

MEETING OF JUNE 11, 2009

TIME OF MEETING: 7:00 P.M.

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

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

II. Roll Call: Present: James, Miller, O’Keefe, Merrill
 Absent: Brand (provided prior notice of absence)
 Others Present: Rex Delizo, Deputy 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 May 22, 2009 Board Meeting

MOTION: By O’Keefe, seconded by James, to approve the minutes of the May 22, 2009 Board meeting as corrected.

VOTE: AYES: James, Miller, Merrill, 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

Miller reported on his attendance at the June 1st El Cerrito City Council meeting. The main order of business was the City’s 2009-2010 budget review. The City Capital Improvement Project (CIP) Manager position was eliminated with the manager duties and other related engineering duties given to Jerry Bradshaw. The majority of City streets will be part of an overlay project this summer/fall with initial work on storm drains, curbs, and gutters beginning in the next few weeks. Property tax revenue is expected to be up 3%, sales tax revenue down slightly, while all other revenue will remain the same. East Bay Municipal Utility District (EBMUD) will start collecting a Utility User Tax (UUT) soon, ending a several year effort between the City and EBMUD.

Miller received notice from the City of El Cerrito that the 4th of July Festival will be extended by two hours and now ends at 6:00 P.M. Board members will extend shifts from 1.5 to 2 hours to cover the extra time.

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B. Written Communications:

1. May 22, 2009 Request From the California Association of Sanitation Agencies (CASA) for Financial Support – Vacaville National Pollutant Discharge Elimination System (NPDES) Permit Case

MOTION: By James, seconded by Miller, to approve contribution level of \$500 for Financial Support – Vacaville National Pollutant Discharge Elimination System (NPDES) Permit Case.

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

2. May 15, 2009 California Special Districts Association (CSDA) Call for Nominations. There were none offered.

VI. Business

A. Administration Building Project – Project Status

Delizo gave a progress report on the status of the Administration Building Project. A pre-construction meeting was held with the building contractor, C. Overaa & Co. on June 3, 2009. The contractor is an Occupational Safety & Health Administration (OSHA) Voluntary Protection Program (VPP) participant, one of nine building contractors with this distinction in the State of California. The building permit is expected to be issued soon pending VBN Architects resolving issues with the City of El Cerrito’s second round of plan check comments. A notice to proceed and first field meeting with the contractor is tentatively schedule for June 16th. The Board scheduled a groundbreaking ceremony for 5:00 P.M. before the first board meeting in July and indicated interest in an open house/dedication after the building is completed. There was discussion of inclusion of public art as part of the building project, specifically the overall process, funding and types of artwork. No immediate decision is needed and will be a topic for the next Long Range Planning (LRP) session.

B. Resolution No. 1951-0609 Establishing Salary Range of Administrative and Technical Employees Employed by Stege Sanitary District Beginning July 1, 2009

MOTION: By James, seconded by Miller, to approve Resolution No. 1951-0609 Establishing Salary Range of Administrative and Technical Employees Employed by Stege Sanitary District Beginning July 1, 2009.

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

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C. Resolution No. 1952-0609 Establishing Salary Range of Maintenance Employees Employed by Stege Sanitary District Beginning July 1, 2009

MOTION: By James, seconded by Miller, to approve Resolution No. 1952-0609 Establishing Salary Range of Maintenance Employees Employed by Stege Sanitary District Beginning July 1, 2009.

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

D. Draft Budget for Fiscal Year 2009-2010

The Board reviewed the revised draft budget. In the new edition, property tax revenue was removed and the target reserve level was increased by \$450,000 for working capital to support the annual replacement project. James would like to see reasons in the comments on budget items not completely spent this year but showing increases for next year. The Board asked to discuss the reserve policy and targets at the August 6, 2009 meeting.

VII. Approval of Checks

A. Checks for May 2009 - Fund No. 3418

MOTION: By O’Keefe, seconded by James, to approve payment of the bills, Check Nos. 19226 through 19307 in the amount of \$71,824.94 from Fund Nos. 3418 & 3423.

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

VIII. Future Agenda Items

June 25, 2009

- Administration Building Project Status
- Approve Fiscal Year 2009-2010 Budget
- Review Directors’ Meeting Compensation
- Surplus Property Resolution
- Resolution Accepting Report on Sewer Service Charges
- Annual Review of Manager’s Performance
- Approve Incentive Award Goals Achieved in 2008-2009

Employee Criminal Defense Insurance will be included on this agenda.

July 9, 2009

- 4th of July Debriefing
- Board Governance Evaluation

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Closed Session – Meet with Labor Negotiator – District Manager’s Compensation
Private Lateral Inspection Program

IX. Adjournment

The meeting of the Stege Sanitary District Board of Directors was adjourned at 9:06 P.M. The next meeting of the Stege Sanitary District Board of Directors will be held on Thursday, June 25, 2009 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California.

Rex Delizo
STEGE SANITARY DISTRICT
Secretary