

MEETING OF FEBRUARY 28, 2008

TIME OF MEETING: 7:00 P.M.

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

**I. Call To Order:** Vice President Merrill called the meeting to order at 7:01 P.M.

**II. Roll Call:** Present: Brand (arrived at 7:05), James, Miller, Merrill,  
 Absent: O’Keefe (provided prior notice of absence)  
 Others Present: David Patzer, Risk Loss Control Advisor,  
 California Sanitation Risk Management  
 Authority (CSRMA)  
 Bryan Otake, Meyers Nave  
 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 February 14, 2008 Board Meeting.

MOTION: By Miller, seconded by Brand, to approve the minutes of the February 14, 2008 Board meeting, as corrected.

VOTE: AYES: Brand, James, Miller, Merrill  
 NOES: None  
 ABSTAIN: None

Item **VII. E, Safety Superstar Award**, was taken out of order at this time in the meeting. Humphrey introduced Mr. Patzer of the California Sanitation Risk Management Authority (CSRMA). Patzer presented the Board with one of its annual safety superstar awards. Stege earned this since it had no workers’ compensation claims last fiscal year. In fact, this is ten consecutive years there have been no lost-time accidents by workers at Stege. Patzer commented that this is a tremendous record, particularly for workers in collection systems, which have the highest frequency of injuries and claims in the wastewater industry. Patzer commended the Board and employees for a job well done, and encouraged Stege to apply for the loss control program of the year award from CSRMA when applications are available again this coming spring.

Patzer also gave a brief presentation on his work with Stege in revising the confined space entry program and training of Stege field staff in this program.

**V. Communications**

A. Oral Communications:

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

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on his attendance at a presentation given by John Andrew on climate change and the State's water resources plan associated with climate change. He said he had also attended a tree planting in honor of Jean Siri at the Memorial grove.

- B. Written Communications: Humphrey indicated there were no written communications to consider at this meeting.

## VI. Reports of Staff, Officers, and Committees

- A. Attorney's Report: Otake provided a brief report regarding the State's Legislative Analyst's Office (LAO) report and suggestion about use of property tax shifts to help with the State's budget crisis.
- B. Manager's Report:

1. Monthly Maintenance Summary Report – January 2008

Humphrey said that the storm on January 4<sup>th</sup> had a large effect on the District, resulting in 5 overflows that day. All overflows were related to the heavy rains and flows, which related to a 5 to 10 year occurrence frequency according to the Stege rain gauge. Humphrey reported there were 6 overflows during January, 5 during the storm on the 4<sup>th</sup>. He said that staff is following up on the ones encountered on the 4<sup>th</sup>. Humphrey reported that crews had cleaned about 69,000 feet of main lines in January and videoed about 8,000 feet. There were 14 service calls and 5 of these were related to lateral problems. There were 3 after-hours calls, and 1 required immediate response. There were also some suggestions for revising the Manager's report form. Humphrey indicated he would implement.

2. Monthly Report of Sewer Repairs and Miscellaneous Capital Projects

Humphrey said there were no repairs to report this month.

3. Capital Improvement Projects

Humphrey said the pipebursting project was completed, and the bidding of next year's project is an item later on the agenda.

4. Miscellaneous Items – Humphrey briefly explained that the Stege Conflict

of Interest Code includes the filing of form 700s with the County Clerk. He said Otake had helped him on this issue, and Otake commented that the Board could choose to revise its Code. The Code was likely adopted using the County's Code as a model, which includes the requirement for filing with the County. There was a brief discussion and the Board decided to take no action on its Code for now on filing requirement, but the Board asked the Board Secretary to write to the county protesting the incorrect form (checking jurisdiction county instead of other) that the county has required, returning correctly filled out forms and demanding that they be changed. Humphrey said that requirements for the reporting of sanitary sewer overflows (SSOs) had been changed by the State to a two hour limitation. This is in response to the Marin County treatment spills, and requires reporting within two hours of awareness of an SSO. Humphrey also said that he and staff are working with El Cerrito regarding joint communications with City of El Cerrito to the community regarding El

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Cerrito paving projects. Humphrey said that Fred Bondoc will return to work on March 3<sup>rd</sup>, on a limited duty basis.

**VII. Business**

- A. Approval of Plans and Specifications – Standard Pipebursting Project, Stege Project No. 08201. Humphrey explained this project is essentially the same as the one that had just been completed. He said that District Counsel has also previously reviewed the specifications used for this project.

MOTION: By James, seconded by Miller to approve Plans and Specifications for Standard Pipebursting Project, Stege Project No. 08201 and authorize staff to advertise the project for bid.

VOTE: AYES: Brand, James, Miller, Merrill  
 NOES: None  
 ABSTAIN: None

- B. Resolution No. 1922-0208 Making Findings and Directing Filing of Notice of Exemption, Pursuant to California Environmental Quality Act (CEQA) I/I Correction Program – Standard Pipebursting Project – March 2008, Project No. 08201.

MOTION: By James, seconded by Miller to approve Resolution No.1922-0208 Making Findings and Directing Filing of Notice of Exemption, Pursuant to California Environmental Quality Act (CEQA) I/I Correction Program – Standard Pipebursting Project – March 2008, Project No. 08201.

VOTE: AYES: Brand, James, Miller, Merrill  
 NOES: None  
 ABSTAIN: None

- C. Resolution No. 1923-0208 Accepting Completion of Work and Directing Filing of Notice of Completion for the Standard Pipebursting Section Contract, Stege Sanitary District, Project No. 05202.

MOTION: By James, seconded by Miller to approve Resolution No.1923-0208 Accepting Completion of Work and Directing Filing of Notice of Completion for the Standard Pipebursting Section Contract, Stege Sanitary District Project No. 05202.

VOTE: AYES: Brand, James, Miller, Merrill  
 NOES: None  
 ABSTAIN: None

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- D. Resolution No. 1924-0208 of the Board of Directors of the Stege Sanitary District Approving the Administration Building Project (Located on Schmidt Lane) and Finding the Project Exempt From the California Environmental Quality Act (CEQA).

Humphrey reported that the resolution had been prepared by Meyers Nave after their assessment of the environmental concerns associated with the project. The conclusion was that the project qualifies for a categorical exemption since there is no potential for significant environmental effects associated with the project.

MOTION: By James, seconded by Miller to approve Resolution No.1924-0208 Approving the Administration Building Project (Located on Schmidt Lane) and Finding the Project Exempt From the California Environmental Quality act (CEQA).

VOTE: AYES: Brand, James, Miller, Merrill  
 NOES: None  
 ABSTAIN: None

- E. Safety Superstar Award. This item was taken out of order immediately after approval of the minutes.
- F. Long-Range Planning (LRP) Workshop Agenda. The draft agenda for the LRP was reviewed again. Humphrey said he would make some minor revisions based on the input at tonight's meeting.
- G. Administration Building Project Update. Humphrey said that the architect is working with its cost estimator to provide a revised cost estimate for the project, which will be ready in the next couple of weeks. James said that he decided he does have problems with exposed ducting, and consequent energy efficiency issues, in the building, and Humphrey replied that the architect told him that he has determined the interior ventilation ducting does not need to be exposed. He also said that the architect plans to have his mechanical designer contact James to discuss air handling design issues. Miller suggested that Humphrey should contact the West County Times to discuss the project, and perhaps write an article on it, after further work with the arborist and local property owners and other interested parties.

**VIII. Monthly Financial Statements – January 2008**

- A. Monthly Investment, Cash, Receivables Report, January 2008.  
 B. Monthly Operating, Statement, as of January 2008.  
 C. Financial Issues.

There was discussion regarding the cash, investment and receivables section of the reports. Humphrey agreed with Brand's point that something was not correct with this report, and that some figures seemed to be missing. Humphrey said he would follow up with the Bookkeeper and provide a

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revised report to the Board. The operating section of the reports indicates that expenses are in line with the budgeted amount for this point in the fiscal year.

**IX. Approval of Checks**

1. Checks for February 2008 - Fund No. 3418.

MOTION: By James, seconded by Brand, to approve payment of the bills, Check Nos. 18172 through 18206 in the amount of \$55,696.40 from Fund Nos. 3418 & 3423.

VOTE: AYES: Brand, James, Miller, Merrill  
 NOES: None  
 ABSTAIN: None

**X. Future Agenda Items**

**March 13, 2008**

- Employee Benefits Discussion
- Audit RFP Responses – Committee Report

It was noted that the audit responses item will not actually be a committee report, and also that an administration building project status report will be made at this meeting.

**March 27, 2008**

- Audit Firm Selection
- Retiree Medical Care Contribution Rate
- Administration Building Project Status
- Bill Paying Process
- Review Draft Action Plan

The future meeting schedule in April was discussed. The Directors decided that one meeting in April, on April 17 would be a preferred schedule.

**XI. Adjournment**

The meeting of the Stege Sanitary District Board of Directors was adjourned at 10:28 P.M. The next meeting of the Stege Sanitary District Board of Directors will be held on Thursday, March 13, 2008 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