

MEETING OF AUGUST 14, 2008

TIME OF MEETING: 7:00 P.M.

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

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

**II. Roll Call:** Present: Brand (arrived at 7:03 P.M.), James, Merrill,  
Miller, O’Keefe  
Others Present: Rex Delizo, Deputy 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 July 24, 2008 Board Meeting.

MOTION: By Miller, seconded by Merrill, to approve the minutes of the July 24, 2008 Board meeting, as corrected.

VOTE: AYES: Brand, James, Merrill, Miller, O’Keefe  
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.  
Congratulations by the Board to O’Keefe and James on elections (running unopposed). Miller reported that the El Cerrito City Council meeting was cancelled for August 8, 2008. O’Keefe reported that West County Wastewater District is currently offering \$3,000 for lateral replacements (was previously \$2,000).

B. Written Communications:  
1. Candidate Statements, Region 3, Seat C, California Special Districts Association (CSDA) 2008 Board Elections.  
Board discussed qualifications and familiarity of the various candidates. Ballot to be transmitted by Humphrey as Secretary of the Board.

MOTION: By James, seconded by Miller, to cast Stege’s vote for Mr. Caldwell.

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

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**VI. Business****A. Administration Building Project – Status Report.**

Status report provided by Delizo. The City has begun moving out of the corporation yard. Resolution to accept deeds is scheduled for the next City Council meeting of August 25, 2008. The land exchange should be done by September 1, 2008.

Humphrey had a meeting with VBN at their offices last Thursday, August 7, 2008. VBN should have specifications for demolition and tree removal prepared by August 28, 2008, bid planned for September 2008, and work to begin September/October. The Arborist will review and Stege will go to the City for a demolition permit.

The Leadership in Energy and Environment Design (LEED) certification is at a confident 29 points, but may get as high as 33 points which would qualify for a Silver level certification. VBN recommended doing a “Savings by Design” review by Pacific Gas and Electric (PG&E). A >10% savings over Title 24 requirements results in an incentive rebate for owner, and a >15% savings results in incentives to design teams. The revised cost estimated is \$1.84 million; which is higher than the previous estimate. VBN did not have some of the site work (bioswales, tree removal, demolition) accurate in the last estimate. They will follow up with answers on other concerns.

The capital cost difference between a Chilled Beam System and a standard package system was quoted as \$90,000 with current PG&E bills averaging only \$600-\$700 per month. Payback period appears to be very long. A decision on a chilled beam system or package unit is needed by a special meeting if possible or by the next Board meeting at the latest. The Board requested the formal evaluation by VBN as stated in their proposal before making a decision.

**B. Web Site Demonstrations – California Sanitation Risk Management Authority (CSRMA), California Association of Sanitation Agencies (CASA), and Other Professional Organizations Related to Collection System Operations.**

Delizo handed out a sheet of various websites related to the District and gave a demonstration of the California Sanitation Risk Management Authority (CSRMA's) online training system. The Board requested a category for them to login to review the various training modules.

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C. Approval of Agreement for Consulting Services – Brown and Caldwell, Pump Stations Evaluation.

Delizo gave a brief background for the pump station evaluations. District Counsel has forwarded some changes to the language of the agreement that are being reviewed by Brown and Caldwell.

MOTION: By Merrill, seconded by James, to approve the agreement with Brown and Caldwell for evaluating of the pump stations, as amended by District Counsel.

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

D. Manager’s Report.

1. Quarterly Lateral Report & Potential Acceleration of Lateral Replacements.

Delizo presented the Monthly Sewer Lateral Compliance Summary Report. The Board directed the Manager to propose a practical performance evaluator that tracks on a graph (i.e., % compliance 12 month average) and methods of enforcement of non-compliant properties including properties failing future smoke tests. The Board also requested progress reports on upcoming smoke testing and flow meters.

**VII. Approval of Checks**

A. Checks for July 2008 - Fund No. 3418.

MOTION: By Miller, seconded by James, to approve payment of the bills, Check Nos. 18529 through 18579 in the amount of \$63,507.04 from Fund Nos. 3418.

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

The Board also decided it would like to review the District policy on use of personal credit cards and reimbursement.

**VIII. Future Agenda Items**

**August 28, 2008**

- Administration Building Project Status
- District Procedures and Processes – Checks & Balances
- District of Distinction (SDLF) – Discussion
- Dental Plan Review

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**September 11, 2008**

Salary Survey Data

Dental Plan Review

Administration Building Project Status

Review of Travel Expense Policy

**IX. Adjournment**

The meeting of the Stege Sanitary District Board of Directors was adjourned at 8:45 P.M. The next meeting of the Stege Sanitary District Board of Directors will be held on Thursday, August 28, 2008 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