

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF SEPTEMBER 23, 2010

TIME OF MEETING: 7:00 P.M.

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

**I. Call to Order:** President Brand called the meeting to order at 7:03 P.M.

**II. Roll Call:** Present: James, Merrill, Miller, O’Keefe, Brand  
Others Present: Mike Riback, District Counsel  
Ben Reyes, Meyers Nave  
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.

**CLOSED SESSION**

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

The Board entered into the closed session at 7:05 P.M. The Board returned to open session at 8:07 P.M. and President Brand reported that the Board had taken no reportable actions.

**IV. Approval of Minutes**

A. Approval of Minutes of September 9, 2010 Board Meeting

MOTION: By Merrill, seconded by Miller, to approve the minutes of the September 9, 2010 Board Meeting.

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

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**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 at a recent El Cerrito City Council meeting. He said it is expected that the proposed Safeway project will be considered for approval by the Planning Commission soon. The Fire Department reported on an abatement project in an area off Fairview, one property needed considerable work to remedy. Miller also reported he had attended a recent California Sanitation Risk Management Authority (CSRMA) training on Sanitary Sewer Overflows (SSOs) and Sewer System Management Plan (SSMP) development. He said the presentations were good and that Stege was mentioned positively several times in regards to examples of good programs and practices.

B. Written Communications:

1. September 8, 2010 Circular Letter from California Public Employees Retirement System (CalPERS) regarding Public Employee Compensation  
Humphrey said there was no action to take regarding this letter, but he thought it was a good example of the increased scrutiny on public employee compensation that now exists in California.

**VI. Reports of Staff and Officers**

- A. Attorney's Report: Riback reported on a recent case regarding the Los Angeles (LA) Unified School District and differing site conditions encountered during a construction project. Riback said the result is that agencies need to clearly state that subsurface conditions represented in bid documents are what the agency has regarding conditions, not that they are affirmatively the subsurface conditions that exist.

B. Manager's Report:

1. Monthly Maintenance Summary Report – August 2010

Humphrey said that August was a typical month, in that only about 23,000 feet of lines were cleaned, but over 57,000 feet had been videoed. He explained this was the result of a decision to evaluate all 3 and 6 month frequency lines through video inspection. He said there were 9 service

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calls and only 1 call after normal working hours. The after-hours call required immediate response. There were 5 calls related to lateral problems and there was one overflow from a main line. However, the main line overflow was the result of an East Bay Municipal Utility District (EBMUD) water line crew damaging the Stege main line and the EBMUD crew repaired the main line the following day.

2. Monthly Report of Sewer Repairs and Miscellaneous Capital Projects

3. Capital Improvement Projects

Humphrey said there were no repairs to report and the pipebursting contractor would likely start some replacements for Stege in October.

4. Miscellaneous Items

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

Humphrey told the Board that the workshops and meetings with EBMUD and the EBMUD satellites continue to be held on a regular basis. He said that the satellites had hired Paul Causey to take over Monica Oakley's previous role as consultant to the group.

b. 100-Year Anniversary Planning

c. Review of District Salary Issues

Humphrey informed the Board that IEDA still maintains a database of employee compensation that could be used for salary and compensation analyses and comparisons. The cost for comparison to 10 or more agencies is about \$6000 for one year's access to the database.

d. Manager's Roundtable Meeting

Humphrey informed the Board that Stege will host the next meeting, which will be held next week.

**VII. Business:**

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

Humphrey said this should not be acted upon tonight since there are still a couple of remaining work items the contractor needs to complete.

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B. Resolution No. 1972-0910 Establishing Salary of the District  
Manager/Engineer

MOTION: By O'Keefe, seconded by James, to approve  
Resolution No. 1972-0910 Establishing Salary of the District  
Manager/Engineer.

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

C. Approval of Employee Incentive Award Goals & Objectives for Fiscal Year  
2010-2011

Humphrey gave the Board a very brief summary of the proposed goals and objectives and noted there were no new goals proposed for this year. Miller asked why item #3 is included again this year since it was eliminated in 2005-2006. Humphrey said it could be removed completely; it had been retained in the on-going incentive tables and reference materials for consistency. The Board agreed with Miller that it should be removed and Humphrey said he could modify the goals and objectives accordingly.

MOTION: By Merrill, seconded by James, to approve the  
employee incentive award goals and objectives as recommended in  
the Manager's September 20, 2010 memo and as modified at this  
meeting.

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

**VIII. Monthly Financial Statements – August 2010**

A. Monthly Investment, Cash, Receivables Report, August 2010

B. Monthly Operating, Statement, August 2010

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Humphrey said there are no exceptional financial issues to report and noted that staff has transitioned to the investment report to just show funds, operating and capital.

C. Financial Issues

Humphrey said the auditors still plan to return to finish audit work in late October.

**IX. Approval of Checks**

1. Checks for September 2010 - Fund No. 3418 & 3423.

MOTION: By Merrill, seconded by James, to approve payment of the bills, Check Nos. 20469 through 20495, in the amount of \$64,005.80 from Fund Nos. 3418 & 3423.

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

**X. Future Agenda Items**

**October 7, 2010**

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

Employee Benefits

Personnel Policy – Protective Equipment and Clothing Policy

**October 21, 2010**

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

District Emergency Preparedness Plan

Humphrey suggested that a workshop on District maintenance operations would be a good workshop topic in the future, once some revisions are made to past and still-existing practices.

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**XI. Adjournment**

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