

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF JUNE 16, 2022
 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*, Miller*,
 O’Keefe* Merrill
 Absent: None
 Others Present: Rex Delizo, District Manager
 Kristopher Kokotaylo, District Counsel
 Thomas Troy, Resident

**via remote-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: Resident, Thomas Troy, gave public comment expressing concerns about a claim he recently submitted. He was informed by District Counsel that any discussion and action on matters not on the agenda is prohibited by State law. There was no other public comment.

IV. Approval of Minutes

A. Approval of June 2, 2022 Board Meeting Minutes

MOTION: By O’Keefe, seconded by Gilbert-Snyder, to approve the minutes of the June 3, 2021 Board Meeting, as corrected

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

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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. 2022 CSDA Board of Directors Election Ballot - Term 2023-2025; Seat B - Bay Area Network

The Board discussed each of their preferred candidates and approved submittal of a vote for Ryan Clausnitzer of the Alameda Mosquito Abatement District.

MOTION: By O'Keefe, seconded by Miller, to vote for Ryan Clausnitzer of the Alameda Mosquito Abatement District to represent Seat B of the Bay Area Network of the CSDA Board of Directors

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

NOES: None

ABSTAIN: None

ABSENT: None

2. CASA Email - Urgent Request - Support Letters Needed for AB 2247 (Bloom)

The Board discussed the request and approved submittal of a letter of support for AB 2247 that will help water and wastewater agencies better identify sources of PFAS entering their systems.

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MOTION: By Christian-Smith, seconded by O’Keefe, to provide a letter of support for AB 2247 (Bloom), as amended

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

VI. Reports of Staff and Officers

A. Attorney’s Report:

Kokotaylo reported on California Water Code Section 20201 which states the amount of a board member compensation increase may not exceed 5% for each calendar year.

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.

4. July 4th Fair Discussion

The Manager reported on the plans for the upcoming fair.

5. 2022 California Association of Sanitation Agencies (CASA) Conferences

The Manager reported on the upcoming CASA conference.

6. 2022 California Special Districts Association (CSDA) Conference

The Manager reported on the upcoming CSDA conference.

VII. Business

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A. Resolution No. 2190-0622 Adopting the Stege Sanitary District Procurement Policy

The Board reviewed and approved the resolution to adopt the new District Procurement Policy.

MOTION: By Gilbert-Snyder, seconded by Christian-Smith, to approve Resolution No. 2190-0622 Adopting the Stege Sanitary District Procurement Policy, as amended and corrected

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

B. Resolution No. 2193-0622 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, District Counsel 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 to \$250,275 per year effective as of July 1, 2022.

MOTION: By Christian-Smith, seconded by Gilbert-Snyder, to approve Resolution No. 2193-0622 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

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

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ABSTAIN: None

ABSENT: None

C. Resolution No. 2194-0622 Establishing Salary Ranges of Maintenance, Technical and Administrative Employees Employed by Stege Sanitary District Beginning July 1, 2022

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

MOTION: By Gilbert-Snyder, seconded by O’Keefe, to approve Resolution No. 2194-0622 Establishing Salary Ranges of Maintenance, Technical and Administrative Employees Employed by Stege Sanitary District Beginning July 1, 2022

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

NOES: None

ABSTAIN: None

ABSENT: None

D. Resolution No. 2195-0622 Approving and Adopting Annual Budget for Fiscal Year 2022-2023

The Board reviewed and approved the resolution adopting the budget for fiscal year 2022-2023.

MOTION: By Gilbert-Snyder, seconded by O’Keefe, to approve Resolution No. 2195-0622 Approving and Adopting the Annual Budget for Fiscal Year 2022-2023

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

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NOES: None

ABSTAIN: None

ABSENT: None

E. Resolution No. 2196-0622 Even-Year Board of Directors Election; Consolidation of Elections; and Specifications of the Election Order

The Board reviewed and approved the resolution to consolidate its election with the general election to be held on November 8, 2022.

MOTION: By O’Keefe, seconded by Miller, to approve Resolution No. 2196-0622 Even-Year Board of Directors Election Consolidation of Elections; and Specifications of the Election Order

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

NOES: None

ABSTAIN: None

ABSENT: None

F. Resolution No. 2197-0622 Authorizing the District Manager to Award a Contract to APB General Engineering for Project No. 22201, Standard Sewer Rehabilitation Project

The Board reviewed and approved the resolution awarding the contract to the lowest responsible, responsive bidder, APB General Engineering.

MOTION: By Gilbert-Snyder, seconded by Christian-Smith, to approve Resolution No. 2097-0622 Authorizing the District Manager to Award a Contract to APB General Engineering for Project No. 22201, Standard Sewer Rehabilitation Project

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

G. Incentive Award Contribution (IAC) Achievements for FY 2021-2022

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

MOTION: By Gilbert-Snyder, seconded by Miller, to approve the Incentive Goals Achieved in 2021-2022 and award a total of \$16,213 to be distributed to the nine (9) eligible employees for achievement of goals that resulted in direct savings to the District

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

H. Incentive Award Contribution (IAC) Goals and Objectives for FY 2022-2023

The Board reviewed and approved the cost savings goals and objectives for next fiscal year 2022-2023.

MOTION: By Miller, seconded by Christian-Smith, to approve the Employee Incentive Award Contribution (IAC) Goals and Objectives for FY 2022-2023.

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

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NOES: None

ABSTAIN: None

ABSENT: None

- I. Resolution No. 2198-0622 Finding that there is a Proclaimed State of Emergency; Finding that Meeting in Person Would Present Imminent Risks to the Health or Safety of Attendees as a Result of the State of Emergency; and Authorizing Remote Teleconferenced Meetings of the Stege Sanitary District for the 30 Day Period Beginning June 16 Pursuant to AB 361

The Board approved the resolution to make necessary findings to continue to meet remotely pursuant to Assembly Bill 361.

MOTION: By Christian-Smith, seconded by Gilbert-Snyder, to approve Resolution No. 2198-0622 Finding that there is a Proclaimed State of Emergency; Finding that Meeting in Person Would Present Imminent Risks to the Health or Safety of Attendees as a Result of the State of Emergency; and Authorizing Remote Teleconferenced Meetings of the Stege Sanitary District for the 30 Day Period Beginning June 16 Pursuant to AB 361

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

NOES: Merrill

ABSTAIN: None

ABSENT: None

VIII. Financial Statements – June 2022

A. Monthly Investment, Cash, Receivables Report

B. Monthly Operating Statement

The financial items were reviewed by the Board.

IX. Approval of Checks

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A. Checks for June 16, 2022 - Fund No. 3418 & 3423

MOTION: By Miller, seconded by Christian-Smith, to pay the bills,
 Check Nos. 27644 through 27670 in the amount of \$52,302.51

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

X. Future Agenda Items

July 7, 2022

July 4th Fair Debrief
 CASA Conference
 CSDA Conference
 Diversity, Equity, and Inclusion
 +AB 361 – 30 Day Virtual Meeting Extension

July 21, 2022

CLOSED SESSION – Quarterly Claims Report
 Public Hearing/Resolution – Establish and Collect Sewer Service Charges
 Public Hearing/Ordinance – Directors Meeting Compensation
 District Investment Policy
 Reimbursement Report per Gov. Code 53065.5
 Quarterly Financial Statements
 Candidate Filing Period
 San Pablo Avenue Specific Plan Area Impact Fee Status Report
 CASA Conference
 CSDA Conference
 Form 470

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+AB 361 – 30 Day Virtual Meeting Extension

XI. Adjournment

The meeting was adjourned at 8:53 P.M. The next meeting of the District Board of Directors will be held on Thursday, July 7, 2022 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary