

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF MAY 31, 2012
TIME OF MEETING: 7:00 P.M.

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

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

II. Roll Call: Present: Gilbert-Snyder, Merrill, O'Keefe, Miller
Absent: Brand (provided prior notice of absence)
Others Present: Rex Delizo, District Manager
Mandi Billinge, Kids for the Bay
Jonah Landor-Yamagata, Kids for the Bay
Doug Humphrey, Humphrey Consulting
Jennifer Faught, District Counsel
David Weinstein, Writer/Author

Agenda Items: Directors and Officers of the Board did not announce any conflicts of interest posted by items on the meeting agenda.

III. Public Comment: David Weinstein announced to the Board that he was reviewing old Board meeting minutes as part of his research for the District's historical publication and came tonight just as an observer to see how current meetings are conducted.

Item VII. A was taken out of order at this time in the meeting.

VII. Business

A. Kids for the Bay - Watershed Action Program/Bay Stewards Program
Mandi Billinge, Executive Director/Founder of Kids for the Bay and Jonah Landor-Yamagata, Program Director of Kids for the Bay gave an update on the existing Watershed Action Program, presented a new proposed Bay Stewards Program and answered several questions. The Board liked that the new program focused on sanitary sewer education and that it covered all four elementary schools in the District but wanted to add a field trip portion to the program. The field trip would cost \$1000 per class per trip or \$12,000 total.

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A field trip to the East Bay Municipal Utility District (EBMUD) treatment plant was suggested as an alternative, but public tours are no longer offered by EBMUD due to liability and cost issues. Several other ideas were proposed but after discussion were deemed not practical. There was concern that an all day class lesson on just sewers would not be enough and that it should really include how it fits in the overall picture similar to the Watershed Action Program. Therefore, one idea was to fund the new program for one year as a pilot project and get feedback from the classes on effectiveness. Putting the new program curriculum together is a huge effort and the Kids for the Bay representatives preferred to not do this if it may only be for one year. In the end, the Board decided to continue funding the Watershed Action Program with an expansion on the sanitary sewer aspect of the curriculum.

MOTION: By O'Keefe, seconded by Merrill, to approve \$12,000 to continue funding the Kids for the Bay, Watershed Action Program with an expansion of the sanitary sewer aspect for school year 2012-13.

VOTE: AYES: Gilbert-Snyder, Merrill, O'Keefe, Miller
NOES: None
ABSTAIN: None
ABSENT: Brand

CLOSED SESSION

Conference with District Counsel -- Existing Litigation

(Government Code Section 54956.9(a))

UNITED STATES OF AMERICA and PEOPLE OF THE STATE OF CALIFORNIA *ex rel.* CALIFORNIA STATE WATER RESOURCES CONTROL BOARD and CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD, SAN FRANCISCO BAY REGION, *v.* CITY OF ALAMEDA, *et. al.*, US District Court, Northern District (San Francisco) Case No. C 09-05684 RS

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The Board entered into the closed session at 8:17 P.M. and returned to open session at 9:16 P.M. President Miller reported that the Board had taken no reportable actions.

IV. Approval of Minutes

A. Approval of Minutes of May 05, 2012 Long Range Planning Workshop

MOTION: By Gilbert-Snyder, seconded by Merrill, to approve the minutes of the May 05, 2012 long-range planning workshop, as amended.

VOTE: AYES: Gilbert-Snyder, Merrill, O'Keefe, Miller
NOES: None
ABSTAIN: None
ABSENT: Brand

B. Approval of Minutes of May 17, 2012 Board Meeting

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve the minutes of the May 17, 2012 Board Meeting, as amended.

VOTE: AYES: Gilbert-Snyder, Merrill, O'Keefe, Miller
NOES: None
ABSTAIN: None
ABSENT: Brand

V. Communications

A. Oral Communications:

Miller gave a brief report on his attendance at Senator Loni Hancock's Re-Election Kickoff on May 31.

B. Written Communications:

There were no written communications to report.

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VI. Reports of Staff and Officers

A. Attorney's Report:

Faught provided the Board a clarification on AB 1626 (Yamada) Election materials: public examination: writ of mandate: elections official. She also recommended staff specify to the County that in "Resolution No. 1991-0512 Ordering Even-Year Board of Directors Elections; Consolidation of Elections; and Specifications of the Election Order – Stege Sanitary District" candidates "shall" pay the estimate cost for the candidate's statement at the time of filing. The current resolution states this as "shall/may".

B. Manager's Report:

1. Monthly Maintenance Summary Report – April 2012

The Board was informed that about 78,000 feet of lines had been cleaned and that about 14,000 feet of lines had been videoed. There were 8 service calls, none of which were pump station false alarms and 2 were related to problems in private laterals. There was 1 service call after normal working hours and 1 overflow caused by problems in District main lines. O'Keefe requested a sample disposable wipes notice be provided at a future Board meeting.

2. Monthly Report of Sewer Repairs and Miscellaneous Capital Projects

There were 2 point repairs completed in May.

3. Miscellaneous Items

- a. 4th of July Fair
- b. Board Tour of the District – June 30, 2012, 9am-Noon

The schedule for working the 4th of July Fair Booth is as follows:

10am-12pm	Brand
12pm-2pm	Gilbert-Snyder
2pm-4pm	Merrill
4pm-6pm	Miller

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O'Keefe indicated she will not be able to attend the fair this year. Merrill indicated he will help Miller with taking down the displays and cleaning up at the end of the fair.

Staff will prepare a large District Map including map pages, a basic sewer map book, a root control map book, a smoke testing map book, the fish bowl display and numerous kid items for give-aways including stickers, crayons and coloring books. Staff will also provide scissors, a box of tissues, more registered contractor's lists and a trash basket as requested after last year's fair. Staff will obtain from EBMUD several "Regional Private Sewer Lateral (PSL)" handouts and "Fat's, Oils and Grease (FOG)" handouts for the fair as well. Staff confirmed that the City will allow setup the night before as was done last year.

All of the Board members indicated their availability for the tour of the District on June 30, 2012 from 9am-Noon. The Tour is typically on a Saturday morning for 2-3 hours and showcases highlights of different areas of interest within the District. Included will be map of the locations scheduled for the tour. The tour will also be agendaized as suggested by counsel.

Merrill and Miller confirmed their attendance at next week's Safety Luncheon which will be held at the District Office on Tuesday, June 5th at noon.

VII. Business

B. Resolution No. 1992-0512 Establishing Salary Range of Maintenance Employees Employed by Stege Sanitary District Beginning July 1, 2012

The Board suggested next year would be a good time to compare maintenance employee salaries and benefits to comparable agencies.

MOTION: By Merrill, seconded by O'Keefe, to approve the Resolution

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No. 1992-0512 Establishing Salary Range of Maintenance Employees Employed by Stege Sanitary District Beginning July 1, 2012.

VOTE: AYES: Gilbert-Snyder, Merrill, O'Keefe, Miller
NOES: None
ABSTAIN: None
ABSENT: Brand

C. Resolution No. 1993-0512 Establishing Salary Range of Administrative and Technical Employees Employed by Stege Sanitary District Beginning July 1, 2012

The Board suggested next year would be a good time to compare administration and technical employee salaries and benefits to comparable agencies.

MOTION: By Merrill, seconded by O'Keefe, to approve the Resolution No. 1993-0512 Establishing Salary Range of Administrative and Technical Employees Employed by Stege Sanitary District Beginning July 1, 2012.

VOTE: AYES: Gilbert-Snyder, Merrill, O'Keefe, Miller
NOES: None
ABSTAIN: None
ABSENT: Brand

D. Draft Action Plan for 2012

The Board held it's annual Long Range Planning workshop on May 5, 2012. The issues and subsequent action plans from the workshop were provided for discussion, revision and approval.

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve the Draft Action Plan for 2012, as corrected.

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VOTE: AYES: Gilbert-Snyder, Merrill, O'Keefe, Miller
NOES: None
ABSTAIN: None
ABSENT: Brand

VIII. Monthly Financial Statements – April 2012

- A. Monthly Investment, Cash, Receivables Report, April 2012
- B. Monthly Operating, Statement, April 2012
- C. Financial Issues

The Board was informed that the auditors from Cropper Accountancy will be in our District office on July 16 and 17 to conduct an interim audit for fiscal year 2011-12.

IX. Approval of Checks

- A. Checks for May 2012 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve payment of the bills, Check Nos. 21814 through 21839 in the amount of \$58,388.41

VOTE: AYES: Gilbert-Snyder, Merrill, O'Keefe, Miller
NOES: None
ABSTAIN: None
ABSENT: Brand

X. Future Agenda Items

June 14, 2012

Draft Budget FY 2012-2013
Review Directors Meeting Compensation
4th of July Fair
Website Preview
Flexible Benefits Plan

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Approve Project Plans and Specs (+CEQA)

June 28, 2012

Approve and Adopt Final Budget

Establish and Collect Sewer Service Charges

Review and Approve Incentive Award Achieved

Annual Review of Manager's Performance

CLOSED SESSION – Existing Litigation

EBMUD/Richmond Wastewater Services

June 30, 2012

Board Tour of the District

XI. Adjournment

The meeting was adjourned at 10:23 P.M. The next meeting of the Stege Sanitary District Board of Directors will be held on June 14, 2012 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary