

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF NOVEMBER 17, 2011  
TIME OF MEETING: 7:00 P.M.

\*\*\*\*\* MINUTES \*\*\*\*\*

- I. Call To Order:** President Miller called the meeting to order at 7:02 P.M.
- II. Roll Call**
- |                 |  |
|-----------------|--|
| Present:        | Brand (7:30 P.M.), Merrill, O'Keefe , Miller   |
| Absent:         | None   |
| Vacant:         | One  |
| Others Present: | Rex Delizo, District Manager<br>Ben Reyes, District Counsel<br>Doug Humphrey, Humphrey Consulting, LLC |

**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.

The closed session was taken out of sequence, immediately after item VII. A was completed.

**CLOSED SESSION**

**District Counsel Performance Evaluation** (Government Code Section 54957)

The Board entered the closed session at 9:34 P.M. The Board returned to open session at 9:55 P.M. President Miller announced that he was appointed to negotiate a rate adjustment to the District Counsel legal services agreement.

MOTION: By Merrill, seconded by O'Keefe, to appoint President Miller as negotiator to District Counsel.

VOTE:	AYES:	Brand, Merrill, O'Keefe, Miller
	NOES:	None
	ABSTAIN:	None
	ABSENT:	None
	VACANT:	One

**IV. Approval of Minutes**

A. Approval of Minutes of November 3, 2011 Board Meeting

MOTION: By Merrill, seconded by O'Keefe, to approve the minutes of the November 3, 2011 Board Meeting, as corrected.

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

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ABSENT: Brand  
VACANT: One

**V. Communications**

A. Oral Communications:

1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings

- a. Kids for the Bay – Site Visit

Miller reported on his KIDS for the BAY program site visit at the Fairmount Elementary School's 5<sup>th</sup> Grade Class on November 8<sup>th</sup>. Miller was already enthusiastic about the program but is now overwhelmed after witnessing the class.

B. Written Communications:

1. January 18-20, 2012 California Association of Sanitation Agencies (CASA) Conference

The Board approved the attendance of all Directors for the January conference. Staff was asked to inform the Board of the specifics of the conference when it becomes available.

2. December 15, 2011 Stege Sanitary District Annual Holiday Luncheon

The Board was asked to RSVP to staff by December 1, 2011. The luncheon will be at noon at the Yokohama Restaurant in El Cerrito.

**VI. Reports of Staff and Officers**

A. Attorney's Report:

Reyes reported to the Board that Governor Brown signed SB 293 into law which contained various provisions, but most important to public entities is a new 5% cap on the payment retention that public entities can withhold on public projects. This is half of the more common 10% retention on public projects. The retention cap could provide public entities with less leverage as they try to compel contractors to complete projects in a timely and satisfactory manner. Reyes will be attending the CASA Attorneys Meeting on December 2, 2011.

B. Manager's Report:

1. Monthly Maintenance Summary Report – October 2011

The Board was informed that about 64,000 feet of lines had been cleaned and that about 10,000 feet of lines had been videoed. There were 12 service calls and 6 of these were related to problems in private laterals. There were 4 service calls after normal working hours and 2 overflows caused by problems in District main lines.

2. Monthly Report of Sewer Repairs and Miscellaneous Capital Projects

There were no repairs or miscellaneous projects in October.

3. Capital Improvement Projects

D'arcy and Harty informed staff that they will return in January.

4. Miscellaneous Items

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- a. Stege Sanitary District Stipulated Order
  - b. East Bay Municipal Utility District Stipulated Order
  - c. Peaking Factor Comparison / Ground Water infiltration (GWI)
- Humphrey gave the Board an update on the status of the Stipulated Orders. The East Bay Collection System Advisory Committee (EBCSAC) is currently working on comments to the East Bay Municipal District (EBMUD) Flow Modeling and Limits Report (FMLR). Humphrey also led a discussion on the differing peaking factors calculated in East Bay Municipal Utility District's (EBMUD) Flow Modeling and Limits Report (FMLR) and Stege's Sanitary Sewer System Model Draft Technical Memorandum prepared by AECOM.

**VII. Business**

A. Board of Directors' Vacancy – Board Appointment

The Board discussed the interviews and qualifications of each of the candidates. There was discussion about possible conflicts of interest of some of the candidates and concerns of having representation only from El Cerrito. In the end, the Board unanimously selected Paul Gilbert-Snyder to fill the vacancy.

MOTION: By O'Keefe, seconded by Brand, to approve the Appointment of Paul Gilbert-Snyder to the Board of Directors.

VOTE:	AYES:	Brand, Merrill, O'Keefe, Miller
	NOES:	None
	ABSTAIN:	None
	ABSENT:	None
	VACANT:	One

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

- A. Monthly Investment, Cash, Receivables Report, October 2011
- B. Monthly Operating, Statement, October 2011
- C. Financial Issues

There were no exceptional items regarding finances that needed discussion. The Board requested staff to provide the Fiscal Year 2010-2011 Financial Audit for review in advance of the next meeting.

**IX. Approval of Checks**

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

MOTION: By O'Keefe, seconded by Merrill, to approve payment of the bills, Check Nos. 21430 through 21444, in the amount of \$47,358.48

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	NOES:	None
	ABSTAIN:	None
	ABSENT:	None
	VACANT:	One

**X. Future Agenda Items**

**December 15, 2011**

Nomination and Election of Officers for 2012  
Acceptance of Fiscal Year 2010-2011 Financial Audit  
Flexible Benefits Plan Review  
100<sup>th</sup> Year Anniversary Planning – Event Planner  
2012 Board of Directors’ Meetings Calendar  
Stege Sanitary District Stipulated Order  
East Bay Municipal Utility District Stipulated Order

**January 12, 2012**

Long Range Planning Topics / Dates / Facilitator  
Flexible Benefits Plan – Contribution Rates  
CSRMA SHELL Award  
Board Governance Issues

O’Keefe informed the Board that she will not be available for the Board meeting scheduled for January 26, 2011.

**XI. Adjournment**

The meeting was adjourned at 10:15 P.M. The next meeting of the Stege Sanitary District Board of Directors will be held on Thursday, December 15, 2011 at 2:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California

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Rex Delizo  
STEGE SANITARY DISTRICT  
Secretary