

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF NOVEMBER 18, 2010

TIME OF MEETING: 7:00 P.M.

***** MINUTES *****

I. Call To Order: President Brand called the meeting to order at 7:05 P.M.

II. Roll Call:

Present:	James, Merrill, Miller, Brand
Absent:	O'Keefe, (provided prior notice of absence)
Others Present:	Mike Riback, District Counsel Doug 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 November 4, 2010 Board Meeting

MOTION: By Merrill, seconded by Miller, to approve the minutes of the November 4, 2010 Board Meeting as corrected.

VOTE: AYES: James, Merrill, Miller, Brand
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 a recent El Cerrito City Council meeting. He said the Recycling Center project was on the agenda for action, a design-build project in an amount not to exceed \$2.8 million. It is expected the facility will attain gold level of Leadership in Energy and Environmental Design certification. Miller said the City of El Cerrito police department has received an award for automobile theft reduction figures.

B. Written Communications:

1. January 12-14, 2011 California Association of Sanitation Agencies (CASA) Conference The Board approved the attendance of all Directors for the January conference.

2. Kids for the Bay - Watershed Action Program Signed Contract of October 29, 2010 Humphrey explained there was no action needed by the Board, and that this letter is informational to let the Board know that Kids for the Bay will begin work with two Fairmount Elementary classes beginning late February and early March 2011.

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VI. Reports of Staff and Officers

- A. Attorney's Report: Riback said that his firm will be giving AB1234 Ethics training classes at Oro Loma Sanitary District's offices on Wednesday, December 14 at 9 AM and that the Stege Directors were welcome to attend that session. He said he would follow up to confirm the time and date.
- B. Manager's Report:
1. Monthly Maintenance Summary Report – October 2010 Humphrey reported that October had been a fairly typical first month of the quarter for maintenance activities, about 100,000 feet of lines were cleaned and 7000 feet were videoed. There were 7 service calls and 3 were after normal working hours, all of these 3 required immediate response. There were 4 calls that were related to problems in private laterals. There were two overflows caused by problems in Stege main lines, and both of these were 10 gallons or less in volume. Miller asked if the overflow on Kearney St. could be related to the City of El Cerrito contractor that had dumped storm drain cleanings into Stege sewers on Kearney St.; Humphrey said he would look into this, but he thought it may be related.
 2. Monthly Report of Sewer Repairs and Miscellaneous Capital Projects
 3. Capital Improvement Projects Humphrey said the Stege pipebursting contractor is working on replacement of main lines this month and will continue into next month.
 4. Miscellaneous Items
 - a. East Bay Municipal Utility District (EBMUD) Stipulated Order (SO) and Stege Sanitary District Administrative Order (AO) and SO
Humphrey provided the Board with an update on activities related to EBMUD's SO, Stege's AO, and the progress on Stege's SO.
 - b. Maintenance Operations
Humphrey explained to the Board that staff had reorganized staff maintenance activities and responsibilities. He said this will be a topic for discussion at a future Board meeting.

VII. Business - None**VIII. Monthly Financial Statements – October 2010**

- A. Monthly Investment, Cash, Receivables Report, October 2010
- B. Monthly Operating, Statement, October 2010

Humphrey referred the Board to the financial reports and told them that the total investment, cash and receivables balance was about as expected for this time in the fiscal year. He noted that this is the lowest level the reserves had been for a very long time, about \$2 million, but that is expected since the Board had approved the construction of the new administration building and made a conscious decision to spend reserves to reach new target levels. Expenditures for this fiscal year are also on track with that expected and budgeted for this point in the fiscal year.

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C. Financial Issues

Humphrey said the auditors had essentially completed their work and the audit report will be ready for review and approval at the December or perhaps January meeting.

IX. Approval of Checks

1. Checks for November 2010 - Fund No. 3418 & 3423

MOTION: By James, seconded by Merrill, to approve payment of the bills, Check Nos. 20593 through 20632, in the amount of \$110,142.19 from Fund Nos. 3418 & 3423.

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

X. Future Agenda Items

December 16, 2010

Nomination and Election of Officers for 2011
 Acceptance of Fiscal Year 2009-2010 Financial Audit
 Flexible Benefits Plan – Cash Limit
 District Emergency Response Plan

January 6, 2011

Long Range Planning Topics
 Salary Survey

XI. Adjournment

The meeting of the Stege Sanitary District Board of Directors was adjourned at 9:07 P.M. The next meeting of the Stege Sanitary District Board of Directors will be held on Thursday, December 16, at 2:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California.

Douglas Humphrey
 STEGE SANITARY DISTRICT
 Secretary