

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF JUNE 4, 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

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:** Gilbert-Snyder commented that the East Bay Municipal Utility District (EBMUD) Board of Directors selected Clifford Chan as EBMUD’s next general manager. Christian-Smith commented that County Supervisor John Gioia announced that the countywide nighttime curfew was cancelled as of 1pm today. There was no other public comment.

IV. Approval of Minutes

A. Approval of May 21, 2020 Regular Board Meeting Minutes

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve the minutes of the May 21, 2020 Regular Board Meeting, as amended

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

V. Communications

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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

Miller gave a report on his recent attendance at an El Cerrito City Council Meeting. Christian-Smith gave a report on her recent attendance at a West Contra Costa Unified School District meeting.

B. Written Communications

1. USEPA Demand for Stipulated Penalties Pursuant to the Consent Decree

The Board reviewed the letter.

VI. Reports of Staff and Officers

A. Manager's Report

1. Draft Budget FY 2020-2021

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. Pandemic Response (COVID-19) Status

The Manager reported on the District's plans for operation under the loosening of restrictions of the County's Regional Shelter-in-Place Order.

VII. Business

A. Review of Director's Meeting Compensation

The Board discussed changing the compensation that Directors receive for their attendance at District related meetings and approved an adjustment equal to the cost-of-living adjustment for the employee salary ranges for the past year of 0.7% (April CPI-W). The Board also asked staff to include a survey of other agency compensation rates for next year's review.

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve an increase to the Directors' compensation rate to \$223.88 (↑0.7%) and direct the Manager to prepare an Ordinance

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

B. Review of Comparable Agencies

The Board reviewed the list of agencies used for staff salary and benefit comparisons and asked to include the salaries of the Public Works Directors of the East Bay cities for comparison to the manager position.

C. Kids for the Bay – Watershed Action Program (WAP)

The Board discussed and approved funding of the program for the 2020-21 school year.

MOTION: By Christian-Smith, seconded by O’Keefe, to approve \$12,000 to fund the KIDS for the BAY Watershed Action Program (WAP) for the 2020-21 School Year

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

VIII. Approval of Checks

A. Checks for June 4, 2020- Fund No. 3418 & 3423

MOTION: By Merrill, seconded by Gilbert-Snyder, to pay the bills, Check Nos. 26610 through 26617 in the amount of \$4,931.55

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

IX. Future Agenda Items

June 18, 2020

CLOSED SESSION – Manager Performance Evaluation

Approve and Adopt Final Budget

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

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

July 16, 2020

CLOSED SESSION – Quarterly Claims Report

Public Hearing/Resolution – Establish and Collect Sewer Service Charges

District Investment Policy

Form 470

CASA Conference

Reimbursement Report per Gov. Code 53065.5

Quarterly Financial Statements

Resolution – District Manager Salary

San Pablo Avenue Specific Plan Area Impact Fee Status Report

Public Hearing/Ordinance – Directors Meeting Compensation

Resolution – Notice of Completion

X. Adjournment

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The meeting was adjourned at 8:38 P.M. The next meeting of the District Board of Directors will be held on Thursday, June 18, 2020 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary