

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF MAY 21, 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 (video-conference), Gilbert-Snyder (video-conference), Merrill, O’Keefe (tele-conference), 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:** There was no public comment.

**IV. Approval of Minutes**

A. Approval of May 7, 2020 Board Meeting Minutes

MOTION: By Merrill, seconded by Christian-Smith, to approve the minutes of the May 7, 2020 Board Meeting

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

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a. City & Community Meetings

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

B. Written Communications

1. KIDS for the BAY (KftB) Watershed Action Program

The Board reviewed the report highlighting successes of the program over the last 2019–20 school year despite school closures truncating activities. The Board asked staff to clarify with KftB that the program preferably include schools that have the majority of students from within the District.

2. Letter from Residence regarding Canon Pump Station

The Board reviewed the letter requesting the Canon Pump Station gate open toward the main road instead of the residence's shared driveway. The Manager reported that this request will be taken into account during the planning of the improvements scheduled for next fiscal year.

**VI. Reports of Staff and Officers**

A. Attorney's Report:

Kokotaylo reported that the EPA issued its revised Navigable Waters Protection Rule (85 Fed. Reg. 22250) stating the Clean Water Act does not cover groundwater and that the U.S. Supreme Court ruled in *County of Maui v. Hawaii Wildlife Fund* (No. 18-260) that the Clean Water Act does sometimes cover discharges to groundwater.

B. Manager's Report

1. Monthly Maintenance Summary Report

The Manager reported no significant issues on last month's maintenance activities.

2. Monthly Report of Sewer Replacements and Repairs

The Manager reported no invoices were paid in April.

3. Draft Budget FY 2020-2021

The Manager reported on the updated draft budget.

4. Draft Endeavor Newsletter

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The Manager reported on the draft newsletter and received several comments and corrections from the Board.

5. Pandemic Response (COVID-19) Status

The Manager reported on the District's continued operation under the County's Regional Shelter-in-Place Order that now allows retail establishments to offer storefront pick-up and the manufacturing, warehousing, and logistical operations that support retail to resume.

**VII. Business**

A. Resolution No. 2136-0520 Even-Year Board of Directors Election; Consolidation of Elections; and Specifications of the Election Order

The Board reviewed and approved the resolution to consolidate its election with the general election to be held on November 3, 2020.

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve Resolution No. 2136-0520 Even-Year Board of Directors Election Consolidation of Elections; and Specifications of the Election Order

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

NOES: None

ABSTAIN: None

ABSENT: None

B. Resolution No. 2137-0520 Establishing Salary Ranges of Maintenance, Technical and Administrative Employees Employed by Stege Sanitary District Beginning July 1, 2020

The Board discussed and approved the resolution updating the salary ranges for employees based on the latest April CPI-W figures.

MOTION: By O'Keefe, seconded by Merrill, to approve Resolution No. 2137-0520 Establishing Salary Ranges of Maintenance, Technical and

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Administrative Employees Employed by Stege Sanitary District Beginning  
 July 1, 2020

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

C. Connection Charge Calculation Report

The Board reviewed and discussed the report that indicated a 3.9% increase of the Engineering News Record's Construction Cost Index (ENR-CCI) over the prior year. Due to the uncertainty of the COVID-19 pandemic effect on the economy for the near future, the Board decided to table the discussion and revisit this item in December.

MOTION: By O'Keefe, seconded by Merrill, to table the discussion on updating the connection charge until December 2020

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

**VIII. Financial Statements – May 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 May 21, 2020 - Fund No. 3418 & 3423

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MOTION: By Merrill, seconded by Gilbert-Snyder, to pay the bills,  
 Check Nos. 26583 through 26609 in the amount of \$1,114,529.39

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

**X. Future Agenda Items**

**June 4, 2020**

Draft Budget

Review Directors Meeting Compensation

*Review of Comparable Agencies*

**June 18, 2020**

CLOSED SESSION – Manager Performance Evaluation

Approve and Adopt Final Budget

~~Public Hearing—Connection Fee and SPASPA Impact Fee~~

Notice of Completion

Ordinance – Directors Meeting Compensation

Review and Approve Incentive Award

Adopt Employee Incentive Award Goals & Objectives

District Working Capital and Reserve Policy

Consent Decree Quarterly Report

**XI. Adjournment**

The meeting was adjourned at 8:15 P.M. The next meeting of the District Board of Directors will be held on Thursday, June 4, 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