

MEETING OF SEPTEMBER 24, 2009

TIME OF MEETING: 7:00 P.M.

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

**I. Call to Order:** President Merrill called the meeting to order at 7:01 P.M.

**II. Roll Call:** Present: Brand, James, Miller, O’Keefe, Merrill  
 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.

**CLOSED SESSION**

**Conference with District Counsel regarding potential litigation - One case.**  
 (Government Code Section 54956.9(b)(1))

The Board entered the closed session at 7:03 P.M. and returned to open session at 8:26 P.M. when President Merrill announced the board had taken no reportable actions during the closed session.

**IV. Approval of Minutes**

A. Approval of Minutes of September 10, 2009 Board Meeting

MOTION: By James, seconded by Miller, to approve the minutes of the September 10, 2009 Board Meeting 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

Miller reported on his attendance as a member at the September 16 California Sanitation Risk Management Authority (CSRMA) liability committee meeting. He said that claims were reviewed as are typically done at these meetings and it occurred to him that Stege has some outstanding claims that have not been reviewed by or summarized for the Board. He thought a quarterly claims report may be appropriate and Humphrey said he would begin a quarterly claims summary report, starting with the first meeting in November. Miller also said he had attended a recent El Cerrito City Council meeting and had forwarded information about the City’s denial of a claim to Humphrey. The claim was for damage to a lateral from a property on Junction Street, caused by a

MEETING OF SEPTEMBER 24, 2009

TIME OF MEETING: 7:00 P.M.

City tree in the claimant's opinion. Miller also passed along information regarding Cal's externship program, a program for Cal students in the first two weeks of January.

B. Written Communications:

1. August 21, 2009 Letter from California Special District Association (CSDA) Regarding CSDA Committee Participation

Humphrey explained that this letter was a request for assistance on CSDA committees, by any interested Board members, and there was no need to take any action.

**VI. Reports of Staff and Officers**

A. Attorney's Report: Riback said that he is working on drafts of revised notices for the sewer lateral compliance issues discussed last month by the Board and working with Humphrey on those issues.

B. Manager's Report:

1. Monthly Maintenance Summary Report – August 2009

Humphrey reported the monthly maintenance figures. Crews cleaned about 59,784 feet of lines and videoed about 18,927 feet of lines. There was one overflow that resulted from a blockage in a District main line. There were 8 service calls and 4 of those were related to problems in private laterals. There were 3 after-hours service calls and 2 of these required immediate response.

2. Monthly Report of Sewer Repairs and Miscellaneous Capital Projects

There were no repairs made in August.

3. Capital Improvement Projects

The pipebursting contractor will return to the District to replace lines in about 2-3 months.

4. Miscellaneous Items

a. Claims

Humphrey explained he had included the items related to the Shabbas claim for the property on Snowdon Avenue for the Board's information in the event Mr. Shabbas pursues the issue further.

**VII. Business**

A. Administration Building Project – Project Status Update

Humphrey told the Board the project continues to progress well. The walls have been framed and roofing has begun. He said that he expects all framing and roofing to be done in about two weeks. The contractor hopes to have the building closed to the weather by about the end of October.

B. Approval of Employee Incentive Award Goals & Objectives for Fiscal Year 2009-2010

Humphrey provided the Board with a summary of the suggested goals and objectives for this year. He said that employees had suggested no additional items to include this year. Miller asked Humphrey why goal 3 was still

MEETING OF SEPTEMBER 24, 2009

TIME OF MEETING: 7:00 P.M.

included since it has not been an approved goal for the past few years. Humphrey said he would remove it from future memos on this issue.

MOTION: By O’Keefe, seconded by James, to approve the employee incentive award goals and objectives as recommended in the Manager’s September 21, 2009 memo.

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

- C. Stege’s National Pollutant Discharge Elimination System (NPDES) Permit and East Bay Municipal Utility District (EBMUD) Stipulated Order (SO)  
 Humphrey referred the Board to the summary schedule of workshops related to the EBMUD SO that he and Stege staff will be attending. He told the Board that the administrative orders from the Environmental Protection Agency (EPA) are supposed to be transmitted to him very early next week. He said that the meeting between the City Managers from the EBMUD satellites and the regulators will occur on Monday October 5<sup>th</sup> and comments on the Stege permit are due on October 20<sup>th</sup>.

**VIII. Monthly Financial Statements – August 2009**

- A. Monthly Investment, Cash, Receivables Report, August 2009
- B. Monthly Operating, Statement, August 2009  
 Humphrey gave the Board a summary of the reports and said there was nothing exceptional to report.
- C. Financial Issues  
 Humphrey reported that the audit work is done and the audit report will be ready to present to the Board in late October or November.

**IX. Approval of Checks**

- 1. Checks for September 2009 - Fund No. 3418.

MOTION: By O’Keefe, seconded by Brand, to approve payment of the bills, Check Nos. 19536 through 19561 in the amount of \$268,466.81 from Fund Nos. 3418 & 3423.

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

**X. Future Agenda Items**

**October 8, 2009**

- Succession Planning
- Salary Survey
- Stege NPDES Permit and Administrative Order from EPA

MEETING OF SEPTEMBER 24, 2009

TIME OF MEETING: 7:00 P.M.

Humphrey stated that the salary survey may not be completed by this meeting, but there is progress on it and about one-half of the surveyed agencies have responded to date.

**October 22, 2009**

Flexible Benefits Plan &amp; Retiree Medical Care Contribution Rates

Administration Building Project Status

Quarterly Lateral Report

Stege NPDES Permit &amp; EBMUD SO

Humphrey said that Bruce Wolfe, Executive Officer of the San Francisco Bay Regional Water Board, will be present at the October 22 meeting to discuss the NPDES Permit and EBMUD SO.

**XI. Adjournment**

The meeting of the Stege Sanitary District Board of Directors was adjourned at 10:31 P.M. The next meeting of the Stege Sanitary District Board of Directors will be held on Thursday, October 8, 2009 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California.