

MEETING OF FEBRUARY 26, 2009

TIME OF MEETING: 7:00 P.M.

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

I. Call To Order: President Merrill called the meeting to order at 7:03 P.M.

II. Roll Call: Present: Brand, James, Miller, O’Keefe, Merrill
 Others Present: Jen Faught, 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 February 12, 2009 Board Meeting

MOTION: By O’Keefe, seconded by Brand, to approve the minutes of the February 12, 2009 Board meeting as corrected.

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

Miller reported on the California Sanitation Risk Management Authority (CSRMA)-sponsored training class that he had attended. Gordon Graham spoke at the class and presented information on employee performance plans and dealing with employees. Miller said that Graham is a very good speaker and presented good ideas on training and how to provide systematic training on both everyday and infrequent tasks. Miller said he thinks that the type of system Graham has established for training of law officers may be useful for training of CSRMA member employees.

O’Keefe said that activity level of the El Cerrito Planning Commission seems to be increasing and that there may be several projects that will come before the Commission in the near future.

B. Written Communications: Humphrey said there were no communications to discuss.

VI. Reports of Staff and Officers

A. Attorney’s Report: Ms. Faught informed the Board that Mike Riback has injured his knee and will require surgery. The injury is similar to his other knee injury last year and she will be helping to cover Mike’s work while he undergoes and recovers from surgery.

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B. Manager's Report:**1. Monthly Maintenance Summary Report – January 2009**

Humphrey said that January was fairly typical for the first month of the quarterly cleaning cycle. Crews cleaned about 106,000 feet of main lines and videoed about 12,000 feet of lines. There were 8 service calls and 4 of these were the result of problems in laterals. There were 6 after-hours calls for service and 2 of these required immediate response. There have been 13 overflows in the last 12 months (February 2008 – January 2009), remarkable because this is the lowest this figure has been in Stege history.

2. Monthly Report of Sewer Repairs and Miscellaneous Capital Projects

Humphrey said there were no repairs to report.

3. Capital Improvement Projects

Humphrey reported that the contractor will be returning sometime in the next two weeks to talk to staff about more replacement work.

Miscellaneous Items**a. Stoppage and Overflow Summary 2002-2008****b. Claims Status**

Humphrey summarized the 8 year stoppage and overflow data report for the period of 2002-2008. He also gave an update report on the status of recent claims.

VII. Business**A. Administration Building Project – Project Status Update**

Humphrey provided the Board with a summary of project status. He said that all materials have been submitted to the City of El Cerrito for a building permit, and he thinks a permit will be obtained in the next 3-4 weeks. Demolition is progressing well, all but one of the 18 eucalyptus trees are removed. It will take another week, given fair weather, to remove the stumps below grades as specified in the contract. He indicated that he and Rex Delizo will meet with State Board staff next week to discuss the possibility of stimulus package money for funding of the project. Humphrey also said that staff had met with Anchor Engineering and VBN and drafted a new schedule, which he explained to the Board. This schedule includes bidding in April and contract award in May.

B. Long-Range Planning (LRP) Workshop 2009

Humphrey explained that he had a personal conflict with the workshop schedule and asked the Board if he could be absent during a 2 and ½ hour period just before, during and immediately after lunch. He provided a suggested revised agenda schedule that included some topics during his absence that he believes the Board would not need him to be present. The Board reviewed the agenda and said they thought the revised schedule was good and that Humphrey could be absent from about 11:30 A.M/ until about 2 P.M.

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C. California Association of Sanitation Agencies (CASA) Legislative Day in the District

Humphrey reviewed the draft talking points for the meetings with legislators and their staffs. The Directors agreed on the subject of the talking points and asked Humphrey if he had any background information to provide to the legislators and their staffs. He said he would have a package prepared that describes the District, past accomplishments, current programs, and future issues that may need legislative efforts. Merrill suggested that background information about CASA be included, along with a listing of the numerous bills they are watching. Humphrey said he would provide this CASA information with the package.

D. Service Fee Discussion

The Board briefly discussed the issues with a potential rate increase; the decision of whether or not a rate increase will occur this next year will be decided at the LRP on Saturday.

VIII. Monthly Financial Statements –January 2009

A. Monthly Investment, Cash, Receivables Report, January 2009

B. Monthly Operating, Statement, January 2009

C. Financial Issues

Humphrey said that expenses are slightly over the budgeted amount for this time of the fiscal year and said he believes they may be over at the end of the year also, although some expenses are realized early in the year and expenses may still end up within budgeted amounts.

IX. Approval of Checks

1. Checks for February 2009 - Fund No. 3418.

MOTION: By James, seconded by Miller, to approve payment of the bills, Check Nos. 19004 through 19042 in the amount of \$54,953.78 from Fund Nos. 3418 & 3423.

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

X. Future Agenda Items

March 12, 2009

Administration Building Project – Status
 Long-Range Planning Follow-Up
 Review of Draft Newsletter

March 26, 2009

Approve Draft Action Plan
 Administration Building Project Status
 Sewer Service Charge Rate Increase – Public Hearing (if needed)

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O'Keefe asked that the March 12 meeting be changed to March 10 so she could attend a work function and the Stege Board meeting. The Board agreed to change the meeting date to March 10. Humphrey noted the newsletter may be reviewed at the LRP and no item would be necessary on the March 10 agenda. Merrill suggested that a future topic on USA marking policy and Humphrey said he would place this on a future agenda for discussion.

XI. Adjournment

The meeting of the Stege Sanitary District Board of Directors was adjourned at 9:33 P.M. The next meeting of the Stege Sanitary District Board of Directors will be held on Thursday, March 10, 2009 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California.

Douglas Humphrey
STEGE SANITARY DISTRICT
Secretary