

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF SEPTEMBER 9, 2010

TIME OF MEETING: 7:00 P.M.

***** MINUTES *****

I. Call To Order: President Brand called the meeting to order at 7:06 P.M.

II. Roll Call: Present: James, Merrill, Miller, O'Keefe, Brand
 Others Present: Kent Alm, District Counsel
 Douglas 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 26, 2010 Board Meeting

MOTION: By Merrill, seconded by Miller, to approve the minutes of the August 26, 2010 Board Meeting, as corrected.

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

CLOSED SESSION

Conference with District Counsel regarding Potential Litigation – one case
 (Government Code Section 54956.9(b)(1))

This session was taken out of order, during the discussion of item VII. A.

Conference With Labor Negotiator (Government Code Section 54957.6)

Agency Negotiator: Board President

Title of Position: District Manager

The Board entered the closed session for the conference with the labor negotiator at 7:13 P.M. The Board returned to open session at 7:48 P.M. and President Brand reported the Board had taken no reportable actions during the session.

V. Communications

A. Oral Communications:

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

a. City & Community Meetings

Miller reported that he had attended the memorial service for Don West last Thursday and spoke about Mr. West's service to Stege.

Miller attended the Case Management Conference for the Department

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of Justice (DOJ) suit vs. Stege and the East Bay Municipal Utility District (EBMUD) satellite agencies.

- B. Written Communications: Humphrey said there were no communications to consider.

VI. Reports of Staff and Officers

A. Manager's Report:

1. Administrative Order(AO)/Stipulated Order (SO) Issues

Humphrey provided a brief update on the status of AO and SO issues.

2. Legislative Update

Humphrey referred the Board to recent reports from the California Association of Sanitation Agencies (CASA) and the California Special District Association (CSDA) regarding the state legislature's actions in late August.

3. Personal Protective Equipment & Clothing Policy

Humphrey explained that he would like to change the existing policy such that an allowance is provided to field employees for the reimbursement of purchase of protective equipment rather than provide them a new pair of boots each year. The Board asked Humphrey to bring back proposed policy language for their consideration.

VII. Business

A. District Emergency Response Preparedness Plan

Humphrey provided the Board with a summary of the current District plan for emergency response. He said there were revisions that need to be made. Directors indicated they want this item on a future agenda to discuss again once staff has revised the plan as Humphrey indicated. Humphrey said there would be a provision in the revised plan to include Directors, since there could be events when Director could be present at the District office in advance of any staff.

During the discussion of this item, Mr. Alm arrived and the closed session was taken out of order at this time during the meeting.

Conference with District Counsel regarding Potential Litigation – one case

(Government Code Section 54956.9(b)(1))

The Board entered the closed session for the conference with Counsel at 9:06 P.M. The Board returned to open session at 10:15 P.M. and President Brand reported the Board had taken no reportable actions during the session.

B. Leadership in Energy and Environmental Design (LEED) Status & Points Determination

Humphrey reviewed the summary sheet regarding LEED point status for the District Administration Building Project and informed the Board that VBN

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Architects will be submitting all paperwork and substantiation for certification in the near future.

C. Resolution No. 1971-0910 Accepting Completion of the Work and Directing Filing of Notice of Completion for the Administration Building Project, Stege Sanitary District Project No. 08101A

Humphrey said this item was not ready for consideration yet since final items had not yet been completed.

VIII. Approval of Checks

A. Checks for August 2010 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by Miller, to approve payment of the bills, Check Nos. 20435 through 20468, in the amount of \$51,417.35 from Fund Nos. 3418 & 3423.

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

IX. Future Agenda Items

September 23, 2010

Adopt Employee Incentive Award Goals & Objectives for FY 2010-2011
 100-Year Stege Sanitary District Anniversary Planning
 East Bay Municipal Utility District (EBMUD) Stipulated Order (SO) and Stege Sanitary District Administrative Order (AO) and SO
 Resolution Establishing Salary of District Manager

October 7, 2010

Flexible Benefits Plan - Contribution Rate
 Employee Benefits
 Other Post Employment Benefits (OPEB) – Consideration of Investment in Trust Fund
 Personnel Policy – Protective Equipment and Clothing Policy

X. Adjournment

The meeting of the Stege Sanitary District Board of Directors was adjourned at 10:35 P.M. The next meeting of the Stege Sanitary District Board of Directors will be held on Thursday, September 23, 2010 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California.

Douglas Humphrey
 STEGE SANITARY DISTRICT
 Secretary