

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF JUNE 15, 2023  
TIME OF MEETING: 7:00 P.M.  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

\*\*\*\*\*MINUTES\*\*\*\*\*

**I. Call To Order:** President Christian-Smith called the meeting to order at 7:00 P.M.

**II. Roll Call:** Present: Beach, Gilbert-Snyder, Merrill, O’Keefe, Christian-Smith  
Absent: None  
Others Present: Rex Delizo, District Manager  
Kristopher Kokotaylo, District Counsel

**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 1, 2023 Board Meeting Minutes

MOTION: By Gilbert-Snyder, seconded by O’Keefe, to approve the minutes of the June 1, 2023 Board Meeting, as amended

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

**V. Communications**

A. Oral/Written Communications

1. LAFCO Special District Election Update - Run-Off Election

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The Board reviewed and considered the two candidates receiving the most votes that are in a run-off election for the vacant special district seat on Contra Costa LAFCO.

MOTION: By Gilbert-Snyder, seconded by Beach, to approve casting a vote for Michelle Lee for the 2023 Contra Costa LAFCO Special District Alternate Member run-off election

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

2. KIDS for the BAY Watershed Action Program (WAP) Progress Report  
 The Board received the report.
3. Brief reports from Directors on matters related to the District, including attendance at city or community meetings  
 There were no items to consider.
4. 6-13-2023 EBMUD GM Email to All Employees  
 The Board received a copy of an email regarding EBMUD’s future rates and improvements to infrastructure.

**VI. Reports of Staff and Officers**

A. Attorney’s Report

Kokotaylo reported on the recent case of Campana v. East Bay Municipal Utility District regarding the statute of limitations for challenging rates not extended by the government claims act.

B. Committee Reports

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The PSL I/I Committee submitted a report to the Board regarding a proposed strategy for the PSL Loan Program and asked staff to provide information on the number of compliant laterals in each subbasin for the committee to consider.

C. 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 4<sup>th</sup> Fair Discussion

The Manager reported on the plans for the upcoming fair.

5. 2023 California Association of Sanitation Agencies (CASA) Conferences

The Manager reported on the upcoming CASA conference.

6. 2023 California Special Districts Association (CSDA) Conference

The Manager reported on the upcoming CSDA conference.

**VII. Business**

A. Resolution No. 2226-0623 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 \$260,100 per year effective as of July 1, 2023.

MOTION: By O'Keefe, seconded by Merrill, to approve Resolution No. 2226-0623 Approving and Authorizing Amendment to Employment

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Agreement with Rex Delizo to Serve as District Manager/Engineer,  
Secretary of the Board, and Treasurer of the District

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

B. Resolution No. 2227-0623 Establishing Salary Ranges of Maintenance, Technical and Administrative Employees Employed by Stege Sanitary District Beginning July 1, 2023.

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

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve Resolution No. 2227-0623 Establishing Salary Ranges of Maintenance, Technical, and Administrative Employees Employed by Stege Sanitary District Beginning July 1, 2023

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

C. Resolution No. 2228-0623 Approving and Adopting Annual Budget for Fiscal Year 2023-2024

The Board reviewed and approved the resolution adopting the budget for fiscal year 2023-2024.

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MOTION: By Gilbert-Snyder, seconded by Beach, to approve Resolution No. 2228-0623 Approving and Adopting the Annual Budget for Fiscal Year 2023-2024

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

D. Incentive Award Contribution (IAC) Achievements for FY 2022-2023

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

MOTION: By Gilbert-Snyder, seconded by O’Keefe, to approve the Incentive Goals Achieved in FY 2022-2023 and award a total of \$11,443 to be distributed to the nine (9) eligible employees for achievement of goals that resulted in direct savings to the District

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

E. Incentive Award Contribution (IAC) Goals and Objectives for FY 2023-2024

The Board reviewed and approved the cost savings goals and objectives for next fiscal year 2023-2024.

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MOTION: By Beach, seconded by Merrill, to approve the Employee Incentive Award Contribution (IAC) Goals and Objectives for FY 2023-2024.

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

F. Cancellation of the July 6, 2023 Board Meeting

The Board agreed to cancel the upcoming Board meeting on September 1, 2023 since there are no timely agenda items to consider.

MOTION: By O’Keefe, seconded by Beach, to approve the cancellation of the July 6, 2023 regular Board Meeting and have staff post a Notice of Meeting Cancellation on the District website and bulletin board outside the District office

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

**VIII. Financial Statements**

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 15, 2023 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by Gilbert-Snyder, to pay the bills,  
 Check Nos. 28200 through 28223 in the amount of \$86,368.71

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

**X. Future Agenda Items**

**July 6, 2023**

\*\*\* MEETING CANCELLED \*\*\*

~~July 4th Fair Debrief~~

~~CASA Conference~~

~~CSDA Conference~~

**July 20, 2023**

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 – Quarterly Claims Report

+*July 4th Fair Debrief*

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*Director Gilbert-Snyder gave notice that he will not attend the September 21<sup>st</sup> meeting due to a scheduling conflict.*

**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 Christian-Smith

Unrepresented Employee: District Manager

**Public Employment Performance Evaluation**

Gov. Code § 54957

Title: District Counsel

**Conference with Labor Negotiator**

Gov. Code § 54957.6

Agency Designated Representative: Board President Christian-Smith

Unrepresented Employee: District Counsel

The Board entered into closed session at 8:22 P.M. and returned to open session at 9:01 P.M. President Christian-Smith announced she was appointed as labor negotiator for the purposes of negotiating with District Counsel and that the Board had taken no other reportable actions.

**XI. Adjournment**

The meeting was adjourned at 9:01 P.M. The next meeting of the District Board of Directors will be held on Thursday, July 20, 2023 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