

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF JANUARY 27, 2022  
 TIME OF MEETING: 7:00 P.M.  
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

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

**I. Call To Order:** President Merrill 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

*\*via video-conference*

*\*\*via tele-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:** There was no public comment.

**IV. Approval of Minutes**

A. Approval of January 6, 2022 Board Meeting Minutes

MOTION: Christian-Smith, seconded by Gilbert-Snyder, to approve the minutes of the January 6, 2022 Board Meeting

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

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

Miller gave a report on a recent El Cerrito City Council Meeting.

- B. Written Communications

1. Contra Costa Local Agency Formation Commission (LAFCO) Announcement of Upcoming Special District Seats, Call for Nominations, and Names of District Voting Delegates

The Board received the announcement from LAFCO.

## **VI. Reports of Staff and Officers**

- A. 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 payments made for several sewer repairs made in December.

3. San Pablo Avenue Specific Plan Area Status Report

The Manager reported on the status of the impact fee.

4. California Association of Sanitation Agencies (CASA)

The Manager reported on the upcoming conference dates for 2022.

5. California Special Districts Association (CSDA)

The Manager reported on the upcoming conference date for 2022.

## **VII. Business**

- A. Board Governance Policy Manual

The Board conducted their annual review of the Board Governance Policy Manual and asked staff to bring the item back for discussion at a future meeting pending discussions from the long range planning workshop scheduled for Saturday, March 5, 2022.

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B. Draft Long Range Planning Agenda

The Board reviewed and discussed the draft agenda for the upcoming long range planning workshop scheduled for Saturday, March 5, 2022.

C. Resolution No. 2181-0122 Resolution Amending Annual Budget for Fiscal Year 2021-2022

The Board reviewed and approved the resolution to fund \$500,000 from property tax revenue for the lateral replacement loan program.

MOTION: By Christian-Smith, seconded by Gilbert-Snyder, to approve Resolution No. 2181-0122 Amending Annual Budget for Fiscal Year 2021-2022 to fund \$500,000 from property tax revenue for the lateral replacement loan program, as amended

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

D. Resolution No. 2182-0122 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 January 27 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 Miller, seconded by Gilbert-Snyder, to approve Resolution No. 2182-0122 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

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Authorizing Remote Teleconferenced Meetings of the Stege Sanitary  
 District for the 30 Day Period Beginning January 27 Pursuant to AB 361

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

**VIII. Financial Statements**

- A. Monthly Investment, Cash, Receivables Report
- B. Monthly Operating Statement
- C. Cash on Hand vs. Target Chart
- D. Local Agency Investment Fund (LAIF) Quarterly Statement
- E. California Employers' 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 January 27, 2022 - Fund No. 3418 & 3423

MOTION: By Miller, seconded by Gilbert-Snyder, to pay the bills, Check  
 Nos. 27434 through 27467 in the amount of \$944,368.84

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

**X. Future Agenda Items**

**February 17, 2022**

Long Range Planning Workshop Agenda

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District Performance Report  
Board Training Summary  
CASA Conference  
Form 700  
*+EBMUD Virtual Treatment Plant Tour*  
*+AB 361 – 30 Day Virtual Meeting Extension*

**March 5, 2022 @ 9AM**  
Long Range Planning Workshop

**CLOSED SESSION**

**Public Employment Performance Evaluation**

Gov. Code § 54957  
Title: District Manager

The Board entered into closed session at 8:11 P.M. and returned to open session at 9:58 P.M. President Merrill announced the Board had taken no reportable actions.

**XI. Adjournment**

The meeting was adjourned at 9:59 P.M. The next meeting of the District Board of Directors will be held on Thursday, February 17, 2022 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