

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF JULY 8, 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
- \*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 June 17, 2021 Board Meeting Minutes

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve the minutes of the June 17, 2021 Board Meeting, as amended

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

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a. City & Community Meetings

Miller reported on the plans for the El Cerrito Library schedule of operations.

B. Written Communications

1. California Association of Sanitation Agencies (CASA) - President's Memo, Election of the Directors, Approval of Dues Resolution, Designation of Agency Representatives, and Consent to Electronic Transmission

MOTION: By Christian-Smith, seconded by Gilbert-Snyder, to:

1. Designate Merrill as the official CASA voting representative with Delizo and Gilbert-Snyder as the two alternates who are authorized to exercise the District's CASA voting rights,
2. Approve consent to transmit official CASA communications electronically rather than regular mail,
3. Approve the slate of four nominees for the open seats on the CASA Board of Directors, and
4. Approve the 2022 CASA Annual Membership Dues Resolution No. 21-211

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

NOES: None

ABSTAIN: None

ABSENT: None

**VI. Reports of Staff and Officers**

A. Manager's Report

1. Self-Attest for COVID-19 Vaccination Form

The Manager reported on the form required of Board members choosing to attend in-person meetings unmasked.

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2. INVEST in America Act (H.R. 3684) Labeling of Non-Flushable Wipes Support Letter

The Manager reported on the support letter submitted on behalf of the District.

3. August 11-13, 2021 California Association of Sanitation Agencies (CASA) Annual Conference, San Diego

The Manager reported on the upcoming CASA Conference.

MOTION: By Gilbert-Snyder, seconded by Merrill, to authorize attendance at the upcoming CASA Annual Conference for those Directors that choose to attend

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

4. August 30 – September 1, 2021 California Special Districts Association (CSDA) Annual Conference, Monterey

The Manager reported on the upcoming CSDA Conference.

MOTION: By Merrill, seconded by Christian-Smith, to authorize attendance at the upcoming CSDA Annual Conference for those Directors that choose to attend

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

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ABSENT: None

**VII. Business**

A. Diversity, Equity, and Inclusion – Board of Director’s Outreach Material

The Board continued their Diversity, Equity, and Inclusion (DEI) discussions by considering a draft Board of Director’s Information Sheet, Board recruitment checklist, sample cover letter, and sample press release to use as outreach material to help recruit from underrepresented groups to be candidates for future appointments and/or District elections. The Board asked staff to have District Counsel report on several questions and clarifications at the next Board meeting and bring back items from the recruitment checklist for the Board’s review.

B. Manager Performance Evaluation and Review Procedure

The Board reviewed and approved updates to the Manager Performance Evaluation and Review procedure in the Board Governance Manual.

**VIII. Approval of Checks**

A. Checks for July 8, 2021 - Fund No. 3418 & 3423

MOTION: By Christian-Smith, seconded by Merrill, to pay the bills, Check Nos. 27149 through 27177 in the amount of \$1,460,539.26

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

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Title: District Manager

**Conference with Labor Negotiator**

Gov. Code § 54957.6

Agency Designated Representative: Board President O'Keefe

Unrepresented Employee: District Manager

The Board decided the closed session items were not necessary and chose to skip the closed session.

**IX. Future Agenda Items**

**July 29, 2021**

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 Status Report

CASA Conference

CSDA Conference

Form 470

CLOSED SESSION – Quarterly Claims Report

+*CLOSED SESSION – Counsel Performance Evaluation*

+*CLOSED SESSION – Conference with Labor Negotiator*

+*PSL Loan Program*

+*Board Recruitment Outreach*

+*COVID in-person meeting plans*

**August 19, 2021**

Quarterly (FY End) Financial Statements

Connection Charge Report per Gov. Code 66013

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CASA Conference – Attendee Reports  
CSDA Conference  
*+AB 1661 Harassment Prevention Training*

**X. Adjournment**

The meeting was adjourned at 8:12 P.M. The next meeting of the District Board of Directors will be held on Thursday, July 29, 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