

MEETING OF MARCH 13, 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, 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.

IV. Approval of Minutes

A. Approval of Minutes of February 28, 2008 Board Meeting.

Humphrey said that Merrill had provided some suggested corrections to the minutes. The Board decided to defer the approval until the next meeting, after all Directors have had a chance to review the minutes completely.

V. Communications

A. Oral Communications:

1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings. Brand said he thought there may be an error in the minutes from a previous meeting, August 9, 2007. Brand said he believes that he stated he thinks it is inappropriate to require testing of laterals as a result of permitted remodeling work when the remodeling does not involve plumbing work. The other Directors generally agreed that the previously approved minutes can not be changed, but the comments will be on the record in tonight's meeting minutes.

O'Keefe said that there was no March meeting of the El Cerrito Planning Commission. She said there had been only one item considered since January 2008, and this has been the slowest period she can remember.

B. Written Communications:

1. April 23-26, 2008 California Association of Sanitation Agencies (CASA) Annual Conference.

All Directors agreed to authorize the attendance of all Directors who wish to attend the April 23-26, 2008 CASA meeting. Individual Directors indicated their plans to Humphrey.

- C. Manager's Report: Humphrey reported that Fred Bondoc had returned to work on March 3rd, on a limited duty basis until early May, while recovering from a non-work related injury. He is able to work in the video van and this is very helpful and a relief to the field crews. Humphrey also said that the staff has prepared emergency response bags with maps, lists, supplies for use in emergency situations. He spoke about the possibility of Board involvement in emergencies if staff can not reach the District offices. There was a brief

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discussion about training for this instance as well as the need to provide keys and the alarm code to Directors for these instances. Humphrey said there would be a future agenda workshop on this issue.

VI. Business

A. Resolution No. 1925-0308 Accepting Grant of Easement From Todd Hodson and Marion Henon, Purdue Avenue, El Cerrito, Parcel # 572-050-006.

Humphrey provided an overview of the situation and the need for easements so Mr. Hodson can pay for the extension of Stege main line to provide service to his proposed new house as well as his neighbor's. The Board also noted that the resolution needs to be changed from El Cerrito to Kensington in the first sentence of the findings. Humphrey explained that three resolutions are needed for the three different property owners that are granting easements to the District.

MOTION: By Merrill, seconded by Miller to approve Resolution No.1925-0308 Accepting Grant of Easement From Todd Hodson and Marion Henon, Purdue Avenue, Kensington, Parcel # 572-050-006, as corrected.

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

B. Resolution No. 1926-0308 Accepting Grant of Easement From James C. Duval and Patricia M. Coluse, Purdue Avenue, El Cerrito, Parcel # 572-050-006.

MOTION: By Merrill, seconded by Miller, to approve Resolution No.1926-0308 Accepting Grant of Easement From James C. Duval and Patricia M. Coluse, Purdue Avenue, Kensington, Parcel # 572-050-006, as corrected.

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

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C. Resolution No. 1927-0308 Accepting Grant of Easement From Deborah Armstrong, Purdue Avenue, El Cerrito, Parcel # 572-050-022.

MOTION: By Merrill, seconded by Miller to approve Resolution No.1927-0308 Accepting Grant of Easement From Deborah Armstrong, Purdue Avenue, Kensington, Parcel # 572-050-022, as corrected.

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

D. Review of Responses to Request for Proposals (RFP) for Financial Audit Services. The Board discussed the two proposals received for audit services. Humphrey tabulated the scoring of the proposals after receipt of the scores from the Directors. Cropper Accountancy Corporation had the highest score of the proposers and Humphrey was directed to contact them and work out any details and bring the issue back to the Board next meeting for formal approval.

E. Administration Building Project – Status Report. Humphrey said that VBN’s estimator sub consultant is still working on a revised cost estimate and that it is supposed to be completed by tomorrow and provided to Stege by early next week after VBN reviews it. Miller said that he is concerned about the slow progress of the project and that VBN needs to understand how important the timeliness of this project is to Stege. He suggested that a special meeting could be held prior to the next regularly scheduled meeting to review the cost estimate in order to avoid any further delays to project progress. The other Directors agreed. Humphrey said he would inform VBN that a special meeting could be arranged. Miller also expressed concern that the land swap with El Cerrito has not been formally completed and Humphrey indicated he will speak to El Cerrito staff about this and make sure the process is completed.

F. Draft Action Plan – 2008. Humphrey led the Board in a review of his draft action plan. There were some revisions suggested and Humphrey said he would prepare another draft for the Board’s approval at the next Board meeting.

VII. Approval of Checks

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

MOTION: By James, seconded by Merrill, to approve payment of the bills, Check Nos. 18207 through 18247 in the amount of \$99,294.81 from Fund Nos. 3418, 3421 & 3423.

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

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ABSTAIN: None

VIII. Future Agenda Items

March 27, 2008

Audit Firm Selection

Retiree Medical Care Contribution Rate

Administration Building Project Status

Bill Paying Process

Review Draft Action Plan

Humphrey said the action plan will be considered for approval, and the Administration Building Project will include an updated cost estimate presentation by the architect, if there has not been a special meeting prior to the meeting. Miller also asked Humphrey to check in to whether a designated representative needs to be identified for the Local Agency Formation Commission (LAFCO) representative election voting.

April 17, 2008

Review District Investment Policy

Quarterly Lateral Report

Review of Draft Budget

Administration Building Project Status

IX. Adjournment

The meeting of the Stege Sanitary District Board of Directors was adjourned at 9:53 P.M. The next meeting of the Stege Sanitary District Board of Directors will be held on Thursday, March 27, 2008 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California.

Douglas Humphrey
STEGE SANITARY DISTRICT
Secretary