

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF JUNE 3, 2021  
 TIME OF MEETING: 7:00 P.M.  
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

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

- I. Call To Order:** President O’Keefe called the meeting to order at 7:00 P.M.
- II. Roll Call:** Present: Christian-Smith\*, Gilbert-Snyder\*, Merrill, Miller\*,  
 O’Keefe\*  
 Absent: None  
 Others Present: Rex Delizo, District Manager  
*\*via video-conference*

**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 May 20, 2021 Board Meeting Minutes

MOTION: By Gilbert-Snyder, seconded by Miller, to approve the minutes of the May 20, 2021 Board Meeting

VOTE: AYES: Christian-Smith, Gilbert-Snyder, Merrill, Miller,  
 O’Keefe  
 NOES: None  
 ABSTAIN: None  
 ABSENT: None

**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

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Miller gave a report on his recent attendance at an El Cerrito City Council Meeting.

B. Written Communications

1. CSDA 2021 Board of Directors Election Ballot - Term 2022-2024

The Board discussed each of the candidate's qualifications but asked to bring the item back at the next meeting to have more time to review before deciding on a candidate.

**VI. Reports of Staff and Officers**

A. Manager's Report

1. Draft Budget FY 2021-2022

The Manager reported on the updated draft budget. The final budget will be ready for consideration and approval by resolution at the next Board Meeting.

2. Beyond the Blueprint for Industry and Business Sectors - Effective June 15 (In-person Board Meetings)

The Manager reported on California's plan to return to usual operation beginning June 15. The Board will continue meeting via remote conferencing as allowed by the Governor's Executive Order Provision but will revisit the issue in the months ahead as things evolve.

**VII. Business**

A. Review of Director's Meeting Compensation

The Board discussed changing the compensation that Directors receive for their attendance at District related meetings and approved an adjustment equal to the same cost-of-living adjustment as employee salary ranges for the past year of 4.13% (April CPI-W).

MOTION: By Gilbert-Snyder, seconded by Christian-Smith, to approve an increase to the Directors' compensation rate to \$233.13 (↑4.13%) and direct the Manager to prepare an Ordinance for consideration

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VOTE: AYES: Christian-Smith, Gilbert-Snyder, Merrill, Miller,  
 O'Keefe  
 NOES: None  
 ABSTAIN: None  
 ABSENT: None

B. Diversity, Equity, and Inclusion

The Board continued their Diversity, Equity, and Inclusion (DEI) discussions by reviewing and discussing the results of an anonymous employee survey conducted with staff by the Manager. The Board asked the Manager to thank the staff for their helpful feedback. The Board will bring back ideas for outreach material to use to help recruit underrepresented groups to become candidates for future appointments and/or District elections.

C. KIDS for the BAY – Watershed Action Program (WAP)

The Board discussed funding of the program for the 2021-22 school year and asked staff to bring the item back with the proposal and to ask KIDS for the BAY for feedback from teachers involved with the program.

**VIII. Approval of Checks**

A. Checks for June 3, 2021- Fund No. 3418 & 3423

MOTION: By Christian-Smith, seconded by Gilbert-Snyder, to pay the bills, Check Nos. 27114 through 27122 in the amount of \$5,926.99

VOTE: AYES: Christian-Smith, Gilbert-Snyder, Merrill, Miller,  
 O'Keefe  
 NOES: None  
 ABSTAIN: None  
 ABSENT: None

**CLOSED SESSION**

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**Conference with Labor Negotiator**

Gov. Code § 54957.6

Agency Designated Representative: Board President O'Keefe

Unrepresented Employee: District Manager

The Board entered into closed session at 8:30 P.M. and returned to open session at 9:28 P.M. President O'Keefe announced the Board had taken no reportable actions.

**IX. Future Agenda Items**

**June 17, 2021**

CLOSED SESSION – Counsel Performance Evaluation

Resolution – District Manager Salary

Approve Employee Salary Ranges

Approve and Adopt Final Budget

Review and Approve Incentive Award

Adopt Employee Incentive Award Goals & Objectives

Working Capital and Reserve Fund Policy

Consent Decree Quarterly Report

CASA Conference

*+Award of Forcemain Project Contract*

*+Private Sewer Lateral Programs*

**July 8, 2021**

CASA Conference

CSDA Conference

Form 470

Diversity, Equity, and Inclusion

**X. Adjournment**

The meeting was adjourned at 9:30 P.M. The next meeting of the District Board of Directors will be held on Thursday, June 17, 2021 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

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Rex Delizo  
STEGE SANITARY DISTRICT  
Secretary