

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF OCTOBER 21, 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  
Kristopher Kokotaylo, District Counsel
- \*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:** Merrill commented that he would like to discuss his Private Sewer Lateral Loan Program outline that was previously distributed to the Board at a future Board meeting. There was no other public comment.

**IV. Approval of Minutes**

A. Approval of September 23, 2021 Board Meeting Minutes

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve the minutes of the September 23, 2021 Board Meeting

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

NOES: None

ABSTAIN: None

ABSENT: None

**V. Communications**

A. Oral Communications

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1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings
  - a. City & Community Meetings

Director Miller gave written reports on his attendance at two recent El Cerrito City Council Meetings and a verbal report on his attendance at the 2021 Annual Sewer & Stormwater Summit.
- B. Written Communications

There were no written communication items to consider.

**VI. Reports of Staff and Officers**

- A. Attorney's Report

Kokotaylo reported on the recent County Health Officer Guidance on the lifting of mask wearing requirements and then on AB 571 that imposes a default campaign contribution limit but does not apply to Special Districts.
- B. 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 on the invoices paid in September.
  3. San Pablo Avenue Specific Plan Area (SPASPA) Status Report

The Manager reported on the status of the SPASPA impact fee.
  4. 2022 California Association of Sanitation Agencies (CASA) Conferences

The Manager reported on the upcoming CASA conferences dates for 2022.
  5. 2022 California Special Districts Association (CSDA) Conference

The Manager reported on the upcoming CSDA annual conference date for 2022.

The Manager also briefly reported on the current status of the District's Vaccine Mandate.

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**VII. Business**

A. “Employee Only” Health Care Benefit

The Board considered changes to the health care benefit amount provided for single employees (“employee only”).

MOTION: By Miller, seconded by Merrill, to approve preparation of a resolution to provide fully paid premiums for “employee only” up to the Anthem Blue Cross Select plan (\$1,015.81)

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

\*\*\* MOTION FAILED. \*\*\*

B. Resolution No. 2172-1021 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 October 21 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 Gilbert-Snyder, seconded by Miller, to approve Resolution No. 2172-1021 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 October 21 Pursuant to AB 361

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

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NOES: Merrill

ABSTAIN: None

ABSENT: None

C. Diversity, Equity, and Inclusion (DEI) Board of Director's Outreach Opportunities

The Board continued their discussions to consider Diversity, Equity, and Inclusion (DEI) outreach opportunities by having each board member choose to be the contact person for different civic organizations, asked staff to forward a copy of the Board of Directors Info Sheet to use as outreach, and asked staff to work on producing a DEI poster or flyer.

**VIII. Monthly Financial Statements - September 2021**

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

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

**IX. Approval of Checks**

A. Checks for October 21, 201 - Fund No. 3418 & 3423

MOTION: By Miller, seconded by Merrill, to pay the bills, Check Nos. 27301 through 27338 in the amount of \$230,701.37

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

NOES: None

ABSTAIN: None

ABSENT: None

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**X. Future Agenda Items**

**November 11, 2021**

Proposed Meeting Calendar

Board Officer Succession Plan

CASA Conference

+*PSL Loan Program*

+*Diversity, Equity, and Inclusion (DEI)*

+*AB 361 – 30 Day Virtual Meeting Extension*

**December 9, 2021 – 2:00PM**

Fiscal Year Financial Audit

Emergency Contact Update

Meeting Calendar

Consent Decree Quarterly Report

CASA Conference

Pension + OPEB UAL Reports

Nomination & Election of Officers

+*AB 361 – 30 Day Virtual Meeting Extension*

**CLOSED SESSION**

**Conference with Legal Counsel—Anticipated Litigation**

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

Number of Potential Cases: 5

Lucia – Government Tort Claim filed: 5/26/2020

Jones – Government Tort Claim filed: 12/16/2020

Freehling – Government Tort Claim filed: 5/26/2021

Eng – Government Tort Claim filed: 8/19/2021

Mosher – Government Tort Claim filed: 8/11/2021

The Board entered into closed session at 8:47 P.M. and returned to open session at 8:50 P.M. President O’Keefe announced the Board had taken no reportable actions.

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**XI. Adjournment**

The meeting was adjourned at 8:52 P.M. The next meeting of the District Board of Directors will be held on Thursday, November 11, 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