

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF MARCH 19, 2020  
TIME OF MEETING: 7:00 P.M.  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

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

- I. Call To Order:** President Miller called the meeting to order at 7:00 P.M.
- II. Roll Call:** Present: Christian-Smith (by teleconference), Gilbert-Snyder,  
Merrill, O’Keefe (by teleconference), Miller  
Absent: None  
Others Present: Rex Delizo, District Manager  
Kristopher Kokotaylo, District Counsel

**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:** Christian-Smith commented on her experience attending a recent West County Wastewater Board meeting by teleconference. There was no other public comment.

**IV. Reports of Staff and Officers**

A. Attorney’s Report:

Kokotaylo reserved his report to add comments and answer questions regarding the Pandemic Response Plan agenda item under the Manager’s report.

B. Manager’s Report

1. Pandemic Response Plan (COVID-19)

The Manager reported on the District’s current and future operational plans under the County’s COVID-19 Health Order to shelter in place. Although currently closed, the District office will re-open on Monday, March 23, and full operation will continue but with half-staff, rotating weekly. Employees will follow recommended best practices and precautionary measures to reduce the risk of exposure and protect themselves from the virus.

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Kokotaylo provided a summary and analysis of new federal requirements related to Emergency FMLA which allows employees to use FMLA to care for school age children and Emergency Paid Sick Leave which establishes additional paid leave under certain circumstances in response to COVID-19. Staff will explore the possibility of reimbursement from federal sources for both leaves.

**V. Business**

A. Cancellation of the April 9, 2020 Regular Board Meeting

The Board discussed cancellation of the upcoming regular Board meeting on April 9, 2020 due to the developments concerning COVID-19 but opted to continue with the meeting as scheduled. The upcoming meeting will again have teleconferencing capabilities for Directors and also continue to utilize social distancing within the Board room to allow for greater physical distance between the participants in attendance.

**VI. Approval of Checks**

A. Checks for March 5, 2020 and March 19, 2020 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by Gilbert-Snyder, to pay the bills, Check Nos. 26488 through 26526 in the amount of \$65,258.24

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

**VII. Future Agenda Items**

**April 9, 2020**

Board Training Summary

**April 23, 2020**

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CLOSED SESSION – Quarterly Claims Report

Employee Benefits

Quarterly Financial Statements

Draft Budget

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

San Pablo Avenue Specific Plan Area Impact Fee Status Report

**VIII. Adjournment**

The meeting was adjourned at 8:23 P.M. The next meeting of the District Board of Directors will be held on Thursday, April 9, 2020 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