

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF APRIL 23, 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 tele-conference @7:40 P.M.),
 Gilbert-Snyder (by video-conference), Merrill,
 O’Keefe (by tele-conference), Miller
- Absent: None
- Others Present: Rex Delizo, District Manager
 Alex Mog, Office of District Counsel (by 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.

Closed Session was tabled until later in the meeting.

IV. Approval of Minutes

A. Approval of April 9, 2020 Board Meeting Minutes

MOTION: By Merrill, seconded by O’Keefe, to approve the minutes of the April 9, 2020 Board Meeting, as amended

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

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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

There were no items reported.

B. Written Communications

1. Two-Year Email Retention Legislation Pulled by Author (AB 2093)

The Board reviewed the California Special Districts Association (CSDA) notification that Assembly Bill 2093, related to email retention, will not be moving forward in 2020.

Info:

VI. Reports of Staff and Officers

A. Attorney's Report

Mog reported further on Assembly Bill 2093 that was pulled from legislation and the existing law regarding public records requests.

B. Manager's Report

1. Monthly Maintenance Summary Report

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 invoices paid in March.

3. San Pablo Avenue Specific Plan Impact Fee Status Report

The Manager reported on the status of the impact fee.

4. Employee Benefits

The Manager reported on discussions with staff regarding employee benefits.

5. Draft Budget

The Manager reported on the initial draft of the budget.

6. Cancellation of the 4th of July Fair

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The Manager reported that the City of El Cerrito's 4th of July Fair has been cancelled.

7. Pandemic Response (COVID-19) Status

The Manager reported on the District's operation under the County's additional COVID-19 "Cover Your Face" Health Order issued on April 17, 2020.

VII. Business

A. Stege Sanitary District Strategic Plan

The Board reviewed and approved the updated plan.

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve the updated Stege Sanitary District Strategic Plan.

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

NOES: None

ABSTAIN: None

ABSENT: None

B. Self-assessment of Governance Review

The Board started discussing statements on "roles" from the self-evaluation that was completed at the Long Range Planning Workshop held on March 7, 2020 but decided to table the discussion to a future Board meeting. Staff will supply additional information on which specific statements rated highest for further discussion.

Closed Session was taken out of order at this time in the meeting.

CLOSED SESSION

Liability Claims

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Gov. Code § 54956.95

Claimant: Murdock

Agency Claimed Against: Stege Sanitary District

Liability Claims

Gov. Code § 54956.95

Claimant: Mello

Agency Claimed Against: Stege Sanitary District

The Board entered into closed session at 8:39 P.M. and returned to open session at 8:44 P.M. President Miller announced the Board had taken no reportable actions.

The Board resumed the order of the agenda at this time in the meeting.

VIII. Financial Statements – March 2020

- A. Monthly Investment, Cash, Receivables Report
- B. Monthly Operating Statement, March 2020
- C. Monthly Cash on Hand vs. Target Reserves
- D. California Employers' Retiree Benefit Trust (CERBT) Quarterly Statement
- E. Local Agency Investment Fund (LAIF) Quarterly Statement

The financial items were reviewed by the Board.

IX. Approval of Checks

- A. Checks for April 23, 2020 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by Christian-Smith, to pay the bills,
 Check Nos. 26552 through 26572 in the amount of \$54,951.88

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

NOES: None

ABSTAIN: None

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ABSENT: None

X. Future Agenda Items

May 7, 2020

Draft Budget

Board Training Summary

Self-Assessment of Governance Review

Public Outreach

May 21, 2020

CLOSED SESSION – District Counsel Performance Evaluation

Resolution Ordering Board Election

Connection Charge

Draft Budget

XI. Adjournment

The meeting was adjourned at 8:58 P.M. The next meeting of the District Board of Directors will be held on Thursday, May 7, 2020 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary