

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF JUNE 18, 2020
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

*****MINUTES*****

- I. Call To Order:** President called the meeting to order at 7:03 P.M.
- II. Roll Call:** Present: Christian-Smith (video-conference), Gilbert-Snyder (video-conference), Merrill, O’Keefe (tele-conference beginning at 7:32 P.M.), 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.

Closed Session was tabled until later in the meeting.

IV. Approval of Minutes

A. Approval of June 4, 2020 Board Meeting Minutes

MOTION: By Gilbert-Snyder, seconded by Merrill, to approve the minutes of the June 4, 2020 Board Meeting, as amended

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

V. Communications

A. Oral Communications

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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 two El Cerrito City Council Meetings that he watched on June 9th & 16th.

B. Written Communications

1. KIDS for the BAY Watershed Action Program Proposal to Stege Sanitary District

The Board reviewed the proposal and requested staff inquire about receiving teacher feedback on their experience with the program.

VI. Reports of Staff and Officers

A. Attorney's Report:

Kokotaylo reported on SB 1085 which would bar cities and counties, but not special districts, from levying impact fees on a housing development's affordable units. Kokotaylo also reported briefly on the recent US Supreme Court ruling that Title VII of the Civil Rights Act of 1964 protects gay and transgender workers from workplace discrimination.

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 May.

3. Consent Decree Quarterly Report

The Manager reported no significant issues on the status of the District's annual requirements.

4. Pandemic Response (COVID-19) Status

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

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

CLOSED SESSION

Liability Claims

Gov. Code § 54956.95

Claimant: Lucia

Agency Claimed Against: Stege Sanitary District

Public Employment Performance Evaluation

Gov. Code § 54957

Title: District Manager

The Board entered closed session at 7:35 P.M. and returned to open session at 9:15 P.M. President Miller announced the Board appointed him labor negotiator by a 5-0 vote for the purpose of negotiations with the District Manager.

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

VII. Business

A. Resolution No. 2138-0620 Approving and Adopting Annual Budget for Fiscal Year 2020-2021

The Board reviewed and approved the resolution adopting the budget for fiscal year 2020-2021.

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve Resolution No. 2138-0620 Approving and Adopting the Annual Budget for Fiscal Year 2020-2021

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

NOES: None

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ABSTAIN: None

ABSENT: None

B. Incentive Award Contribution (IAC) Achievements for FY 2019-2020

The Board reviewed and approved the tabulation of the cost saving goals achieved by employees.

MOTION: By Christian-Smith, seconded by Merrill, to approve the Incentive Goals Achieved in 2019-2020 and award \$11,185 to eligible employees for achievement of goals that resulted in direct savings to the District

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

NOES: None

ABSTAIN: None

ABSENT: None

C. Incentive Award Contribution (IAC) Goals and Objectives for FY 2020-2021

The Board reviewed and approved the cost savings goals and objectives for next fiscal year 2020-2021.

MOTION: By Gilbert-Snyder, seconded by O'Keefe, to approve the Employee Incentive Award Contribution (IAC) Goals and Objectives for FY 2020-2021

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

NOES: None

ABSTAIN: None

ABSENT: None

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D. Working Capital and Reserve Fund Policy

The Board completed their annual review of the policy and found no changes were necessary.

VIII. Financial Statements – June 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 June 18, 2020 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by Christian-Smith, to pay the bills, Check Nos. 26618 through 26656 in the amount of \$81,654.07

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

X. Future Agenda Items

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

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Resolution – District Manager Salary
San Pablo Avenue Specific Plan Area Impact Fee Status Report
Public Hearing/Ordinance – Directors Meeting Compensation
Resolution – Notice of Completion

August 20, 2020

CASA Conference

CSDA Conference

Quarterly (FY End) Financial Statements

Connection Charge Report per Gov. Code 66013

XI. Adjournment

The meeting was adjourned at 9:37 P.M. The next meeting of the District Board of Directors will be held on Thursday, July 16, 2020 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary