

MEETING OF AUGUST 6, 2009

TIME OF MEETING: 7:00 P.M.

***** MINUTES *****

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

II. Roll Call: Present: Brand, James, Miller, O’Keefe, Merrill
 Others Present: Russell Barnett, Customer
 Doug 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: Mr. Barnett explained in detail about his need to connect his property to the Stege system and that he needed Stege to accept an easement from the adjacent property in order to do so since the neighbor will grant an easement to Stege but does not want to grant one to him. He said that timing was critical because the sale of his property is in escrow and will not close until this issue is resolved. He asked the Board to consider approval at tonight’s meeting. Humphrey told the Board the request from Mr. Barnett was not received by staff until Tuesday, after the agenda had been prepared and noticed, and the notarized copy was not provided to staff until today. He also said that Counsel had advised against the board declaring this an emergency and adding this item to the agenda. Mr. Barnett said he assumed the meeting would be held on the second Tuesday of the month, as indicated on the Stege web site. Humphrey said the site does note the second and fourth Thursdays as the meeting days, but it also advises to contact the office because meeting dates can change. The notice at the counter also has indicated the August 6 date for about one month now. Humphrey suggested the Board could meet for a special meeting to approve the easement if it was able to meet in the near future and this would satisfy Mr. Barnett’s concerns, particularly in light of the fact that there are three weeks until the next meeting which is an unusually long time between meetings. O’Keefe expressed concern that there would be additional expense to the District as a result of this additional meeting. Humphrey said there would be an additional expense, but given the circumstances he still suggested that a special meeting was appropriate. The Board agreed it could meet next Monday at 6 P.M. to consider the easement approval.

Item VI.A, Kids for the Bay, was taken out of order this time of the meeting.

VI.A Kids for the Bay

Humphrey introduced Ms. Krista Mendelsohn of Kids for the Bay. He said that Mr. Miller had heard Ms. Mendelsohn speak about the program at a recent El Cerrito City Council meeting and thought it may be an appropriate for Stege to consider supporting the program. Humphrey contacted Ms. Mendelsohn and asked her to make a presentation about her program. Ms. Mendelsohn presented an overview of the watershed action program that Kids for the Bay conduct in elementary schools. The program includes classroom work on environmental issues and field work at creeks or the Bay shoreline. She explained that the budget of \$12,000 for two classes covers two classes of the same grade level at one

MEETING OF AUGUST 6, 2009

TIME OF MEETING: 7:00 P.M.

school, and suggested that Kensington School or Prospect Sierra were ones in Stege's area that had not yet had classes. O'Keefe said she would like to see elements included in the program that more directly relate to collection system and sewer issues. Mendelsohn said she would be happy to work with the Manager and others to include specific collection system issues in the program. James commented he would prefer to see the program in Kensington School rather than Prospect Sierra, which is in El Cerrito where all the programs have been up to now. Humphrey said he will follow up and work with Kids for the Bay as well as contact Don Freitas at the County Clean Water Program.

MOTION: By Miller, seconded by O'Keefe, to contribute up to \$12,000 to the Kids for the Bay program for school year 2009-2010. James amended the motion to direct the Manager to attempt to secure matching funds from the County Clean Water program and to work with Kids for the Bay to include specific collection system issues into the program.

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

Merrill explained that he voted no because he was concerned that there is only \$3000 in the budget for public education and also that the District is currently operating with a structural deficit in its budget, and this additional \$12,000 only increases the deficit.

CLOSED SESSION

Conference With Labor Negotiator (Government Code Section 54957.6)

Agency Negotiator: Board President

Title of Position: District Manager

The Board entered into the closed session at 8:31 P.M. The Board came out of the session at 9:02 P.M. and President Merrill reported that the Board had agreed to increase the District Manager's salary to \$13,650 per month, effective July 1, 2009.

IV. Approval of Minutes

A. Approval of Minutes of July 23, 2009 Board Meeting

MOTION: By O'Keefe, seconded by James, to approve the minutes of the July 23, 2009 as corrected.

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

MEETING OF AUGUST 6, 2009

TIME OF MEETING: 7:00 P.M.

V. Communications**A. Oral Communications:**

1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings

Miller said that the El Cerrito City Council will only meet once in August. He said the new Cerrito Theater operator will start food service later this month and noted the previous operator did not require a grease interceptor, but staff should be aware the new operator may have different requirements.

2. Manager's Report

- a. Stege NPDES Permit

Humphrey told the Board that the meeting with the Regional Water Board and the Environmental Protection Agency (EPA) staff had gone well. Stege and the other satellite agencies had stated their concerns and requested an extension to comments on their permits and a November hearing instead of September. He said that he had follow-up phone conversations earlier this week from the Water Board staff that indicated they agreed and would extend the comment period to October and hold the adoption hearing in November. EPA plans to issue a draft administrative order shortly after Labor Day.

- b. Water Environment Research Foundation (WERF) Board Dinner

No report from the Manager. Miller and James attended.

- c. Records Retention – Policy Implementation & Revisions

Humphrey explained to the board that he would be asking them to revise their policy on records retention, since staff had realized the existing policy is very restrictive about records destruction. He said staff is putting great effort into converting records into electronic format, when appropriate, and destroying written records no longer needed so the need for moving boxes into the new building is minimized.

B. Written Communications:

1. July 24, 2009 Memo from Special District Leadership Foundation (SDLF) re: District of Distinction Award

Humphrey asked the Board if they would like the plaque from California Special District Association (CSDA) presented at the January 2010 California Association of Sanitation Agencies (CASA) meeting and the Board agreed this would be the best time for this presentation. The Board made suggestions about changes to the resolution and directed Humphrey to transmit the suggestions to CSDA.

VI. Business**A. Kids for the Bay**

This item was taken out of order immediately following the Public Comment section of the meeting.

B. Administration Building Project – Project Status

MEETING OF AUGUST 6, 2009

TIME OF MEETING: 7:00 P.M.

Humphrey provided a status report to the Board. He said the project is progressing well and the current projection for the pouring of the slab is August 21, about 2-3 weeks ahead of the original schedule.

C. Board Governance Issues

Humphrey led the board in a discussion of the Board’s governance manual and what should be revised. It was decided that procedures on check preparation & approval and public records requests should be added to the manual, as well as a new policy on the District web site. There were also numerous minor revisions suggested to the protocols. The revisions will be brought to the board for formal approval sometime in the fall.

VII. Approval of Checks

A. Checks for July 2009 - Fund No. 3418

MOTION: By James, seconded by Brand, to approve payment of the bills, Check Nos. 19398 through 19451 in the amount of \$54,617.59 from Fund Nos. 3418 & 3423.

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

VIII. Future Agenda Items

August 27, 2009

- Administration Building Project Status
- Backflow Prevention Devices (BPDs)- Policy Considerations
- System Offer to East Bay Municipal Utility District (EBMUD)/Private Lateral Inspection Program
- Stege National Pollutant Discharge Elimination System (NPDES) Permit & EBMUD SO
- Smoke Testing Update & Enforcement Issues
- Resolution Establishing Salary of the District Manager

September 10, 2009

- Consideration of Use of Public Art in Administration Building Project
- Stege NPDES Permit & EBMUD SO

MEETING OF AUGUST 6, 2009

TIME OF MEETING: 7:00 P.M.

- IX. Adjournment**The meeting of the Stege Sanitary District Board of Directors was adjourned at 10:30 P.M. The next meeting of the Stege Sanitary District Board of Directors will be held on Thursday, August 27, 2009 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California.

Douglas Humphrey
STEGE SANITARY DISTRICT
Secretary