

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF APRIL 9, 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 video-conference), Gilbert-Snyder (by video-conference), Merrill, O’Keefe (by tele-conference),
Miller
Absent: None
Others Present: 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 February 13, 2020 Regular Board Meeting Minutes

MOTION: By Gilbert-Snyder, seconded by Merrill, to approve the minutes of the February 13, 2020 Regular Board Meeting, as amended

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

- B. Approval of March 7, 2020 Long Range Planning Workshop Minutes
C. Approval of Minutes March 19, 2020 Board Meeting

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MOTION: By Christian-Smith, seconded by Gilbert-Snyder, to approve both the minutes of the March 7, 2020 Long Range Planning Workshop, as amended, and the minutes of the March 19, 2020 Board Meeting, as amended

VOTE: AYES: Christian-Smith, Gilbert-Snyder, Merrill, O’Keefe,
 Miller
 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. California Association of Sanitation Agencies (CASA) February 24-26, 2020 – Washington D.C. Policy Forum
 In accordance with AB 1234, Director Merrill gave a report on his attendance at the CASA Conference.
 - b. City & Community Meetings
 Christian-Smith reported on protections against utility shutoffs for Californians affected by COVID-19. Miller gave a report on upcoming topics for the next El Cerrito City Council Meeting.

B. Written Communications

1. CSDA request for opposition letters to Assembly Bill 2093 (Gloria)
 The Board reviewed and discussed the request for opposition letters to Assembly Bill 2093 which will require all public agencies to maintain all transmitted emails related to agency business for at least two years. The Board asked staff to have counsel report back on the details of email retention and how it affects attorney client privilege.
2. LAFCo 2020 Special District Appointment Results

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The Board reviewed the email stating only one candidate was nominated, no election was required, and Mike McGill of Central Contra Costa Sanitary District was reappointed to the Contra Costa LAFCo.

VI. Reports of Staff and Officers

A. Manager's Report:

1. Monthly Maintenance Summary Report – February 2020
The Manager reported no significant issues with last month's maintenance activities.
2. Monthly Report of Sewer Replacements and Repairs
The Manager reported on the replacement invoices paid in February.
3. Consent Decree Status Report
The Manager reported no issues with meeting the District's Consent Decree minimum requirements for this current fiscal year.
4. Draft Action Plan for 2020
The Manager reported on the Action Plan from the Long Range Planning Workshop held on March 7, 2020.
5. Board Training Summary
The Manager reported on the Board training deadlines and tentative plans for future training.
6. Board Governance Manual Review Frequency (District of Distinction Application)
The Manager reported that the District of Distinction re-accreditation requires a Board minute action adopting and/or having reviewed the policies and procedures manual within the past year.
7. Pandemic Response (COVID-19) Status
The Manager updated the Board on the District's operation under the County's COVID-19 Health Order to shelter in place. As an essential public utility, the District is continuing to provide services with minimal staffing while adhering to recommended social distancing protocols until May 3, 2020 or until new County Health Department Orders are issued.

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VII. Business

A. California Employer's Retiree Benefit Trust (CERBT) Fund Disbursement

The Board discussed whether to take the opportunity to receive a disbursement from the California Employers' Retiree Benefit Trust (CERBT) to make retiree medical payments for Fiscal Year 2020-21.

MOTION: By O'Keefe, seconded by Merrill, to pay the retiree medical payments directly in full without receiving a disbursement from the CERBT fund

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

B. Retiree Health Benefits

The Board discussed changing the current \$280 per month retiree health benefit and asked staff to have the actuarial run an alternate benefit valuation for both current and future retirees that matches the Kaiser employee only rate of \$339.43.

MOTION: By Merrill, seconded by Christian-Smith, to approve having the actuarial run an alternate benefit valuation for both current and future retirees that matches the Kaiser employee only rate of \$339.43

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

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ABSENT: None

C. Resolution 2135-0420 Revising the Mission Statement of the Stege Sanitary District

The Board approved the revised Mission Statement as follows: “To protect public health and the environment for the communities it serves through planning and operation of a safe, efficient, and economical wastewater collection system.”

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve Resolution 2135-0420 Revising the Mission Statement of the Stege Sanitary District

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

VIII. Financial Statements – February 2020

A. Monthly Investment, Cash, Receivables Report

B. Monthly Operating Statement

The financial items were reviewed by the Board.

IX. Approval of Checks

A. Checks for April 9, 2020 - Fund No. 3418 & 3423

MOTION: By O’Keefe, seconded by Christian-Smith, to pay the bills, Check Nos. 26527 through 26551 in the amount of \$30,212.55

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

ABSTAIN: None

ABSENT: None

X. Future Agenda Items

April 23, 2020

CLOSED SESSION – Quarterly Claims Report

Employee Benefits

Quarterly Financial Statements

Draft Budget

July 4th Fair Discussion

San Pablo Avenue Specific Plan Area Status Report

May 7, 2019

Draft Budget

Board Training Summary

July 4th Fair Discussion

XI. Adjournment

The meeting was adjourned at 8:27 P.M. The next meeting of the District Board of Directors will be held on Thursday, April 23, 2020 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary