

MEETING OF MARCH 11, 2010

TIME OF MEETING: 7:00 P.M.

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

I. Call to Order: Vice President James called the meeting to order at 7:00 P.M.

II. Roll Call: Present: Merrill, Miller, O’Keefe, James
 Absent: Brand (provided prior notice of his absence)
 Others Present: Rick Nedell, Anchor Engineering
 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 February 25, 2010 Board Meeting

MOTION: By O’Keefe, seconded by Miller, to approve the minutes of the February 25, 2010 Board Meeting, as corrected.

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

Item VII.A was taken out of order at this time to accommodate Rick Nedell of Anchor Engineering.

VII.A. Administration Building Project – Project Status

Rick Nedell gave an update to the Board on the building project. Although site work has been slowed due to weather, construction is progressing well. The contractor started the first of two layers of paving but will be delayed until next week due to rain forecasts. Pacific Gas and Electric (PG&E) has installed gas and has electric scheduled for March 23. After the electricity is established, the flooring and carpet will be installed. The American Disability Act (ADA) issues with the bathrooms have been resolved. The city building officials and the design architects had a meeting and interpreted their joint solution to the women’s locker room partitions as ADA compliant. Overall, Nedell is very impressed with the cooperation Overaa has given throughout this project as they have been very active in resolving issues even at their own cost to make things right.

Delizo added that due to all the delays, the furniture which is ready for delivery will be charged a storage fee for an extra month. The board table and chairs are scheduled to be picked up for refinishing after the next (March 25th) board meeting and then delivered 2-3 weeks later to the new board room in the new building.

MEETING OF MARCH 11, 2010

TIME OF MEETING: 7:00 P.M.

Board was asked to decide on the specifics of an Open House, perhaps forming a committee to decide on the scope, date, guests, and budget. The Board in turn requested the Manager to make a proposal after talking to other agencies about their past open houses. The Board proposed a date of the next Public Work Day or else May 23rd, the date the District was formed. The Board asked the Manager for a draft guest list which would determine the budget. They suggested that the guest list include the satellite agencies, East Bay Municipal Utility District (EBMUD), West County Wastewater District (WCWD), El Cerrito, Richmond Annex Neighborhood Council, Kensington Community Council and other local governments.

A section of the orange exterior above the entry has been painted with a sample of paint to match the architect's rendering. An email was sent to the board members to stop by to take a look and ultimately decide what color to use for the entire section. The directors agreed the new color "gold" is preferred.

Miller reported that Bob Ward, Overaa site forman, suggested the metal fins on the front of the building will block views and may not be desirable. Miller also asked if the signage on the building should be illuminated. Miller then mentioned that Mr. Ward told him the job was going very smoothly due to Doug Friberg, Anchor Engineering, being on-site and Fred King, VBN, answering questions in a timely manner.

V. **Communications**

A. Oral Communications:

1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings

Miller attended the recent City of El Cerrito Council meeting. The City now has a green business program. Stege should check with city, in addition to the county, about becoming a green business under their program.

The City of El Cerrito Redevelopment Agency is working on a Request for Proposals (RFP) for affordable housing/mixed use development for the Tradeway property and the old Chamber of Commerce site, which has historical features.

B. Written Communications:

1. California Special District Association (CSDA) Board of Directors Call for Nominations Seat B, 2010-2013 Term

This is a call for nominations CSDA Board of Directors with a deadline of May 28, 2010. Incumbents are running for re-election. No action is required at this time, and none was taken

2. March 2, 2010 Letter Regarding Approval of a Community Watershed Stewardship (CWS) Grant Program

Stege received a letter approving our request for a grant of 40% of the \$12,000 donation to the Kids-for-the-Bay Watershed Education Project.

MEETING OF MARCH 11, 2010

TIME OF MEETING: 7:00 P.M.

3. March 1, 2010 Memo from the Local Agency Formation Commission (LAFCO) on Independent Special District Selection Committee Meeting on April 19, 2010

LAFCO announced a committee meeting on April 19, 2010 to select two special district members. Both incumbents are running for re-election. Will submit Al Miller as the designated Stege voting representative for the election.

VI. Reports of Staff and Officers

A. Manager's Report:

1. Report on Status of East Bay Municipal Utility District (EBMUD) Stipulated Order (SO) Issues

The satellite agencies submitted comments (copies provided to the Board) on the draft Private Lateral Incentive Program Work Plan (PLIPWP). The satellite comments proposed giving each agency a proportionate community share of the funds as already established in the Technical Advisory Board (TAB) Joint Powers Agreement and included a proposed projects list from all communities. The project proposed by Stege is the entire Burlingame Pump Station area, which is low lying, has high infiltration and inflow (I/I), and is prone to flooding and storm drain problems.

The second of six workshops for the Collection System Asset Management Template is scheduled for Monday, March 22, 2010.

2. Service Rates

Staff met with rate consultant Tom Gaffney and another associate of Bartle Wells on March 3rd to go over information for the rate study. Bartle Wells will have figures back for staff to review on Monday, March 15th and will be available to discuss the figures at the next board meeting.

3. Miscellaneous

The annual report for 2009 was submitted to the Regional Water Board. There were a total of 12 sanitary sewer overflow (SSOs) in 2009, of which none exceeded 1000 gallons and none were I/I related. The overall trend is fewer SSOs and less volume per overflow. Miller was impressed with the report and expressed his appreciation of the staff on presenting the facts of our District that show we are moving in a positive direction. Merrill agreed that staff had prepared an excellent report, but expressed dismay that the Water Board requires such redundant reports, since now all spills are reported to the Board and posted on line when they occur. It is unlikely, he noted, that the Board even reads these annual summary reports; the law requires Stege to spend staff time and taxpayer money to prepare and submit such reports under threat of \$10,000 fine if they are late, but no law requires the Water Board to actually look at these reports.

MEETING OF MARCH 11, 2010

TIME OF MEETING: 7:00 P.M.

VII. Business

A. Administration Building Project – Project Status

This item was taken out of order, immediately after IV. Approval of Minutes.

B. Consideration of Claim, Mezo and Cunningham, 241 Ramona Avenue, El Cerrito

This is a second claim from this address, this time from the tenants of the property for damage to personal contents resulting from an overflowing creek surcharging our easement sewer main on January 20th.

MOTION: By Merrill, seconded by Miller, to reject claim of Mezo and Cunningham, 241 Ramona Avenue, El Cerrito and work with the claims adjuster.

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

Merrill recommended a review of the specifications to prevent backflow preventive devices (BPDs) from flooding out basements or adjacent houses.

C. Draft Action Plan

These are the action items developed during the annual long-range planning (LRP) workshop on February 13th for discussion, revision and approval.

The Board wants to modify 5.1 BPDs and Enforcement Issues and Enforcement Issues from “grandfather” to “not pro-actively enforced beyond certain triggers”. The higher costs of claims now make it more cost effective to pursue proactive enforcement.

In Section 6.1, OPEB Funding, Miller asked that examples of different trusts be added to the actions.

MOTION: By Miller, seconded by Merrill, to make the necessary changes on the Draft Action Plan.

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

MEETING OF MARCH 11, 2010

TIME OF MEETING: 7:00 P.M.

VII. Approval of Checks

A. Checks for February 2010 - Fund No. 3418 & 3423

MOTION: By Miller, seconded by Merrill, to approve payment of the bills, Check Nos. 19958 through 19997, in the amount of \$192,919.18 from Fund Nos. 3418 & 3423.

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

VIII. Future Agenda Items

March 25, 2010

Stege NPDES Permit & EBMUD SO
Administration Building Project Status
Service Rate Discussion
Salary Survey

April 8, 2010

Service Fee Increase Discussion – Prop 218 Notice?
Quarterly Claims Report
Quarterly Lateral Report

Miller asked to add Brown Act implications of texting and cell phone use during meetings after reading an article on the paper.

James asked to have the future meetings reflect a change for the October & November meetings to move up one week to fit around the Thanksgiving Holiday.

IX. Adjournment

The meeting of the Stege Sanitary District Board of Directors was adjourned at 8:42 P.M. The next meeting of the Stege Sanitary District Board of Directors will be held on Thursday, March 25, 2010 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California.

Rex Delizo
STEGE SANITARY DISTRICT
Secretary