

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF MARCH 24, 2011

TIME OF MEETING: 7:00 P.M.

***** MINUTES*****

I. Call To Order: President James called the meeting to order at 7:03 P.M.

II. Roll Call:

Present:	Merrill, Miller, O'Keefe, James
Absent:	Brand (provided prior notice of his absence)
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 March 10, 2011 Board Meeting

MOTION: By Merrill, seconded by Miller, to approve the minutes of the March 10, 2011 meeting, as corrected.

VOTE: AYES: 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.

Miller reported on the March 21 El Cerrito City Council meeting. Items discussed included an informational meeting on Saturday at the Recycling Center regarding construction plans for the renewal of the Center. The Council discussed a proposed revision to El Cerrito's animal control ordinance that would allow the keeping of chickens, pigs and other animals in the City, with specific limitations. Miller suggested that Humphrey follow-up on this issue with regards to the disposal of animal waste into the Stege system, and what restrictions do and should exist regarding such disposal. Miller also said that the Contra Costa College District plans to have a capital bond issue on the next ballot and also that West County School District has received a \$21 million grant that will help with the rebuilding of Portola and Fairmount schools.

B. Written Communications:

1. March 2, 2011 Letter from California Special District Association (CSDA) Contra Costa Chapter Regarding Board of Directors Call for Nominations. Humphrey said there was no need for action unless any Directors wished

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to nominate someone. It was pointed out that Stan Caldwell plans to run for reelection and no one expressed interest in nominating any other candidates.

2. March 4, 2011 Letter from Benjamin T. Reyes III Regarding Disclosure of Meyers Nave's Relationship with East Bay Municipal Utility District (EBMUD). Humphrey said this was a routine disclosure and he did not see any issues involved with Meyers Nave's work for EBMUD on labor and employment matters.
3. March 14, 2011 Memo from Contra Costa Local Agency Formation Commission (LAFCO) Regarding Proposed 2010-11 Budget. Humphrey said this was information only, no action is needed.
4. March 11, 2011 Letter from California Sanitation Risk Management Authority (CSRMA) Regarding Representation on CSRMA Board of Directors. Humphrey asked Directors to confirm if they are planning to attend the April Meeting of the California Association of Sanitation Agencies (CASA) and if they plan to attend the CSRMA seminar.

VI. Reports of Staff and Officers

A. Attorney's Report: Riback said he had no report this evening.

B. Manager's Report:

1. Monthly Maintenance Summary Report – February 2011 Humphrey reported on February maintenance activities. He said crews cleaned about 78,000 feet of main lines and videoed about 20,000 feet. There were 9 service calls and 6 of these were related to private sewer lateral problems. There were 3 calls for service after normal working hours and all required immediate response from staff.
2. Monthly Report of Sewer Repairs and Miscellaneous Capital Projects Humphrey said there were no repairs or miscellaneous projects in February that needed reporting or discussion.
3. Miscellaneous Items
 - a. Stege Administrative and Stipulated Order (AO & SO) & Press Release Humphrey explained that Environmental Protection Agency (EPA) had issued their release early in the morning on March 15 and the Stege release had been issued that same day. The Stege release was provided to the San Francisco Chronicle and sfgate.com as well as the West County Times and El Cerrito Patch. He said he had been interviewed on the 15th by Kelly Zito, one of the Chronicle's environmental reporters.
 - b. Discussion Regarding Alternatives for 100th Anniversary Celebration Humphrey led a brief discussion about the possibilities for "celebration" of Stege's 100th anniversary. He provided some estimates of costs for commemorative plates, booklets, and calendars as well as the publication of a book. O'Keefe and Merrill both expressed an opinion they were not interested in publishing and distributing calendars. Both Miller and Merrill said they were very

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interested in the concept of a book and Merrill said he may also be interested in the District's preparation of a booklet. O'Keefe suggested that Humphrey contact West County and other districts that may have used an event planner, to determine what types of events and associated expenses might work for a celebration. Humphrey was directed to bring this issue back to a future first-of-the-month "study session" meeting, with alternatives, for the Board's consideration.

- c. April CASA Conference Humphrey confirmed the plans of the Directors regarding attendance at the CSRMA seminar the first day of the conference.
- d. Lateral on Barrett – Fujii Humphrey told the Board that staff had videoed Fujii's lateral in the section below the street and determined this section of the lateral was in good condition and did not need to be replaced. He said that staff would notify Ms. Fujii and transmit a full compliance certificate to her.

VII. Business

- A. Ordinance No. 1977-0311 Adding Section 7.8 to Stege Sanitary District Ordinance Code Relating to Claims

There was a brief review of the ordinance and Directors suggested some editorial changes to the draft ordinance. Humphrey told the Board that this would create a new section in the District Ordinance Code which was needed because there currently is no section regarding claims.

MOTION: By Merrill, seconded by O'Keefe, to adopt Ordinance No. 1977-0311 Adding Section 7.8 to the Stege Sanitary District Ordinance Code Relating to Claims, as revised at this meeting.

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

VIII. Monthly Financial Statements –February 2011

- A. Monthly Investment, Cash, Receivables Report, February 2011
- B. Monthly Operating, Statement, February 2011

Humphrey said that expenses are slightly higher than budgeted amounts for operating expenses and they would be very close to budgeted amounts at the end of the fiscal year. He said this is also true for capital expenditures, and that the pipebursting contractor is finished for this year since nearly all that budget is expended now. He said that reserves are at a low point, a little over \$2.1 million, but that is expected because the next check for service charges will be received in mid-April and this is the time of the year that reserves are at their lowest levels.

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C. Financial Issues

Humphrey said there were no other issues to discuss.

IX. Approval of Checks

1. Checks for March 2011 - Fund No. 3418 & 3423.

MOTION: By Merrill, seconded by O'Keefe, to approve payment of the bills, Checks No. 20904 through 20925 in the amount of \$510,141.52 from Fund Nos. 3418 and 3423.

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

X. Future Agenda Items

April 7, 2010

Quarterly Lateral Report

Quarterly Claims Report

Humphrey noted the 100th anniversary planning item will be included at a Board workshop meeting, probably in May. He reminded Directors that the April meetings had been changed to the first and third Thursdays to accommodate the CASA conference schedule.

April 21, 2011

Draft Budget for FY 2011-12

Stege SO

Humphrey said he would revise the future Board calendar to include the items noted in the approved action plan developed as part of the long-range planning workshop.

XI. Adjournment

The meeting was adjourned at 9:38 P.M. The next meeting of the Stege Sanitary District Board of Directors will be held on Thursday, April 07, 2011 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California.

Douglas Humphrey
 STEGE SANITARY DISTRICT
 Secretary