

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF MAY 20, 2021
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

*****MINUTES*****

- I. Call To Order:** President O’Keefe called the meeting to order at 7:00 P.M.
- II. Roll Call:** Present: Christian-Smith*, Gilbert-Snyder*, Merrill, Miller*, O’Keefe*
- Absent: None
- Others Present: Rex Delizo, District Manager
 Kristopher Kokotaylo, District Counsel
 Beverly & Jay James, Residents* (for Item VI.B.4)
**via video-conference*

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.

IV. Approval of Minutes

A. Approval of May 6, 2021 Board Meeting Minutes

MOTION: By Christian-Smith, seconded by Merrill, to approve the minutes of the May 6, 2021 Board Meeting

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

NOES: None

ABSTAIN: None

ABSENT: None

Item VI.B.4 was taken out of order at this time in the meeting.

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VI. Reports of Staff and Officers

B. Manager's Report

4. Pump Station Charge – Oro Loma Sanitary District and Marina Coast Water District

The Manager reported that the additional pump station charges of Oro Loma Sanitary District and Marina Coast Water District were for newly added or acquired developments and not assessed to already existing District property owners. Kensington residents Beverly and Jay James submitted written comments via email and gave public comment remotely via Zoom respectfully requesting and giving several reasons that the District Board should not continue considering imposing the pump station surcharges. District Counsel Kokotaylo reported that any extra charge cannot be for a portion of the amount but would have to be for the full amount allocated amongst the affected property owners. The Board determined the estimated \$1.3 million to replace the Canon pump station and force main would be unreasonable to apportion to the 23 property owners and would discontinue further consideration. The Board then agreed that the areas served by pump stations should be notified the next time an agenda item for similar charges are up for consideration in the future, so they would have an opportunity to give comment early in the discussion.

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

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

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

B. Written Communications

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There were no items to consider.

VI. Reports of Staff and Officers

A. Attorney's Report:

Kokotaylo reported on the Public Employees' Medical & Hospital Care Act (PEMHCA) requirement to pay the same amount toward health insurance premiums for both retirees and active employees, but can be subsidized separately through the use of cafeteria plans or health reimbursement arrangements (HRAs).

B. Manager's Report

1. Monthly Maintenance Summary Report

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

2. Monthly Report of Sewer Replacements and Repairs

The Manager reported on the invoices paid in April.

3. Draft Budget

The Manager reported on the updated draft budget.

4. Pump Station Charge – Oro Loma Sanitary District and Marina Coast Water District

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

VII. Business

A. Connection Charge Calculation Report

The Board reviewed and discussed the report that indicated a 1.9% increase of the Engineering News Record's Construction Cost Index (ENR-CCI) since the last increase from November 2020. Since only 6 months had passed since the last increase, the Board agreed to table the discussion and revisit the issue in December.

MOTION: By Gilbert-Snyder, seconded by Merrill, to table the discussion on updating the connection charge until December 2021

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

- B. Resolution No. 2158-0521 Approving and Authorizing Consulting Services Agreement between the Stege Sanitary District on Behalf of the Collection System Technical Advisory Committee and Humphrey Consulting
 The Board reviewed and approved the resolution.

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve Resolution No. 2158-0521 Approving and Authorizing Consulting Services Agreement between the Stege Sanitary District on Behalf of the Collection System Technical Advisory Committee and Humphrey Consulting

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

VIII. Financial Statements – May 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 May 20, 2021 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by Christian-Smith, to pay the bills, Check Nos. 27089 through 27113 in the amount of \$184,115.52

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

CLOSED SESSION

Public Employment Performance Evaluation

Gov. Code § 54957

Title: District Manager

Conference with Labor Negotiator

Gov. Code § 54957.6

Agency Designated Representative: Board President O'Keefe

Unrepresented Employee: District Manager

The Board entered into closed session at 8:21 P.M. and returned to open session at 9:47 P.M. President O'Keefe announced the Board had taken no reportable actions.

X. Future Agenda Items

June 3, 2021

Draft Budget

Review Directors Meeting Compensation

District Working Capital and Reserve Policy

Approve Project Plans and Specifications (+CEQA)

CASA Conference

Diversity, Equity, and Inclusion

+ *In-person Board Meetings*

+ *CLOSED SESSION – Conference with Labor Negotiator*

June 17, 2021

CLOSED SESSION – Counsel Performance Evaluation

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Ordinance – Directors Meeting Compensation
Notice of Completion
Approve Employee Salary Ranges
Approve and Adopt Final Budget
Review and Approve Incentive Award
Adopt Employee Incentive Award Goals & Objectives
Consent Decree Quarterly Report
CASA Conference
+ *Private Sewer Lateral Programs*
+ *AB 1661 Harassment Prevention Training*

XI. Adjournment

The meeting was adjourned at 9:52 P.M. The next meeting of the District Board of Directors will be held on Thursday, June 3, 2021 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary