ranges for FY 2011-12

Revision of District Ordinance Code – Laterals

Stege SO Status

**XI. Adjournment**

The meeting was adjourned at 9:30 P.M. The next meeting of the Stege Sanitary District Board of Directors will be held on Thursday, May 12, 2011 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

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