

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF SEPTEMBER 8, 2011
TIME OF MEETING: 7:00 P.M.

***** MINUTES *****

I. Call To Order: President James called the meeting to order at 7:02 P.M.

II. Roll Call: Present: Merrill, Miller, O'Keefe, James
Absent: Brand (provided prior notice of his absence)
Others Present: Mira Chokshi, AECOM
David Wood, AECOM
Ben Reyes, District Counsel
Paul Soo, Assistant Engineer
Rex Delizo, 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 18, 2011 Board Meeting

MOTION: By Miller, seconded by Merrill, to approve the minutes of the August 18, 2011 Board Meeting, as corrected.

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

Item VII. A was taken out of order at this time in the meeting.

VII. Business

A. Sewer System Modeling Summary Report

David Wood and Mira Chokshi of AECOM presented to the Board a thorough presentation and answered several questions on the sewer system modeling project they conducted on the Stege system. James requested staff consider having AECOM conduct a Monte Carlo simulation on the model and also consider installing soil moisture monitors to get a better measure of ground water levels around the district.

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 oral communications to discuss.

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B. Written Communications

There were no written communications to discuss.

VI. Reports of Staff and Officers

A. Attorney's Report:

1. Board Vacancy Timeline

Reyes gave a report to the Board on the proposed timeline to appoint a successor for Director James. The timeline includes passing a resolution to declare the vacancy, posting and publishing a notice of vacancy, soliciting and reviewing applications, conducting interviews and appointing the successor. Proposed language for the resolution, notice, information sheet, and application form were provided to the Board for consideration. The Board accepted the timeline and directed staff to work with Reyes to proceed with the guidelines.

B. Manager's Report:

The Board was informed that the joint public outreach meeting on the Regional Private Sewer Lateral Program implementation process with East Bay Municipal Utility District (EBMUD) will be on October 4th at 7:00PM at the El Cerrito Community Center located at 7007 Moeser Lane.

VIII. Business

B. Resolution No. 1988-0911, Accepting the Resignation of Director Jay Z. James and Declaring a Vacant Seat on the Board of Directors

On September 8, 2011, at its regularly scheduled meeting, the District Board reluctantly accepted the resignation of Director Jay Z. James effective September 30, 2011, thanked him for his 28 years of leadership and service on the Stege Sanitary District Board, and extended to him best wishes as he undertakes new and challenging endeavors.

MOTION: By Merrill, seconded by Miller, to approve Resolution No. 1988-0911, Accepting the Resignation of Director Jay Z. James and Declaring a Vacant Seat on the Board of Directors.

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

Item VII. F was taken out of order at this time in the meeting.

F. Resolution No. 1989-0911, Approving the Appointment of Rex Delizo as District Manager/Engineer

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MOTION: By Miller, seconded by Merrill, to approve Resolution No. 1989-0911, Approving the Appointment of Rex Delizo as District Manager/Engineer.

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

At 10:00 P.M, O'Keefe and Soo excused themselves from the meeting.

C. Consideration of Claim – 510 Liberty Street, El Cerrito

Delizo gave a brief summary of the claim and recommended the Board reject the claim.

MOTION: By Miller, seconded by Merrill, to reject Mr. Wong's claim.

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

G. Consideration of Solar Power Partnership with City of El Cerrito

Delizo reported that the building construction files did not have reference to any solar feasibility study. Delizo also spoke to the former District Manager, Douglas Humphrey, and the architect of the building, Fred King of VBN Architects, and neither can recall a solar feasibility study being conducted during design of the building. Maria Sanders of City of El Cerrito gave information about a free preliminary study that could be conducted by a local PG&E program called Smart Solar. Staff contacted Rachel A. DiFranco of Smart Solar and provided her the requested information to conduct the study. Smart Solar is currently processing the data and the report will be presented to the Board at a future meeting.

E. 100th Year Anniversary Planning

The Board had a short discussion and decided to budget \$9000 to start work on a historical publication but decided to table any further discussion for a future meeting when more Board members were in attendance.

MOTION: By Miller, seconded by Merrill, to budget \$9000 toward the publication of a historical book or booklet to celebrate Stege's 100th Year Anniversary

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	NOES:	None
	ABSTAIN:	None
	ABSENT:	Brand, O'Keefe

VIII. Approval of Checks

A. Checks for September 2011 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by Miller, to approve payment of the bills, Checks No. 21259 through 21308 in the amount of \$105,229.39 from Fund Nos. 3418 and 3423.

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

IX. Future Agenda Items

September 22, 2011

Adopt Employee Incentive Award Goals & Objectives for FY 2011-2012
Stege Stipulated Order
Board Vacancy -Update
Solar Power Partnership
100th Year Anniversary Planning

The Board agreed to move up the meeting dates one week for the months of October and November to avoid a conflict with the upcoming Thanksgiving Holiday. The revised meeting dates for the months of October and November are October 6, October 20, November 3 and November 17.

October 6, 2011

Board Vacancy - Review Interview Questions
100th Year Anniversary Planning

X. Adjournment

The meeting was adjourned at 10:20 P.M. The next meeting of the Stege Sanitary District Board of Directors will be held on Thursday, September 22, 2011 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary