

MEETING OF MARCH 26, 2009

TIME OF MEETING: 7:00 P.M.

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

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

II. Roll Call:

Present:	Brand, James, Miller, Merrill
Absent:	O’Keefe (provided prior notice)
Others Present:	Mike Riback, 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 28, 2009 Long-Range Planning Workshop

MOTION: By Miller, seconded by James, to approve the minutes of the February 28, 2009 Long-Range Planning Workshop.

VOTE: AYES: Brand, James, Miller, Merrill
 NOES: None
 ABSTAIN: None

B. Approval of Minutes of March 10, 2009 Board Meeting

MOTION: By James, seconded by Miller, to approve the minutes of the March 10, 2009 Board meeting as corrected.

VOTE: AYES: Brand, James, Miller, 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 his attendance at a recent El Cerrito City Council meeting. He said there was an update to the extreme fire hazard zone and there are about 150 less homes now included in the area. He said the area is available for view in an on-line map through a link on the City of El Cerrito’s web site. James reported on attendance at a recent BAAMA or Bay Area Automated Mapping Association meeting. He said that Central Contra Costa Sanitary District staff made a presentation on their transition to a web-based geographical information system (GIS). Merrill reported on his attendance at the California Special Districts Association (CSDA)

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Governance Academy workshop. He said that James, Miller, O'Keefe and Humphrey had also attended and that Brand had not since he had taken the class in the last year. Merrill said one interesting portion of the class was a brief test to characterize whether an individual had a data, bottom line, relationship, or visionary style.

B. Written Communications:

1. April 29-May 2, 2009 California Association of Sanitation Agencies (CASA) Conference, Napa Valley Marriott

All Directors agreed to authorize the attendance of all Directors who wish to attend the April 29-May 2, 2009 California Association of Sanitation Agencies (CASA) Conference, Napa Valley Marriott. James and Merrill indicated they will attend and O'Keefe and Miller said they could not. Brand is uncertain at this time.

2. CASA "Action on Federal Stimulus Funding", March 18, 2009

Humphrey gave a brief summary of the CASA letter and said the information matched what he had been told by State Water Resources Control Board (SWRCB) staff. He said that he did have some additional information from State staff that loans committed by October 1, 2009 could receive 1% interest financing. He also said that his contact at the State had indicated he would be willing to put through the standard pipebursting type of contract if Stege wanted to pursue a loan at this time. The Board discussed this and thought it would be worth a pursuit of stimulus funds if the loan interest rate were 1%. Merrill directed Humphrey to pursue a 1% interest rate loan and let the Board know about progress in the upcoming months.

VI. Reports of Staff and Officers

A. Attorney's Report: Riback reported on a recent finding by a judge in the Vallejo bankruptcy case and said the judge had found that the City can void its Memoranda of Understanding (MOUs) with its unions since it was bankrupt.

B. Manager's Report:

1. Monthly Maintenance Summary Report – February 2009

Humphrey reported that crews cleaned about 86,000 feet and videoed 14,000 feet of main lines in February. There were 14 service calls and 8 of these were related to lateral problems. There were 2 overflows caused by problems in main lines and both of these entered homes. There were 3 after-hours calls and all required an immediate response.

2. Monthly Report of Sewer Repairs and Miscellaneous Capital Projects

Humphrey said he had nothing new to report.

3. Capital Improvement Projects

Humphrey said the contractor is working in the District again for the next few weeks.

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4. Miscellaneous Items

- a. Urgent Need to Discuss Legal Implications of the East Bay Municipal Utility District (EBMUD), Meyers Nave, March 20, 2009
- b. Recent Correspondence Regarding Articles in the Winter 2009 “Stege Endeavor”

Humphrey indicated he had attended a meeting with all the satellite agency attorneys earlier that day at the Meyers Nave office in Oakland. He said he thought it was a very productive meeting and that the attorneys are now aware of the permit situation all the agencies face. Humphrey then led a discussion about the letters received regarding the articles in the most recent newsletter. It was generally decided by the Board that responses should be prepared and that responses should be “in kind”; the responder should be the person who had been originally addressed in the comment letters. Humphrey was directed to draft responses for signatures by President Merrill and Miller.

VII. Business

A. Administration Building Project – Project Status Update

Humphrey reported that the demolition project was completed and the permit has been signed as completed. He said that the prequalification packets are due in one week and that the El Cerrito building department comments have been received and the architect is working on completing the plans. He indicated that he hopes bidders should be prequalified by April 10 and that bidding should start the week of April 13.

B. Approval of Revised Travel Expense Reimbursement Policy

Humphrey introduced the revised travel expense reimbursement policy and said that Meyers Nave suggests that a per diem reimbursement be used for meals and incidentals expense, and that a daily limit such as the Internal Revenue Service (IRS) figures should be used. Humphrey said this is similar to the previous Stege policy prior to the last revision. Riback answered several questions regarding this and other parts of the revised policy. The Board directed Humphrey to bring this back for approval after including an IRS per diem. Humphrey said he would bring this back at the next meeting and that he would check on other policy and recording issues raised by the Board, but he thinks existing policies and resolutions may address their concerns.

C. Draft Action Plan – 2009

Humphrey led a brief review of the draft action plan. There were some minor revisions suggested and Humphrey said he would make them as suggested.

MOTION: By James, seconded by Miller, to approve the action plan as amended during the discussion at the meeting.

VOTE: AYES: Brand, James, Miller, Merrill
 NOES: None
 ABSTAIN: None

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- D. Consideration of Claim from Mr. Walker, 439 Coventry Road, Kensington
 Humphrey said the claim should be rejected since it included some direct costs to the District that would not be paid by the claimant and that the third party administrator would be adjusting this claim anyway. The Board discussed the overflow and asked Humphrey about details. Humphrey explained that the manhole is in a location that flows immediately into Mr. Walker’s garage and that Walker has agreed to take ownership of the manhole and outgoing line as his lateral if Stege can take the other two homes that connect upstream off this main line. Humphrey was directed to look at alternatives and correct the underlying problem and reason for the overflow.

VIII. Monthly Financial Statements –February 2009

- A. Monthly Investment, Cash, Receivables Report, February 2009

- B. Monthly Operating, Statement, February 2009

Humphrey said expenses remain slightly over those budgeted for this time of the fiscal year.

- C. Financial Issues

Humphrey said he had no other financial issues to discuss.

IX. Approval of Checks

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

MOTION: By James, seconded by Miller, to approve payment of the bills, Check Nos. 19073 through 19106 in the amount of \$74,664.07 from Fund No. 3418.

VOTE: AYES: Brand, James, Miller, Merrill
 NOES: None
 ABSTAIN: None

X. Future Agenda Items

April 9, 2009 (it was decided at the meeting to change to a date of April 14)

- Administration Building Project – Status
- Review District Investment Policy
- Quarterly Lateral Report

Brand asked that the meeting date be changed to April 14, since he would not be able to make the meeting on April 9th. Humphrey noted that revision of the travel reimbursement policy would be included on this meeting for approval.

April 23, 2009

- Draft Budget for FY 2009-10
- Administration Building Project Status

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XI. Adjournment

The meeting of the Stege Sanitary District Board of Directors was adjourned at 10:41 P.M. The next meeting of the Stege Sanitary District Board of Directors will be held on Tuesday, April 14, 2009 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California.

Douglas Humphrey
STEGE SANITARY DISTRICT
Secretary