

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
LONG RANGE PLANNING WORKSHOP
SATURDAY, MAY 05, 2012, 8:30AM – 4:30PM

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

- I. Call To Order:** President Miller opened the meeting at 8:35 A.M.
- II. Roll Call:** Present: Brand, Gilbert-Snyder, Merrill, O'Keefe, Miller
Absent: None
Others Present: Rex Delizo, District Manager
Nancy Hetrick, Meeting Facilitator
Doug Humphrey, Humphrey Consulting (12:30 P.M.)

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. Long –Range Planning Workshop - 2012

- **100 Year Anniversary Planning**

- Open House

- Plan for an open house on May 18, 2013 from 1-4 pm for up to 200 people.
 - Replicate 4th of July type activities
 - Include a strong education component that may include demonstrations and use of the sewer video cameras, as well as display of a sewer model.
 - Arrange for a bouncy house for kids
 - Develop tie-in to the City's new recycling center
 - Consider a tag line like, "Looking back to look forward... Stege Sanitary District celebrates 100 years."
 - Engage El Cerrito High students for assistance with event promotion (i.e., banner design?) and staffing at the open house

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- Arrange for a proclamation (state assembly or city council?) and have local representative present it at the event
- Frame and display historical pictures
- Contact the Rotary Club about use of volunteers
- Prepare a list of Stege Officials over the 100 years (display?)
- Have a work plan and timeline leading up to the May 18 open house.

Promotion and Give-Aways

BUDGET: \$2000

- Stickers, coloring books and crayons (like used at 4th of July event)
- Stege commemorative mugs (limited number)
- Pens (1913-2013 + slogan) – *also use at CASA conference*
- Pins (limited number)
- 100 years stickers for letterhead
- Two banners – one that is anticipatory (“It’s coming!) and another celebrating 100 years. Promote what and when.
- Poster contest to select design of event poster (can also highlight submittals in a gallery at the open house)
- Launch through the schools and the Kids for the Bay program.

Possible places for community announcements:

- El Cerrito Music Program
- City Recreation brochure
- Relay for Life
- 4th of July event

Catering

BUDGET: \$5000

Top 3 proposals (not in rank order):

- Event Solutions
- The Arlington
- Nature’s Bounty

Considerations: option for organic food

Requirement: use of compostable utensils and plates

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Music

O’Keefe participates in a band called “Westwinds County Band” and will check with the director about having them perform at the open house.

Historic e-Book

Writer/editor, David Weinstein, is working on what will be an electronic manuscript that includes historic stories, timelines, milestones and photographs. Project is proceeding as anticipated.

- **Flexible Benefits Plan Policy Discussion**

Continued discussion on question of revising the employee benefit program to ensure it’s equitable and sustainable over time. Discussion centered on implications of the cash out option, uses of the flex plan, and the idea of introducing an incentivized “opt out” option to control costs, as an alternative. There was concern about the impact of amending the cash out policy on current staff (especially as applies to its use for child care costs).

Staff will prepare scenarios based on a model presented by Paul Gilbert-Snyder and bring back a proposal to the Board. The model assumes an opt-out option with a set incentive (i.e., \$300 in-lieu of coverage), with the balance of current investment spread to everyone as part of the flex plan.

- **Stege Sanitary District Stipulated Order/Consent Decree**

Doug Humphrey presented the background, strategy and future of the stipulated order and consent decree. The Board was also provided a draft of the Asset Management Implementation Plan (AMIP). Negotiations with USEPA, EBMUD and the East Bay Collection System Advisory Committee (EBCSAC) continue.

- **Self Assessment of Governance**

Each Board member took a turn sharing their own assessment of the Board’s governance. They all believe they are living up to the expectations of their constituents. They felt, given their variety of backgrounds and different perspectives, that they have a very functional relationship. They don’t always agree but will come to a consensus and accept decisions in a civil and

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respectful manner. The Board suggested this assessment would be better served being done with or right after the Board Policy Manual review.

- **Backflow Prevention Device (BPD) Customer Encouragement Program**
BPDs reduce the risk of sewer backup into homes and the price spent on individual BPDs is small compared to the cost of restoration caused by a sewer backup. The Board discussed having a newsletter article informing customers of the BPD requirements and program. They would like staff to develop criteria to define “high risk” areas and develop a pilot program to incentivize implementation of BPDs in the targeted areas. Merrill would like to bring back a discussion of the BPD requirement for multi-story homes.

V. Adjournment

The meeting was adjourned at 3:54 P.M. The next meeting of the Stege Sanitary District Board of Directors will be held on Thursday, May 17, 2012 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary