

MEETING OF JULY 10, 2008

TIME OF MEETING: 7:00 P.M.

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

**I. Call To Order:** President O’Keefe called the meeting to order at 7:01 P.M.

**II. Roll Call:** Present: Brand (arrived at 7:15 P.M.), James, Merrill,  
Miller, O’Keefe  
Others Present: 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.

**CLOSED SESSION**

**Conference With Labor Negotiator** (Government Code Section 54957.6)  
Agency Negotiator: Board President  
Title of Position: District Manager

The Board entered to closed session at 7:37 P.M. The Board returned to open session at 8:09 P.M. and President O’Keefe announced the Board had taken no reportable action.

**IV. Approval of Minutes**  
A. Approval of Minutes of June 26, 2008 Board Meeting.

MOTION: By James, seconded by Merrill, to approve the minutes of the June 26, 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.  
a. 4<sup>th</sup> of July Debriefing.  
The Directors all gave reports on the Fourth of July fair. Merrill said that there was concern expressed about the coordination of El Cerrito paving projects and Stege’s lateral program. O’Keefe said she thought the newsletter timing just prior to the Fourth was a good idea and should be continued. She also said that dividing the giveaway items into separate containers for different times is a good practice. James passed along some specific items and questions. Brand also provided some specific comments and questions from customers that Humphrey said he would handle. Miller said he thought there should be five

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tables next year. Miller also expressed his gratitude to staff, particularly Walter Lunn, for all their work and assistance again this year. He also thanked Merrill for his assistance in taking down the booth with Miller.

B. Written Communications:

1. August 20-23, 2008 California Association of Sanitation Agencies (CASA) 53<sup>rd</sup> Annual Conference.

All Directors agreed to authorize the attendance of all Directors who wish to attend the August 20-23, 2008 CASA meeting. Individual Directors indicated their plans to Humphrey.

2. Contra Costa Local Agency Formation Commission (LAFCO) Notice and Agenda for Regular Meeting – Wednesday, July 9, 2008. There was no discussion on this item.

C. Manager's Report:

1. District Counsel Evaluation Form
2. Flow Meter Purchases
3. Meetings with Counsel – Miscellaneous Issues
4. Cell Phone Policy
5. Letter to Customers - Rags, Towels in Sewers Near 1530 Regency Court

The Manager led a brief discussion on the noted items. The evaluation forms will be used in the evaluation of Counsel at the next meeting. The Board asked Humphrey to provide his input of Counsel performance. Humphrey said he would be addressing the cell phone policy in the next two weeks with a tax accountant referred by Meyers Nave.

**VI. Business**

A. Administration Building Project – Status Report.

Humphrey reported on the status of the project and explained the items that he and the construction management firm, Anchor Engineering, are working on with VBN to push the schedule as soon as possible. One item is to separate the demolition and tree removal from the construction contract, so this work can take place in advance of the construction. Humphrey also said he had spoken to Fred King at VBN this week about the heating and cooling system design. James said he had spoken to the designers again last week and still had concerns about their design. Humphrey replied that, based upon his talks with Mr. King, he thinks we should look at the revised draft design because he thinks many of James' concerns may have been answered.

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B. Ordinance No. 1941-0708 Approving Increase in Directors' Fees.

Humphrey reminded the Board that this item had been reviewed last meeting and Humphrey's analysis indicates that the cost-of-living warrants an increase to \$196 per meeting day and state law allows an increase of up to \$231 per day. The Ordinance under consideration tonight would change the meeting day compensation to \$196.

MOTION: By James, seconded by Merrill, to approve Ordinance No. 1941-0708 Approving Increase in Directors' Fees to \$196 per meeting day.

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

C. Board Governance – Review.

Humphrey said the Board has suggested that it wants to evaluate its performance or have a quick self-performance review each year. Humphrey said this is the purpose of this item and that the manual is provided for reference. This item is not intended to review the manual details at this time. Comments by Directors were that they generally believe they function as an effective and efficient Board. O'Keefe said she does think that the length of meetings is still too long and the Board gets bogged down in non-policy items too often. The issue of District facility tours was discussed and Humphrey said he would follow up on this issue and determine a time for another Director tour of the District.

**VII. Approval of Checks**

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

MOTION: By Merrill, seconded by James, to approve payment of the bills, Check Nos. 18461 through 18502 in the amount of \$63,050.27 from Fund Nos. 3418, 3421 & 3423.

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

B. Check Approval Process.

Humphrey explained the draft policy and process was placed on tonight's agenda at the request of President O'Keefe, who wanted a review since there had been two checks she has been asked to sign outside of formal approval at Board meetings. Some revisions were recommended and Humphrey said he would make the changes.

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**VIII. Future Agenda Items**

**July 24, 2008**

Administration Building Project Status

Local Agency Investment Funds (LAIF) Alternatives

District Counsel Performance Evaluation

Quarterly Lateral Report

District Manager Compensation – Resolution Approval

A resolution authorizing the Manager to accept property on behalf of the District may also be included on this agenda if a special meeting is not held for that purpose.

**August 14, 2008**

Administration Building Project Status

Lateral Replacement Acceleration Discussion

California Sanitation Risk Management Authority (CSRMA) Web Site Demo

**IX. Adjournment**

The meeting of the Stege Sanitary District Board of Directors was adjourned at 10:10 P.M. The next meeting of the Stege Sanitary District Board of Directors will be held on Thursday, July 24, 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