

## STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF OCTOBER 7, 2010

TIME OF MEETING: 7:00 P.M.

## \*\*\*\*\* MINUTES \*\*\*\*\*

- I. Call To Order:** Vice President James called the meeting to order at 7:02 P.M.  
President Brand took lead of the meeting after public comment.

- II. Roll Call:** Present: James, Merrill, Miller, O'Keefe,  
Brand (arrived at 7:04 P.M.)  
Others Present: Rex Delizo, Deputy 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 October 07, 2010 Board Meeting

MOTION: By O'Keefe, seconded by Merrill, to approve the minutes of the October 07, 2010 Board Meeting as corrected.

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

**V. Communications**

- A. Oral Communications:

Miller stated the El Cerrito City Council Meeting scheduled for October 4<sup>th</sup> was cancelled. O'Keefe stated concern that people may be illicitly flushing hypodermic syringes down into sanitary sewers.

- B. Written Communications:

1. Local Agency Formation Commission (LAFCO) - Notice and Agenda for regular meeting.
2. Notice of Grand Jury Board/Council Compensation Survey request

**VI. Reports of Staff and Officers**

- A. Manager's Report:

1. Administrative Order/Stipulated Order Issue

Humphrey and Delizo had a meeting on Monday, October 4, with District Counsel, Ben Reyes, and smoke testing coordinator, Erin Smith, to discuss procedures for smoke testing enforcement and language for various notice of violation letters. Humphrey and Delizo had a meeting on Tuesday, October 5, with the representatives of the building departments for the three cities of El Cerrito, Richmond, and Kensington along with East Bay Municipal Utility District (EBMUD) and Environmental Protection Agency (EPA) about the \$100,000 remodel trigger of EBMUD's Private

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Sewer Lateral Ordinance. On Wednesday, October 6, Humphrey and Delizo attended the Technical Advisory Board (TAB) meeting with EBMUD, EPA and the satellite communities. EBMUD reported on the status of the Fat, Oil and Grease (FOG) program and Private Sewer Lateral program including proposed verification test procedures and database integration.

2. Managers' Roundtable

On Thursday, September 30, fifteen District Manager's held a meeting to discuss common issues among sanitary districts. Only two districts, Stege Sanitary District and West Valley Sanitation District, do not have manager contracts. About 40-50% of the agencies reported having rate subsidies for low income customers.

**VII. Business**

A. Resolution No. 1971-1010 Accepting Completion of Work and Directing Filing Notice of Completion for the Administration Building Project, Stege Sanitary District Project #08101A

MOTION: By James, seconded by O'Keefe, to approve Resolution No. 1971-1010 Accepting Completion of Work and Filing Notice of Completion for the Administration Building Project, Stege Sanitary District Project #08101A.

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

B. Consideration of Change to District Personnel Policy – Section 1.1.6, Personal Protective Equipment and Clothing Policy

Merrill prefers a reimbursement policy instead of the proposed annual allowance. Miller would like the District Manager to establish the minimum standard for safety boots and a measure for when replacement is necessary.

MOTION: By O'Keefe, seconded by James, to revise Section 1.1.6, Personal Protective Equipment and Clothing Policy to a \$175 annual allowance with the Amendment that the Manager closely monitor the implementation of the policy.

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

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C. Other Post Employment Benefits (OPEB) – Consideration of Investment in a Trust Fund

Merrill prefers investing in a fund other than an irrevocable trust to maintain the ability to use the money for future emergencies.

MOTION: By James, seconded by Miller, to prefund OPEB liabilities through California Public Employees' Retirement System (CalPERS), deposit a total amount of \$115,950.00, which is one-half of the unfunded actuarial accrued liability (UAAL), to the California Employers' Retiree Benefit Trust (CERBT) Fund. Review the fund after one year and make a decision on investing the remaining half of the UAAL total amount of \$115,950.00 and the Annual Required Contribution (ARC) of \$10,700.

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

**VIII. Approval of Checks**

A. Checks for October 7, 2010 - Fund No. 3418 & 3423

MOTION: By Miller, seconded by James, to approve payment of the bills, Check Nos. 20496 through 20520, in the amount of \$95,502.53 from Fund Nos. 3418 & 3423.

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

**IX. Future Agenda Items**

**October 21, 2010**

East Bay Municipal Utility District (EBMUD) Stipulated Order (SO) and Stege Sanitary District SO and Administrative Order (AO)

Quarterly Lateral Report

Quarterly Claims Report

O'Keefe and Brand cannot attend the meeting on October 21. O'Keefe also cannot attend on October 20. All Directors can attend on October 19. Staff will coordinate with legal counsel and check the possibility of changing the meeting date to accommodate all Directors.

**November 4, 2010**

Flexible Benefits Plan Review – Contribution Rate

District Emergency Preparedness Plan

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**X. Adjournment**

The meeting of the Stege Sanitary District Board of Directors was adjourned at 8:08 P.M. The next meeting of the Stege Sanitary District Board of Directors will be held on Thursday, October 21, at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California.

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Rex Delizo  
STEGE SANITARY DISTRICT  
Secretary