

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF AUGUST 20, 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 7:05 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
 Drew Walstrum, Development Manager at City Ventures, LLC for Item VII.A
 Angelica Pe Benito, Office of District Counsel (video-conference) for Item VII.B

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.

Item VII.A was taken out of order at this time in the meeting.

VII. Business

- A. Resolution No. 2143-0820 Authorizing the Release and Reconveyance of an Easement Located in the City of Richmond

The Board reviewed and approved the resolution to release and reconvey an unused sewer easement and reserve that the District has no plans to use in the future. The property owner agreed to provide funds to the District to perform the tasks necessary and relating to having the District release and reconvey certain property rights associated with the easement.

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MOTION: By Merrill, seconded by Gilbert-Snyder, to approve Resolution No. 2143-0820 Authorizing the Release and Reconveyance of an Easement Located in the City of Richmond

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

Item VII.B was taken out of order at this time in the meeting.

VII. Business

B. Resolution No. 2144-0820 Approving the Amended Personnel Policy of the Stege Sanitary District

The Board reviewed the District's Personnel Policy that was amended by the office of the District Counsel to ensure that the District is in compliance with the relevant laws and to minimize any exposure the District may face based on the policy language. The Board had several questions, clarifications, and suggested amendments. Staff will work further with District Counsel on the changes and bring back the item back for final approval at a future Board meeting.

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

IV. Approval of Minutes

A. Approval of July 16, 2020 Board Meeting Minutes

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve the minutes of the July 16, 2020 Board Meeting, as amended

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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. August 12-13, 2020 California Association of Sanitation Agencies (CASA) Annual Conference (Virtual Event)

In accordance with AB 1234, Director O’Keefe and Miller gave a report on their attendance at the virtual conference.

b. City & Community Meetings

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

B. Written Communications

There were no items to consider.

VI. Reports of Staff and Officers

A. Attorney’s Report

Kokotaylo reported on a recent California Supreme Court decision in *Wilde v. City of Dunsmuir* that a resolution adopting a water rate plan or utility fee in accordance with the requirements of Proposition 218 cannot be challenged by referendum because it falls within an exemption for “tax levies”.

B. Manager’s Report

1. Monthly Maintenance Summary Report

The Manager reported no significant issues with last month’s maintenance activities to the Board.

2. Monthly Report of Sewer Replacements and Repairs

The Manager reported no invoices were paid in July.

3. Connection Charge Report per Government Code 66013

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The Manager reported on the annual compliance report detailing the amount of charges received by the District and the public improvement on which the charges were solely expended. The report will be posted on the District's website for public review.

4. Pandemic Response (COVID-19) Status

The Manager reported on the District's operation under the County's current Shelter-in-Place Order.

VII. Business

A. Resolution No. 2143-0820 Authorizing the Release and Reconveyance of an Easement Located in the City of Richmond

This item was taken out of order earlier in the meeting (see above).

B. Resolution No. 2144-0820 Approving the Amended Personnel Policy of the Stege Sanitary District

This item was taken out of order earlier in the meeting (see above).

C. Resolution No. 2145-0820 Award of Contract to Mosto Construction for Project #20203, Supplementary Sewer Rehabilitation Project

The Board reviewed and approved the resolution authorizing the award of contract to the lowest responsible, responsive bidder, Mosto Construction.

The Board asked staff to add a future agenda item regarding possibly incorporating Minority Business Enterprise (MBE), Woman Business Enterprise (WBE), and/or Disadvantaged Business Enterprise (DBE) for District contracts.

MOTION: By Merrill, seconded by O'Keefe, to approve Resolution No. 2145-0820 Award of Contract to Mosto Construction for Project #20203, Supplementary Sewer Rehabilitation Project

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

NOES: None

ABSTAIN: None

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ABSENT: None

D. Resolution No. 2146-0820 Approving and Authorizing Professional Services Agreement for Wastewater Flow Monitoring Services

The Board reviewed and approved the resolution to execute a professional services agreement for wastewater flow monitoring services to monitor the reduction of wet weather sewage flows and effectively target future capital improvements to reduce such flows.

MOTION: By Merrill, seconded by Christian-Smith, to approve Resolution No. 2146-0820 Approving and Authorizing Professional Services Agreement for Wastewater Flow Monitoring Services

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

E. Resolution No. 2147-0820 Approving and Authorizing Amendment No. 1 to Employment Agreement with Rex Delizo to Serve as District Manager/Engineer, Secretary of the Board, and Treasurer of the District and Approving an Amendment to the District's Salary Schedule in Conformance with California Code of Regulations, Title 2, Section 570.5

In order to comply with California Public Employees' Retirement System (CalPERS) reporting requirements, the Board reviewed and approved the resolution amending a previously approved Salary Schedule to include the recently approved compensation provided to the District Manager.

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve Resolution No. 2147-0820 Approving and Authorizing Amendment No. 1 to Employment Agreement with Rex Delizo to Serve as District

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Manager/Engineer, Secretary of the Board, and Treasurer of the District
 and Approving an Amendment to the District's Salary Schedule in
 Conformance with California Code of Regulations, Title 2, Section 570.5

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

VIII. Monthly Financial Statements – July 2019

- A. Monthly Investment, Cash, Receivables Report
- B. Monthly Operating Statement
- C. Local Agency Investment Fund (LAIF) Quarterly Statement
- D. California Employers' Retiree Benefit Trust (CERBT) Quarterly Statement

The financial items were reviewed by the Board with no significant issues.

IX. Approval of Checks

- A. Checks for August 20, 2020 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by Gilbert-Snyder, to pay the bills,
 Check Nos. 26710 through 26760 in the amount of \$319,782.59

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

X. Future Agenda Items

September 3, 2020

~~CASA Conference~~

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~~CSDA Conference~~

Retiree Medical Benefit Review

Review of Other District Investment Policies

Public Statements on Social Issues

District Flow Data

September 17, 2020

Flexible Benefits Plan Review

Deferred Compensation Matching Review

Consent Decree Quarterly Report

XI. Adjournment

The meeting was adjourned at 9:43 P.M. The next meeting of the District Board of Directors will be held on Thursday, September 3, 2020 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary