

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF JANUARY 7, 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 (video-conference), Gilbert-Snyder (video-conference), Merrill, Miller (video-conference), O’Keefe (video-conference)
- Absent: None
- Others Present: Rex Delizo, District Manager

**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:** Merrill commented about an EBMUD manhole on Central Ave. that continues to need repairs. In light of the recent events at the US Capital, O’Keefe commented on the solemn oath taken to support and defend the constitution of the United States and of California against all enemies by restating the oath that was taken by the Directors when assuming office. There was no other public comment.

**IV. Approval of Minutes**

A. Approval of December 10, 2020 Board Meeting Minutes

MOTION: By Merrill, seconded by Christian-Smith, to approve the minutes of the December 10, 2020 Board Meeting, as amended

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

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 reported on a recent El Cerrito City Council Meeting.

B. Written Communications

There were no items to consider.

**VI. Reports of Staff and Officers**

A. Manager's Report

1. Director's Contact Info

The Manager asked the Directors to confirm their contact information.

2. Board of Directors' Training

The Manager reported on the Directors' training deadlines.

3. California Association of Sanitation Agencies (CASA)

The Manager reported on the upcoming CASA conferences.

**VII. Business**

A. Board Governance Policy Manual Review

The Board conducted their annual review of the Board Governance Policy Manual and made minor amendments. The Board discussed a possible change to the Board/Board Communications section regarding "serial" meetings but wanted more time to work out the language. Directors Gilbert-Snyder and Merrill announced that they would work together on better language for this section. Staff will bring the revised manual back with the minor amendments for consideration at a future Board meeting.

B. Long Range Planning Draft Agenda

The Board reviewed and discussed the draft agenda for the long range planning workshop scheduled for Saturday, March 6, 2021. The Board asked staff to include a topic on Diversity, Equity, and Inclusion (DEI). Directors

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Gilbert-Snyder and Christian-Smith announced that they would work together to try to provide some guidance on the DEI topic for the meeting.

**VIII. Approval of Checks**

A. Checks for January 7, 2021 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by Gilbert-Snyder, to pay the bills, Check Nos. 26909 through 26928 in the amount of \$13,854.66

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

**X. Future Agenda Items**

**January 21, 2021**

CLOSED SESSION – Quarterly Claims Reports

CLOSED SESSION – Manager Performance Evaluation

~~Board Governance Manual Approval~~

Resolution for Disposal of Surplus Property

Quarterly Financial Statements

Long Range Planning Workshop Agenda

CASA Conference – Attendee Reports

SPASPA Status Report

+ *Public Hearing/Ordinance Approving Increase in Sewer Connection Charges*

+ *Resolution Approving Amendment to the Salary Ranges*

+ *Resolution Filing California Environmental Quality Act Exemption of Pump Stations Forcemain Project*

+ *Resolution Authorizing Easement Quitclaim*

**February 11, 2021**

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Actuarial Analysis of Retiree Health Benefits Report  
Long Range Planning Workshop Agenda  
Board Training Summary  
CASA Conference  
Form 700  
*Board Governance Manual Approval*

**XI. Adjournment**

The meeting was adjourned at 8:42 P.M. The next meeting of the District Board of Directors is scheduled to be held on January 21, 2021 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, CA.

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Rex Delizo  
STEGE SANITARY DISTRICT  
Secretary