

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF JUNE 17, 2021  
 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 7:00 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  
 Steve Moore, Ross Valley Sanitary District\*  
*\*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.

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

**VII. Business**

H. Private Sewer Lateral Programs

The Board learned about Ross Valley Sanitary District’s private sewer lateral (PSL) grant and loan programs from General Manager, Steve Moore. The Board asked staff to bring back information to consider a District PSL loan program.

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

**IV. Approval of Minutes**

A. Approval of June 3, 2021 Board Meeting Minutes

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MOTION: By Merrill, seconded by Gilbert-Snyder, to approve the  
 minutes of the June 3, 2021 Board Meeting

VOTE: AYES: Christian-Smith, Gilbert-Snyder, Merrill, Miller,  
                   O’Keefe  
        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  
 Miller gave a report on his recent attendance at an El Cerrito City Council Meeting.

B. Written Communications

1. CSDA 2021 Board of Directors Election Ballot - Term 2022-2024  
 The Board discussed each of the candidate’s qualifications and decided to submit a vote for Chad Davisson.

MOTION: By Miller, seconded by Gilbert-Snyder, to vote for Chad  
 Davisson to represent Seat A of the Bay Area Network of the  
 CSDA Board of Directors

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

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2. CSDA eNews - Brown Act and Water Shutoff Emergency Executive Orders Set to Expire September 30

The Board reviewed the news that under the Governor's reopening plan, the Brown Act provisions within Executive Order N-29-20 will be lifted on September 30.

**VI. Reports of Staff and Officers**

A. Attorney's Report:

Kokotaylo reported on new Cal/OSHA's revised COVID-19 Prevention Emergency Temporary Standards (ETS) that recently became effective. He then reported on the possibility of using grant money from the \$5.1 billion package for water infrastructure and drought response as part of Governor Newsom's \$100 billion California comeback plan.

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.

**VII. Business**

- A. Resolution No. 2160-0621 Approving and Authorizing Amendment to Employment Agreement with Rex Delizo to Serve as District Manager/Engineer, Secretary of the Board, and Treasurer of the District  
Pursuant to SB 1436, the Board orally reported a summary of a recommendation for a final action on the salary and benefits of the District Manager. The Board then approved the resolution providing a salary increase

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to \$235,000 per year and an increase of matching voluntary deferred compensation contributions up to \$250 per month, effective as of July 1, 2021.

MOTION: By Gilbert-Snyder, seconded by Merrill, to approve Resolution No. 2160-0621 Approving and Authorizing Amendment to Employment Agreement with Rex Delizo to Serve as District Manager/Engineer, Secretary of the Board, and Treasurer of the District, as amended

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

B. Resolution No. 2161-0621 Establishing Salary Ranges of Maintenance, Technical and Administrative Employees Employed by Stege Sanitary District Beginning July 1, 2021

The Board approved the resolution updating the salary ranges for employees based on the latest April CPI-W figures.

MOTION: By Christian-Smith, seconded by Gilbert-Snyder, to approve Resolution No. 2161-0621 Establishing Salary Ranges of Maintenance, Technical and Administrative Employees Employed by Stege Sanitary District Beginning July 1, 2021

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

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C. Resolution No. 2162-0621 Approving and Adopting Annual Budget for Fiscal Year 2021-2022

The Board reviewed and approved the resolution adopting the budget for fiscal year 2021-2022.

MOTION: By Christian-Smith, seconded by Miller, to approve Resolution No. 2162-0621 Approving and Adopting the Annual Budget for Fiscal Year 2021-2022

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

D. Resolution No. 2163-0621 Authorizing the District Manager to Award a Contract to California Trenchless Inc. for Redundant Sanitary Sewer Forcemain Project No. 21202

The Board reviewed and approved the resolution authorizing the award of contract to the lowest responsible, responsive bidder, California Trenchless Inc.

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve Resolution No. 2163-0621 Authorizing the District Manager to Award a Contract to California Trenchless Inc. for Redundant Sanitary Sewer Forcemain Project No. 21202

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

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ABSENT: None

E. Incentive Award Contribution (IAC) Achievements for FY 2020-2021

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

MOTION: By Miller, seconded by Merrill, to approve the Incentive Goals Achieved in 2020-2021 and award a total of \$7,642 to be distributed to eligible employees for achievement of goals that resulted in direct savings to the District

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

F. Incentive Award Contribution (IAC) Goals and Objectives for FY 2021-2022

The Board reviewed and approved the cost savings goals and objectives for next fiscal year 2021-2022.

MOTION: By Miller, seconded by Christian-Smith, to approve the Employee Incentive Award Contribution (IAC) Goals and Objectives for FY 2021-2022

VOTE: AYES: Christian-Smith, Gilbert-Snyder, Merrill, Miller,  
 O'Keefe  
 NOES: None  
 ABSTAIN: None  
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G. Working Capital and Reserve Fund Policy

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

H. Private Sewer Lateral Programs

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

I. Kids for the Bay – Watershed Action Program (WAP)

The Board discussed and approved funding of the program for the 2021-22 school year.

MOTION: By Gilbert-Snyder, seconded by Miller, to approve \$12,000 to fund the KIDS for the BAY Watershed Action Program (WAP) for the 2021-22 School Year

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

J. Appointment of Labor Negotiator – Board President

The Board appointed the Board President as labor negotiator for the purpose of negotiations with District Counsel.

MOTION: By Christian-Smith, seconded by Merrill, to appoint the Board President as labor negotiator for the purpose of negotiations with District Counsel

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

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NOES: None

ABSTAIN: None

ABSENT: None

**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. 27123 through 27148 in the amount of \$66,9910.55

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

NOES: None

ABSTAIN: None

ABSENT: None

**CLOSED SESSION**

**Conference with Legal Counsel—Anticipated Litigation**

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of  
 Section 54956.9 - Number of Potential Cases: 1

Freehling – Government Tort Claim filed: 5/26/2021

The Board entered closed session at 9:13 P.M. and returned to open session at 9:23  
 P.M. President O’Keefe announced the Board had taken no reportable actions.



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**X. Future Agenda Items**

**July 8, 2021**

CASA Conference

CSDA Conference

Form 470

Diversity, Equity, and Inclusion (*Board Outreach Material*)

+*Manager Performance Evaluation and Review procedure*

**July 29, 2021**

CLOSED SESSION – Quarterly Claims Report

Public Hearing/Resolution – Establish and Collect Sewer Service Charges

Public Hearing/Ordinance – Directors Meeting Compensation

Resolution – Notice of Completion

District Investment Policy

Reimbursement Report per Gov. Code 53065.5

Quarterly Financial Statements

San Pablo Avenue Specific Plan Area Impact Fee Status Report

CASA Conference

CSDA Conference

Form 470

+*CLOSED SESSION – Counsel Performance Evaluation*

+*CLOSED SESSION – Conference with Labor Negotiator*

+*PSL Loan Program*

**XI. Adjournment**

The meeting was adjourned at 9:30 P.M. The next meeting of the District Board of Directors will be held on Thursday, July 8, 2021 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

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Rex Delizo  
STEGE SANITARY DISTRICT  
Secretary