

MEETING OF SEPTEMBER 10, 2009

TIME OF MEETING: 7:00 P.M.

***** MINUTES *****

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

II. Roll Call: Present: Brand, James, Miller, O’Keefe, Merrill
 Others Present: 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 August 27, 2009 Board Meeting

MOTION: By James, seconded by Brand, to approve the minutes of the August 27, 2009 as corrected.

VOTE: AYES: Brand, James, Miller, O’Keefe, Merrill,
 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. There were no reports from Directors.

2. Manager’s Report

a. Smoke Testing Update

Humphrey provided the Board with an updated table of smoke testing results and explained that the last subbasin in this year’s testing had been completed, so revised numbers were provided. There was a lengthy discussion about the results. Humphrey noted that the ratio of total defects to parcels tested was about 11% both in 2008 and again in 2009. He explained that the defects column and resulting percentages indicated the total defects. The next four columns are the defects on private property and the percentages indicate the percentage of the particular defect to total defects. The final three columns are the results for the Stege system. Humphrey pointed out that subbasin N had been separated from the other subareas tested, since that was the area that had been completely rehabilitated, laterals and main lines, in 1986 with polyethylene lines. He said flow metering data in the last three years has indicated an increase in peak flows when compared to data 15 to 20 years ago, and staff plans to correct all identified defects and continue metering this winter to see if there’s a direct effect of the corrections; he said this is a great opportunity since there are so few

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defects and this area has only 110 homes on it. The Board agreed that Humphrey could spend District money on correction of defects in subarea N, if needed, to test the effectiveness of defect corrections for peak flow reduction.

b. Records Management

Humphrey said staff, particularly Connie Sylte, had worked diligently the past few months to scan numerous written records and files. He said that a list of records that have been scanned and are ready for shredding. He referred the Board to the summary list of records.

c. California Special District Association (CSDA) Conference – Presentation of District of Distinction (DOD) plaque

Directors discussed whether anyone would be able to attend the conference and pick up the plaque on behalf of the Board. They decided to direct Humphrey to request that CSDA send the plaque to the District office and contact CASA about a possible presentation of the plaque at an upcoming CASA conference.

B. Written Communications:

1. August 21, 2009 Notice of Offer to Begin Negotiations Regarding Operation of Stege's Wastewater Collection System, from East Bay Municipal Utility District (EBMUD)

Humphrey explained to the Board that the offer letter is the one required by EBMUD's stipulated order (SO) from the Department of Justice. The letter was transmitted on the 30th day following the lodging of the order, as required in the SO. Humphrey said he did not know how the other satellite agencies will respond or if they are interested in negotiating with EBMUD, but he suspects that at least some of them will. The Board discussed the merits of entering negotiations with EBMUD, but concluded that a formal reply to EBMUD was neither required nor advisable at present.

VI. Business

A. Administration Building Project – Project Status, Furniture, Security Systems

Humphrey said the contractor is progressing well on the building and framing is moving along very well. The contractor should be completed with framing well ahead of their schedule and able to complete roofing before mid-October. Humphrey said that staff is selecting furniture, and are close to final selections on furniture for the new building. He said that the original budget of \$25,000 for furniture is definitely on the low side and he thinks it will be closer to \$35,000 to purchase the Steelcase furniture through the pooled purchase program the District has joined. The Board reviewed possible options for Board room furniture and decided to continue use of existing chairs and table. O'Keefe expressed interest in a new chairs for ergonomic concerns and Humphrey said she and other Directors could use one of the newer chairs that employees will have at their workstations.

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Humphrey also asked the Board about whether they had an interest in the use of public art, and reminded them of previous discussion about the subject. James said that public art has no connection to the District’s mission of safely and efficiently collecting sewage. Miller said he is interested in doing something as a part of the District’s 100th anniversary. Merrill said the District could rent pieces from the Oakland museum and have a continual rotation of art. O’Keefe mentioned that the state building where she works has an atrium space with mobiles art work and it is a much more friendly space than the old building, one that she thinks is much appreciated by the public employees.

MOTION: By James, seconded by O’Keefe, to defer consideration of the use of public art for the new building for about six months, after staff has moved in and has a better knowledge of what spaces might be improved by art pieces.

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

B. Resolution No. 1958-0909 Granting a Waiver of Strict Application of District Regulations to Pepper Lane SE Square Loop, LLC for 11511 San Pablo Avenue, El Cerrito, CA

Humphrey explained the property owner has requested quick action on this matter since they are trying to complete their current improvements and are only waiting for our decision regarding whether their lateral must be replaced. O’Keefe expressed concern that there was no requirement in the resolution for future testing. There was some discussion about this and the Board directed Humphrey to add language requiring testing every ten years. Humphrey said he could have Counsel review this revised resolution language before the resolution is signed.

MOTION: By James, seconded by O’Keefe, to approve Resolution No. 1958-0909 Granting a Waiver of Strict Application of District Regulations to Pepper Lane SE Square Loop, LLC for 11511 San Pablo Avenue, El Cerrito, CA., contingent upon the legal review of the changes proposed at tonight’s meeting.

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

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VII. Approval of Checks

A. Checks for August 2009 - Fund No. 3418

MOTION: By Miller, seconded by O'Keefe, to approve payment of the bills, Check Nos. 19500 through 19535 in the amount of \$20,367.20 from Fund No. 3418.

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

VIII. Future Agenda Items

September 24, 2009

Adopt Employee Incentive Award Goals & Objectives for FY 2009/10
Administration Building Project Status
Stege NPDES Permit & EBMUD SO
Closed Session – Potential Litigation

October 8, 2009

Succession Planning
Salary Survey

IX. Adjournment

The meeting of the Stege Sanitary District Board of Directors was adjourned at 10:13 P.M. The next meeting of the Stege Sanitary District Board of Directors will be held on Thursday, September 24, 2009 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California.

Douglas Humphrey
STEGE SANITARY DISTRICT
Secretary