

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF OCTOBER 19, 2023
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

*****MINUTES*****

I. Call To Order: Vice President Gilbert-Snyder called the meeting to order at 7:00 P.M.

II. Roll Call: Present: Beach, Gilbert-Snyder, Merrill, O’Keefe
 Absent: Christian-Smith (gave prior notice)
 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.

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

VII. Business

C. Consideration of Class III Easement Encroachment – 516 Village Drive., El Cerrito, CA

The Board considered the class III easement encroachment for an existing detached garage structure that encroaches on a District easement.

MOTION: By Merrill, seconded by Beach, to refer the property owner’s request for a Class III Encroachment back to staff to consider if revised plans by the property owner would be in accordance with District easement regulations

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

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Items VII.A & B were taken out of order at this time in the meeting.

VII. Business

A. Approval of Plans and Specifications – Canon Pump Station Rehabilitation Project No. 23202

The Board reviewed the plans and specifications for the Canon Pump Station Rehabilitation Project that requires Board approval before the District can issue a public call for bids.

MOTION: By Merrill, seconded by O’Keefe, to approve the Plans and Specifications – Canon Pump Station Rehabilitation Project No. 23202 and authorize staff to advertise and bid the project, but will reconsider the optional standby generator bid item before awarding the contract

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

B. Resolution No. 2233-1023 Making Findings and Directing Filing of Notice of Exemption, Pursuant to California Environmental Quality Act (CEQA), Canon Pump Station Rehabilitation Project No., Project No. 23202

The Board decided to table this item until award of the contract.

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

IV. Approval of Minutes

A. Approval of October 5, 2023 Board Meeting Minutes

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MOTION: By O’Keefe, seconded by Beach, to approve the minutes of the October 5, 2023 Board Meeting, as amended

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

V. Communications

A. Oral/Written Communications

1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings

There were no items to report.

VI. Reports of Staff and Officers

A. Attorney’s Report

1. District Claim Form and Process Review

Kokotaylo reported on an amended claim form and the District’s process for claims.

Kokotaylo then reported on AB 1033 which allows homeowner to build and sell Accessory Dwelling Units (ADUs) like condominiums, and also on the increase of “Zoom bomb” disruptions at public meetings.

B. Committee Reports

There were no committee reports.

C. Manager’s Report

1. Monthly Maintenance Summary Report

The Manager reported no significant issues on last month’s maintenance activities.

2. Monthly Report of Sewer Replacements and Repairs

The Manager reported no invoices were paid in September.

3. San Pablo Avenue Specific Plan Area (SPASPA) Status Report

The Manager reported on the status of the SPASPA impact fee.

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4. Draft Endeavor Newsletter

The Manager reported on the draft of the upcoming newsletter.

5. Environmentally Preferable Procurement Policy

The Manager reported on possible amendments to the policy. The Board asked to have this item be added to the next long range planning workshop for consideration.

6. 2024 California Association of Sanitation Agencies (CASA) Conferences

The Manager reported on the upcoming CASA conferences dates for 2024.

7. 2024 California Special Districts Association (CSDA) Conference

The Manager reported on the upcoming CSDA annual conference date for 2024.

VII. Business

A. Approval of Plans and Specifications – Canon Pump Station Rehabilitation Project No. 23202

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

B. Resolution No. 2233-1023 Making Findings and Directing Filing of Notice of Exemption, Pursuant to California Environmental Quality Act (CEQA), Canon Pump Station Rehabilitation Project No., Project No. 23202

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

C. Consideration of Class III Easement Encroachment – 516 Village Drive., El Cerrito, CA

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

VIII. Monthly Financial Statements - September 2023

A. Monthly Investment, Cash, Receivables Report

B. Monthly Operating Statement

C. Cash on Hand vs. Target Reserves

D. Local Agency Investment Fund (LAIF) Quarterly Statement

E. California Employer's Retiree Benefit Trust (CERBT) Quarterly Statement

F. Private Sewer Lateral (PSL) Replacement Loan Program Quarterly Report

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G. Time Value Investments (TVI) Statement

The financial items were reviewed by the Board with no significant issues.

IX. Approval of Checks

A. Checks for October 19, 2023 - Fund No. 3418 & 3423

MOTION: By O’Keefe, seconded by Merrill, to pay the bills, Check Nos. 28389 through 28411 in the amount of \$67,390.02

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

X. Future Agenda Items

November 9, 2023

Proposed Meeting Calendar
 Board Officer Succession Plan
 CASA Conference

December 8, 2023 – 2:00PM

Fiscal Year Financial Audit
 Connection Charge Review
 Emergency Contact Update
 Meeting Calendar
 Consent Decree Quarterly Report
 CASA Conference
 Pension + OPEB UAL Reports
 Nomination & Election of Officers

CLOSED SESSION

Conference with Legal Counsel—Anticipated Litigation

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Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9

Number of Potential Cases: 2

Ivry – Government Tort Claim filed: 9/5/2023

De Leon – Government Tort Claim filed: 8/21/2023

The Board entered into closed session at 8:54 P.M. and returned to open session at 8:57 P.M. Vice President Gilbert-Snyder announced the Board had taken no reportable actions.

XI. Adjournment

The meeting was adjourned at 8:57 P.M. The next meeting of the District Board of Directors will be held on Thursday, November 9, 2023 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary