

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF MAY 26, 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:        | Brand, Merrill, Miller, O'Keefe, James                                                                                           |
| Absent:         | None                                                                                                                             |
| Others Present: | Michael Riback, District Counsel<br>Elizabeth Hirschhorn, Whitley Burchett &<br>Associates<br>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.

**CLOSED SESSION**

**Public Employment** (Government Code Section 54957 (b))

Title of Position: District Manager

The Board entered the closed session at 8:03 P.M. The Board returned to open session at 8:46 P.M. and President James announced the Board had asked the President to invite the Senior Engineer/Deputy Manager to interview for the District Manager position at the next meeting on June 9.

**IV. Approval of Minutes**

A. Approval of Minutes of May 12, 2011 Board Meeting

MOTION: By Miller, seconded by O'Keefe, to approve the minutes of the May 12, 2011 meeting, as corrected.

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

**V. Communications**

A. Oral Communications:

1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings Miller said that he learned last weekend that Nancy Skinner has a new Chief of Staff and has passed that information to the Manager. Humphrey noted that East Bay Municipal Utility District (EBMUD) Director Katz has postponed his upcoming lunch meeting this next Friday until sometime later this summer.

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B. Written Communications:

1. May 13, 2011 Letter transmitting Final FY 2011-12 Local Agency Formation Commission (LAFCO) Budget.

Humphrey said this was an informational item and no action or discussion was necessary.

Item VII. D was taken out of order at this time during the meeting.

VII. D Approval of Agreement with Whitley Burchett & Associates – Discharge to EBMUD, Alternatives Analysis

Humphrey explained the need for these services, which had been previously discussed and reviewed by the Board at the long-range workshop and meetings. After considerable discussion with Humphrey and Hirschhorn, the Board asked Humphrey to revise the draft agreement so the end date is changed to December 2011, the clause regarding the use of recycled paper is changed so it is not qualified by “to the extent it is available...” but is a requirement, and that one alternative is a status quo or “do nothing” alternative.

MOTION: By Merrill, seconded by Miller, to approve the agreement with Whitley Burchett for flow modeling evaluation services, in an amount not to exceed \$49,508.

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

**VI. Reports of Staff and Officers**

- A. Attorney’s Report: Riback answered questions regarding the definition of “majority” in Board votes and said he could draft a revision to the District Ordinance Code for the Board’s consideration.

B. Manager’s Report:

1. Monthly Maintenance Summary Report – April 2011

Humphrey said that April was an interesting month as there were only 6 service calls for the entire month. He said that crews cleaned about 100,000 feet and videoed about 7000 feet during the month. Two of the six service calls were after normal working hours and both required an immediate response. Two of these calls were related to private lateral problems. There were no overflows or stoppages. Brand asked for some possible revisions to the Manager’s report regarding footage figures and Humphrey said he would look at how this might be revised.

2. Monthly Report of Sewer Repairs and Miscellaneous Capital Projects

Humphrey said there were no projects to report.

3. Miscellaneous Items

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- a. Stege Stipulated Order (SO) Humphrey gave a brief summary of recent issues with the satellite communities and EBMUD.
- b. East Bay Collection Satelite Agency (EBCSAC) – Future & Contracting Issues Humphrey informed the Board that EBMUD may work with EBCSAC to administer the Causey contract and possibly others so Stege does not have to administer these contracts on behalf of EBCSAC in the future.
- c. Single Payer Health Care (SB810) Humphrey said that Miller had asked this be discussed and Miller explained that AC Transit has recently endorsed SB 810, a single payer health care bill. Miller asked if other Board members were interested in looking at this bill and considering supporting it. It was mentioned by some that CASA might have a position, but Humphrey verified this bill was not on CASA's current list. There was some discussion and Miller offered to send an outline and analysis of SB 810 to other Board members and the Manager.

**VII. Business**

- A. Resolution No. 1977-0511 Establishing Salary Range of Maintenance Employees Employed by Stege Sanitary District Beginning July 1, 2011

MOTION: By Merrill, seconded by Miller, to approve the resolution establishing the revised salary ranges.

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

- B. Resolution No. 1978-0511 Establishing Salary Range of Administrative and Technical Employees Employed by Stege Sanitary District Beginning July 1, 2011

MOTION: By Merrill, seconded by Miller, to approve the resolution establishing the revised salary ranges.

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

There was some discussion about how salary ranges are set and revised. Humphrey reminded the Board that the cost-of-living figures for the Bay Area, CPI-W for April each year, are used to revise the existing ranges for the upcoming fiscal year. Every few years a survey is performed to compare the salaries to other similar agencies and companies. The Board generally agreed that a survey should be performed again this year.

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C. Draft Budget FY 2011/2012

Humphrey provided the Board with a brief summary of the budget and said that he will have another draft version ready for review at the next meeting.

D. Approval of Agreement with Whitley Burchett & Associates – Discharge to EBMUD, Alternatives Analysis

This item was taken out of order immediately after item V. B, written communications.

**VIII. Monthly Financial Statements – April 2011**

A. Monthly Investment, Cash, Receivables Report, April 2011

B. Monthly Operating, Statement, April 2011

Humphrey said expenses are slightly greater than budgeted for this time of the year and that the final figures will be very close to what was budgeted. He said there are no unusual financial issues that need to be discussed.

C. Financial Issues

Humphrey said expenses are slightly greater than budgeted for this time of the year and that the final figures will be very close to what was budgeted. He said there are no unusual financial issues that need to be discussed.

**IX. Approval of Checks**

A. Checks for May 2011 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by O’Keefe, to approve payment of the bills, Checks No. 21055 through 21076 in the amount of \$38,118.10 from Fund Nos. 3418 and 3423.

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

**X. Future Agenda Items**

**June 9, 2011**

Draft Budget FY 2011-2012

Ordinance Code Revision - Laterals

Review District Investment Policy

Discussion regarding 4<sup>th</sup> of July

Kids for the Bay – Funding for 2011-12

**June 23, 2011**

Approve FY 2011/2012 Budget

Resolution Accepting Report on Sewer Service Charges

Approve Incentive Award Goals Achieved in 2010/11

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4<sup>th</sup> of July Discussion  
Stege SO

**XI. Adjournment**

The meeting was adjourned at 10:53 P.M., in memory of Thomas L. Woodruff and in recognition of his many years of personal and professional service to CASA. The next meeting of the Stege Sanitary District Board of Directors will be held on June 9, 2011 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California.

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Douglas Humphrey  
STEGE SANITARY DISTRICT  
Secretary