

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF NOVEMBER 12, 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  
 Alex Mog, Office of District Counsel (video-conference)  
 Kian Malek, City Ventures (video-conference for Item VII.C)  
 Dennis Wright, Kary Richardson, Cathy Kalahale,  
 Paul Soo (video/tele-conference for Item VII.A)

**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.C was taken out of order at this time in the meeting.

**VII. Business**

- C. Resolution No. 2149-1120 Authorizing the Release and Reconveyance of an Easement Located in the City of Richmond

The Board reviewed the request for a quitclaim of an unused easement and asked staff to confirm that the other existing easements on the parcel have the sewers properly within the recorded easements and have adequate language in the easement documents that will provide proper access for future construction and maintenance activities. The developer requesting the quitclaim has agreed to provide funds to the District to perform the tasks necessary and relating to

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having the District release and reconvey certain property rights associated with the easement.

MOTION: By Gilbert-Snyder, seconded by Christian-Smith, to table the discussion until the next board meeting when the requested information will be available for review

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

Item VII.A & VII.B were taken out of order at this time in the meeting.

**VII. Business**

A. Flexible Benefit Plan Review

The Board continued their discussion of possible changes to the plan and requested that staff bring back certain information to the next Board meeting for them to review before making any decision. A motion was initially made by O'Keefe and seconded by Miller to approve increasing the flexible benefits plan cash amount to \$1911 but was instead superseded by a motion to table the discussion until the information is available.

MOTION: By Merrill, seconded by Gilbert-Snyder, to table the discussion until the next board meeting when the requested information will be available for review

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

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B. Deferred Compensation Matching Contribution Review

The Board tabled this item in conjunction with the flexible benefit plan discussion

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

**IV. Approval of Minutes**

A. Approval of October 15, 2020 Regular Board Meeting Minutes

MOTION: By Christian-Smith, seconded by Merrill, to approve the minutes of the October 15, 2020 Regular Board Meeting

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

B. Approval of October 27, 2020 Special Board Meeting Minutes

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve the minutes of the October 27, 2020 Special Board Meeting, as amended

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

**V. Communications**

A. Oral Communications

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- A. Brief reports from Directors on matters related to the District, including attendance at city or community meetings
  - a. City & Community Meetings

Christian-Smith reported on a recent West Contra Costa Unified School District Board of Education meeting.
- B. Written Communications

There were no items to consider.

**VI. Reports of Staff and Officers**

- A. Attorney's Report:

Mog reported that the California State Legislature is currently out of session until January 2021.
- B. Manager's Report:
  - 1. Monthly Maintenance Summary Report – October 2020

The Manager reported no significant issues with last month's maintenance activities.
  - 2. Monthly Report of Sewer Replacements and Repairs

The Manager reported on repair invoices paid in October.
  - 3. Proposed Meeting Calendar

The Manager reported on the proposed meeting calendar for 2021. The board suggested staff make one amendment before bringing the item back for approval at the next board meeting.
  - 4. Board Officer Succession Plan

The Manager reported on the projected succession plan for the president and vice president positions.
  - 5. 2021 California Association of Sanitation Agencies (CASA) Conferences

The Manager reported on the upcoming CASA conferences dates for 2021.
  - 6. 2021 California Special Districts Association (CSDA) Conference

The Manager reported on the upcoming CSDA annual conference date for 2021.

**VII. Business**

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A. Flexible Benefit Plan Review

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

B. Deferred Compensation Matching Contribution Review

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

C. Resolution No. 2149-1120 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).

**VIII. Monthly Financial Statements – October 2020**

A. Monthly Investment, Cash, Receivables Report

B. Monthly Operating Statement

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

**IX. Approval of Checks**

A. Checks for November 14, 2019 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by Christian-Smith, to pay the bills, Check Nos. 26832 through 26879 in the amount of \$220,973.92

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

NOES: None

ABSTAIN: None

ABSENT: None

**X. Future Agenda Items**

**December 10, 2020 – 2:00PM**

Fiscal Year Financial Audit

Emergency Contact Update

Meeting Calendar

Consent Decree Quarterly Report

CASA Conference

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Pension + OPEB UAL Reports

Connection Charge Review

Nomination &amp; Election of Officers

*+Easement Quitclaim**+Flexible Benefits Plan**+Deferred Compensation***January 7, 2021**

Board Governance Manual Review

Long Range Planning Workshop Agenda

Service Rate Discussion

District of Distinction Board Training Summary

Director's Contact Info

CASA Conference

**XI. Adjournment**

The meeting was adjourned at 8:42 P.M. The next meeting of the District Board of Directors will be held on Thursday, December 10, 2019 at **2:00 P.M.** at the District office, 7500 Schmidt Lane, El Cerrito, California

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Rex Delizo  
STEGE SANITARY DISTRICT  
Secretary