

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF DECEMBER 10, 2020
 TIME OF MEETING: 2:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

*******MINUTES*******

- I. Call to Order:** President Miller called the meeting to order at 2:03 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
 Paul Pham, Chavan and Associates
 (for Item VII.A)
 Kary Richardson, Administrative Supervisor
 (for Items VII.A, VIII and IX)
 Paul Soo, Senior Civil Engineer
 (for Items VI.C and 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. Fiscal Year 2019-2020 Financial Audit/Financial Reporting

The auditor, Paul Pham of Chavan and Associates, gave an overview of the audit of the District’s finances for Fiscal Year 2019-20, gave it a clean “unmodified” opinion, and answered several questions.

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MOTION: By Merrill, seconded by Gilbert-Snyder, to accept the Fiscal Year 2019-20 Financial Audit Report, as amended

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

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

VIII. Financial Statements – November 2020

- A. Monthly Investment, Cash, Receivables Report, November 2020
- B. Monthly Operating Statement, November 2020
- C. Pension and Other Post-Employment Benefits (OPEB) Unfunded Actuarial Liability (UAL) Report

Administrative Supervisor, Kary Richardson, reviewed the financial statements with the Board.

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

IX. Approval of Checks

- A. Checks for December 10, 2020 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by O'Keefe, to pay the bills, Check Nos. 26880 through 26908 in the amount of \$57,560.10

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

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ABSENT: None

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

IV. Approval of Minutes

A. Approval of November 12, 2020 Board Meeting Minutes

MOTION: By Christian-Smith, seconded by Merrill, to approve the minutes of the November 12, 2020 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

1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings

- a. City & Community Meetings

No reports were given.

B. Written Communications

1. KIDS for the BAY 2019–2020 Annual Report

The Board received the report.

VI. Reports of Staff and Officers

A. Attorney’s Report:

Kokotaylo reported on the California Supreme Court’s review of the Santa Monica Voting Rights Case.

B. Manager’s Report:

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1. Monthly Maintenance Summary Report

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

2. Emergency Contact Update

The Manager requested Directors' update their emergency contact information.

3. 2021 California Association of Sanitation Agencies (CASA) Conference

The Manager reported on the upcoming CASA conferences.

C. Engineer's Report:

1. Monthly Report of Sewer Replacements and Repairs

Soo reported on payment for one sewer repair made in November.

2. Consent Decree Quarterly Report

Soo reported the District continues to be on track to achieve the Consent Decree annual minimum requirements.

VII. Business

A. Fiscal Year 2019-20 Financial Audit Report

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

B. Resolution No. 2049-1220 Approving and Authorizing Professional Services Agreement to Prepare Plans and Specifications to Upgrade the Canon Pump Station

The Board reviewed and approved the resolution with some amendments to the Professional Services Agreement as recommended by District Counsel.

MOTION: By O'Keefe, seconded by Christian-Smith, to approve of Resolution No. 2049-1220 Approving and Authorizing Professional Services Agreement to Prepare Plans and Specifications to Upgrade the Canon Pump Station, as amended

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

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ABSTAIN: None

ABSENT: None

C. 2021 Board Meeting Calendar

The Board reviewed and adopted the Board Meeting Calendar for 2021.

MOTION: By Gilbert-Snyder, seconded by Merrill, to adopt the Board Meeting Schedule for Calendar Year 2021

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

NOES: None

ABSTAIN: None

ABSENT: None

D. Connection Charge Calculation Report

The Board reviewed and discussed the report that indicated a 6.8% increase of the Engineering News Record's Construction Cost Index (ENR-CCI) since May 2019. The Board requested staff move forward with the preparation of the ordinance but asked staff to provide a connection charge calculation, as was done in the fee study, to compare to the ENR-CCI increase.

MOTION: By Merrill, seconded by O'Keefe, to move forward with the preparation of an Ordinance updating the connection charge based on a 6.8% increase of the ENR-CCI (May 2019 - November 2020)

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

NOES: None

ABSTAIN: None

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ABSENT: None

E. Flexible Benefit Plan Review

The Board approved eliminating the Flexible Benefit Plan contribution amount of \$1866 and corresponding cash out amount of \$1000 and, instead, paying for employee health care coverage up to the Kaiser rate or a cash in lieu amount of \$500, and increasing all employee salaries and salary ranges by \$1000. The flex plan will continue to be available for employees voluntarily choosing to contribute their own pre-tax dollars for eligible medical and dependent care expenses. O'Keefe stated she would prefer to see more information on the impact of increases to the salary ranges before making a decision.

MOTION: By Merrill, seconded by Christian-Smith, to eliminate the Flexible Benefit Plan contribution amount of \$1866 and cash out amount of \$1000, pay for employee health care coverage up to the Kaiser rate with a cash in lieu amount of \$500, and increase all employee salaries and salary ranges by \$1000, all effective as of January 1, 2021

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

F. Deferred Compensation Matching Contribution Review

The Board reviewed the deferred compensation matching amount and took no action.

VIII. Financial Statements – November 2020

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IX. Approval of Checks

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

X. Future Agenda Items

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

January 21, 2021

CLOSED SESSION – Quarterly Claims Reports
 CLOSED SESSION – Manager Performance Evaluation
 Board Governance Manual Approval
 Resolution for Disposal of Surplus Property
 Quarterly Financial Statements
 Long Range Planning Workshop Agenda
 Service Rate Discussion
 CASA Conference – Attendee Reports
 SPASPA Status Report

NOMINATION AND ELECTION OF OFFICERS

Nomination and Election of Officers - 2021

MOTION: By Gilbert-Snyder, seconded by Christian-Smith, to nominate and elect Director O'Keefe for President and Director Merrill for Vice President of the Stege Sanitary District Board of Directors for 2021

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

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NOES: None

ABSTAIN: Merrill

ABSENT: None

XI. Adjournment

The meeting was adjourned at 4:25 P.M. The next meeting of the District Board of Directors will be held on Thursday, January 7, 2021 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary