

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF JUNE 2, 2022  
 TIME OF MEETING: 7:00 P.M.  
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

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

**I. Call To Order:** President Merrill called the meeting to order at 7:00 P.M.

**II. Roll Call:** Present: Christian-Smith\*, Gilbert-Snyder\*, Miller\*,  
O’Keefe\*, Merrill

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 19, 2022 Board Meeting Minutes

MOTION: By O’Keefe, seconded by Gilbert-Snyder, to approve the minutes of the May 19, 2022 Board Meeting, as amended

VOTE: AYES: Christian-Smith, Gilbert-Snyder, Miller, O’Keefe,  
Merrill

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

There were no items to consider.

**VI. Reports of Staff and Officers**

A. Manager's Report

1. Draft Budget FY 2022-2023

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. July 4<sup>th</sup> Fair Discussion

The Manager reported on the updated plans for the upcoming fair.

3. 2022 California Association of Sanitation Agencies (CASA) Conferences

The Manager reported on the upcoming CASA conference.

4. 2022 California Special Districts Association (CSDA) Conference

The Manager reported on the upcoming CSDA conference.

MOTION: By Miller, seconded by Christian-Smith, to authorize attendance at the upcoming CASA and CSDA Conferences for those Directors that choose to attend

VOTE: AYES: Christian-Smith, Gilbert-Snyder, Miller, O'Keefe,  
Merrill

NOES: None

ABSTAIN: None

ABSENT: None

**VII. Business**

A. Review of Director's Meeting Compensation

The Board discussed changing the compensation that Directors receive for their attendance at District board meetings and approved an adjustment up to

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the same cost-of-living adjustment as employee salary ranges for the past year of 6.53% (April CPI-W) or the maximum allowed by state law, pending review by legal counsel.

MOTION: By O’Keefe, seconded by Gilbert-Snyder, to approve an increase to the Directors’ compensation rate up to \$248.33 (+6.53%) or the maximum allowed by state law, pending review by legal counsel, and direct the Manager to prepare an Ordinance for consideration

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

B. Working Capital and Reserve Fund Policy

The Board completed the annual review of the policy and approved some minor amendments.

MOTION: By Gilbert-Snyder, seconded by Christian-Smith, to approve amendments to the Working Capital and Reserve Fund Policy

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

C. Diversity, Equity, and Inclusion

The Board continued their Diversity, Equity, and Inclusion (DEI) discussions by reviewing and discussing a draft DEI policy and plans to provide outreach

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to different civic organizations for the upcoming District election. The Board asked staff to make minor amendments to the flyer and to bring the draft policy back after conferring with District Counsel.

**VIII. Approval of Checks**

A. Checks for June 2, 2022- Fund No. 3418 & 3423

MOTION: By Christian-Smith, seconded by Gilbert-Snyder, to pay the bills, Check Nos. 27632 through 27643 in the amount of \$1,417,762.99

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

**IX. Future Agenda Items**

**June 16, 2022**

CLOSED SESSION – Counsel Performance Evaluation

Approve Employee Salary Ranges

Approve and Adopt Final Budget

Review and Approve Incentive Award

Adopt Employee Incentive Award Goals & Objectives

July 4<sup>th</sup> Fair Planning

Consent Decree Quarterly Report

CASA Conference

+*RESOLUTION – Procurement Policy*

+*AB 361 – 30 Day Virtual Meeting Extension*

+*Elections Resolution*

**July 7, 2022**

July 4th Fair Debrief

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CASA Conference  
CSDA Conference  
Diversity, Equity, and Inclusion  
*+AB 361 – 30 Day Virtual Meeting Extension*

**X. Adjournment**

The meeting was adjourned at 8:57 P.M. The next meeting of the District Board of Directors will be held on Thursday, June 16, 2022 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