

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF JULY 19, 2011
TIME OF MEETING: 7:00 P.M.

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

I. Call to Order: President James called the meeting to order at 7:04 P.M.

II. Roll Call: Present: Brand, Merrill, Miller, O’Keefe, James
Absent: None
Others Present: Rex Delizo, District Manager
Angela El-Telbany, EBMUD

Agenda Items: Directors and Officers of the Board did not announce any conflict of interest posed by items on the meeting agenda.

III. Public Comment: O’Keefe asked staff to verify that carbon monoxide detectors are installed in the office building and garage.

IV. Approval of Minutes

A. Approval of Minutes of June 23, 2011 Board Meeting

MOTION: By Merrill, seconded by Miller, to approve the minutes of the June 23, 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. Debriefing - Fourth of July Fair

The Directors made suggestions for the next Fourth of July Fair including a refresh or new exhibits, an interactive exhibit, a video of pipe-bursting, kid friendly “give-aways” related to District activities, more lists of registered plumbers, new canopies, and to add preparation for the Fair to a board meeting agenda earlier in the year.

b. City & Community Meetings

Miller spoke on his attendance at the quarterly meeting of the Contra Costa Special Districts Association (CCSDA) and voted on behalf of the Board for Stan Caldwell as the Member-at-Large position on the Executive Committee.

B. Written Communications:

1. June 1, 2011 Letter from California Special Districts Association (CSDA) re: Proposed Bylaws Amendments

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MOTION: By Merrill, seconded by O'Keefe, to vote no on
Adopting the Proposed CSDA Bylaws Amendments

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

2. June 22, 2011 Letter from CSDA re: 2011 Board Elections

MOTION: By Miller, seconded by Merrill, to vote for Stanley
Caldwell for the 2011 CSDA Board of Directors Region Three
Seat C

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

3. June 29, 2011 Email from Contra Costa Special Districts Association
(CCSDA) re: Election of Member at Large
4. July 8, 2011 Memo from District Counsel re: Vacation

VI. Reports of Staff and Officers

A. Manager's Report:

1. California Association of Sanitation Agencies (CASA) 56th Annual
Conference August 10-13, 2011 San Diego, CA
2. Conflict with August 11th Board Meeting Date

The Board members confirmed who would be attending the CASA
Conference and for which days they would need accommodations.

Due to the short turn around for the next scheduled meeting on Thursday, July
28, 2011 and a conflict of the Thursday, August 11, 2011 meeting with the
upcoming CASA conference in San Diego, the Directors agreed to modify the
next few meeting dates. The Thursday, July 28, 2011, meeting will be moved
back one week to Thursday, August 04, 2011. The Thursday, August 11,
2011, meeting will be cancelled due to the CASA Conference conflict. The
Thursday, August 25, 2011, meeting will be moved up one week to Thursday,
August 18, 2011.

VII. Business

- A. Ordinance No. 1979-0611, Amending Sections 1.2 and 4.4 and Repealing and
Reenacting Section 4.6 of the Stege District Ordinance Code, Relating to
Sewer Laterals

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The Board made minor corrections to the Ordinance and then discussed the use of “property line and/or cleanout” in the language to define the lower from upper lateral. Ms. El-Telbany from EBMUD expressed the need for consistent language between the proposed Ordinance governing lower laterals and EBMUD’s Ordinance governing upper laterals and believed the language to be sufficient. After a lengthy discussion, the Board decided the language was too ambiguous and does not adequately cover situations of main line easements in neighboring properties and private laterals extending onto neighboring private property. The Board revised the Ordinance to define the lower lateral to be “in the public right of way up to the publicly owned Main Sewer.”

MOTION: By Merrill, seconded by Brand, to approve Ordinance No. 1979-0611, Amending Sections 1.2 and 4.4 and Repealing and Reenacting Section 4.6 of the Stege District Ordinance Code, Relating to Sewer Laterals as corrected and revised

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

- B. Resolution No. 1982-0711, Resolution Amending Resolution no. 1934-0608 and the Personnel Policies of the Stege Sanitary District Regarding Article II, Section 5 - Stand-By And Call Back Time, 2.5.3

MOTION: By Merrill, seconded by O’Keefe, to approve Resolution No. 1982-0711, Resolution Amending Resolution no. 1934-0608 and the Personnel Policies of the Stege Sanitary District Regarding Article II, Section 5 – Stand-By And Call Back Time, 2.5.3

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

- C. Resolution No. 1983-0711, Resolution Amending Regular Workweek and Schedule and the Personnel Policies of the Stege Sanitary District Regarding Article III, Section 3 – Hours of Work, 3.3.1

MOTION: By Miller, seconded by Merrill, to approve Resolution No. 1983-0711, Resolution Amending Regular Workweek and Schedule and the Personnel Policies of the Stege Sanitary District Regarding Article III, Section 3 – Hours of Work, 3.3.1

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

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NOES: None
ABSTAIN: None

- D. Resolution No. 1984-0711, Resolution Establishing the Position and Salary Range for Assistant Civil Engineer and Associate Civil Engineer

Miller asked to review the policy regarding comparison agencies at a future meeting.

MOTION: By Merrill, seconded by Miller, to approve Resolution No. 1984-0711, Resolution Establishing the Position and Salary Range for Assistant Civil Engineer and Associate Civil Engineer

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

- E. Revision of Directors’ Compensation Rate

As part of its annual review, the Board considered whether it would be appropriate to implement a reduction of salary and meeting fee expenditures to bring them in line with other special districts per Recommendation #3 of the Contra Costa County Grand Jury Report No. 1104 “Elected Board Membership”. Of the 27 special districts in the Grand Jury Report, 7 are sanitary districts. The average of the total salary and meeting fees of the 7 sanitary districts is \$32,794. The total salary and meeting fees for the Stege Sanitary District is \$22,540 which is 31% lower than the average of the sanitary districts. Furthermore, the average of the total salary and meeting fees per capita of the 7 sanitary districts is \$1.25 per person. The total salary and meeting fees per capita for the Stege Sanitary District is \$0.56 per person which is 55% lower than the average of the sanitary districts.

The Board conducted its annual review and made no change to the Directors’ Compensation Rate.

- F. District Investment Policy

The Board conducted its annual review and made no change to the District’s Investment Policy.

- G. Consideration of Agreement with Doug Humphrey for Professional Services

The Board directed staff to bring back for approval a revised agreement with Doug Humphrey for professional services.

VIII. Approval of Checks

- A. Checks for July 2011 - Fund No. 3418 & 3423

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MOTION: By O'Keefe, seconded by Miller, to approve payment of the bills, Check Nos. 21137 through 21179, in the amount of \$44,343.16 from Fund Nos. 3418 & 3423.

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

IX. Future Agenda Items

August 4, 2011

Quarterly Lateral Report
Quarterly Claims Report
Stipulated Order (SO)
Rules of Voting – Majority Vote
Closed Session – Public Employment

August 18, 2011

Stipulated Order (SO)
Closed Session – District Counsel Performance Evaluation

X. Adjournment

The meeting of the Stege Sanitary District Board of Directors was adjourned at 9:27 P.M. The next meeting of the Stege Sanitary District Board of Directors will be held on Thursday, August 04, 2011 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California.

Rex Delizo
STEGE SANITARY DISTRICT
Secretary