

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF AUGUST 18, 2011
TIME OF MEETING: 7:00 P.M.

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

- I. Call To Order:** President James called the meeting to order at 7:01 P.M.
- II. Roll Call:** Present: Brand, Merrill, Miller, O'Keefe, James
Absent: None
Others Present: Bryce Nesbitt (7:05 P.M.), Kensington Resident
Ben Reyes, District Counsel
Rex Delizo, 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.

CLOSED SESSION

Public Employment (Government Code Section 54957 (b))

Title of Position: District Manager

The Board entered the closed session at 7:02 P.M. The Board returned to open session at 7:15 P.M. President James announced that the Board approved the salary and benefit package for the District Manager position effective July 1, 2011. The District Manager position includes the titles of District Engineer, Secretary of the Board and Treasurer of the District. Counsel will prepare a Resolution for a future Board meeting.

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

VII. Business

- A Request by Kensington resident, Bryce Nesbitt, for a Letter of Support on efforts to rehabilitate a failed storm drain pipe along the Kensington path between Highland and Kenyon Avenue.

Bryce Nesbitt, Kensington path advocate, addressed the board with his concerns of a failed storm drain line along a Kensington path under which lies a Stege sanitary sewer main. The Stege sanitary sewer main is currently in good working order but is threatened by the failed drainage pipe which will eventually undermine the ground and jeopardize the integrity of the sewer line

MOTION: By O'Keefe, seconded by Miller, to provide a Letter of Support signed by the Board President for efforts to rehabilitate a failed storm drain pipe along the Kensington path between Highland and Kenyon Avenue.

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

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ABSTAIN: None

IV. Approval of Minutes

A. Approval of Minutes of August 04, 2011 Board Meeting

MOTION: By Miller, seconded by Brand, to approve the minutes of the August 04, 2011 Board Meeting, as corrected.

VOTE: AYES: Brand, Merrill, Miller, O’Keefe, James
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

a. California Association of Sanitation Agencies (CASA) August 2011 Conference (CASA)

In accordance with AB 1234, a report was given by Merrill, Miller, O’Keefe, and James on their attendance at the CASA Conference. The Board appreciated the effort by the Communications Committee and their “Celebrating a Milestone” presentation which included ideas for Stege’s 100th year anniversary. Reyes reported that he attended the CASA Attorneys Committee meeting and will have a full report at a future Board meeting.

B. Written Communications:

1. El Cerrito Patch Article - City Buildings May Plug Into the Sun

Maria Sanders, Environmental Analyst for the City of El Cerrito, was asked about the possibility of Stege participating in the joint procurement of solar power. Sanders said it is still possible as it was still early in the process. The first step would be to get an assessment done on Stege’s facilities to determine feasibility. A full report would cost \$2,250. The Board asked staff to look into any previous assessments conducted during the design of the building and report back at a future Board meeting.

VI. Reports of Staff and Officers

A. Attorney’s Report:

Reyes informed the Board that the Stege Stipulated Order was filed on August 4th as a no contest submittal. A public hearing is scheduled for September 8th where the Order is anticipated to be approved.

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Reyes informed the Board that he has provided a resignation letter for James to formally resign effective September 30, 2011. James indicated he would sign and submit the resignation letter in the next few days.

B. Manager's Report:

1. Monthly Maintenance Summary Report – July 2011

The Board was informed that about 92,000 feet of lines had been cleaned and that about 7,500 feet of lines had been videoed. There were 12 service calls and 5 of these were related to problems in private laterals. There were 2 service calls after normal working hours and 2 overflows caused by problems in District main lines. O'Keefe requested that after hour calls be indicated in future reports.

2. Monthly Report of Sewer Repairs and Miscellaneous Capital Projects

There were no repairs or projects to report.

3. Capital Improvement Projects

D'arcy and Harty is scheduled to return in 2 months to resume sewer line rehabilitation.

4. Miscellaneous Items

a. East Bay Municipal Utility District (EBMUD) Stipulated Order (SO) and Stege Sanitary District Administrative Order (AO)

Delizo provided the Board with a status update. EBMUD has proposed several dates to hold a public hearing with Stege for implementation of the EBMUD's Private Sewer Lateral Ordinance. A workshop on EBMUD's Flow Modeling and Limits report is scheduled for October 5th. Stege's annual report submitted on March 8, 2011 was approved by Michelle Moustakas of the United States Environmental Protection Agency (EPA).

The board was informed that newly hired Assistant Engineer, Paul Soo, began work on Monday, August 15th.

VIII. Monthly Financial Statements – July 2011

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

B. Monthly Operating, Statement, July 2011

Delizo said there were no exceptional items regarding finances that needed discussion.

C. Financial Issues

Delizo said there were no issues to discuss at this time.

IX. Approval of Checks

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

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MOTION: By Merrill, seconded by Brand, to approve payment of
 the bills, Check Nos. 21225 through 21244, in the amount of
 \$35,604.91

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

X. Future Agenda Items

September 08, 2011

Presentation of Stege Flow Model
 100th Year Anniversary Planning
 City of El Cerrito Solar Power Partnership

September 22, 2011

Adopt Employee Incentive Award Goals & Objectives for FY 2011/2012
 Operational Scheme –Update Report
 Backflow Prevention Devices (BPDs) – Staff Recommendations
 Director Vacancy

XI. Adjournment

The meeting of the Stege Sanitary District Board of Directors was adjourned at
 9:07 P.M. The next meeting of the Stege Sanitary District Board of Directors will
 be held on September 08, 2011 at 7:00 P.M. at the District office, 7500 Schmidt
 Lane, El Cerrito, California

Rex Delizo
 STEGE SANITARY DISTRICT
 Secretary