

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF JANUARY 18, 2024  
 TIME OF MEETING: 7:00 P.M.  
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

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

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

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

**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 his local church is spending \$114,000 on a private sewer lateral replacement to satisfy the requirements of the East Bay Regional Private Sewer Lateral Program. There was no other public comment.

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

**VII. Business**

**A. Sewer Rate and Connection Charge Study**

The Board considered and discussed the Sewer Rate and Connection Charge Study presentation with Alison Lechowicz of Lechowicz & Tseng Municipal Consultants. Lechowicz will incorporate the Board’s comments and suggestions and return with a draft report.

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

**IV. Approval of Minutes**

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A. Approval of December 7, 2023 Board Meeting Minutes

MOTION: Christian-Smith, seconded by Beach, to approve the minutes of the December 7, 2023 Board Meeting, as corrected and amended

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

**V. Communications**

A. Oral/Written Communications

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

Christian-Smith reported on her acceptance, on behalf of the District, of a certificate of appreciation at the City of El Cerrito’s State of the City Address on Tuesday, December 19, 2023. The certificate was recognition of the District’s participation as a “Stars and Stripes Sponsor” of the 2023 4<sup>th</sup> of July Festival. The sponsorship included several benefits such as a booth at the event and ¼ page ad in the rEC guide.

**VI. Reports of Staff and Officers**

A. Attorney’s Report

1. Review of Claims Process

Kokotaylo gave a review of the District’s typical claims process, covered losses, and deductible limits.

Kokotaylo then briefly reported on upcoming Workplace Violence Prevention Plan requirements, and the recent increase of First Amendment audits, which

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involves a disruptive visitor entering a public building armed with a camera with the intent to film and distribute footage of reactions.

B. Committee Reports

Gilbert-Snyder reported on a draft targeted outreach letter prepared by the Private Sewer Lateral (PSL) I/I Outreach Committee. The Committee will consider the feedback from the Board and return with a revised letter.

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 payments made in November and December.

3. San Pablo Avenue Specific Plan Area Status Report

The Manager reported on the status of the impact fee.

4. Director's Contact Info

The Manager asked the Directors to confirm their contact information.

5. Board Training Summary

The Manager reported on the Directors' training deadlines and upcoming training workshops.

6. Form 700

The Manager reported on the upcoming deadline to file Form 700s.

7. California Association of Sanitation Agencies (CASA)

The Manager reported on the upcoming conference dates for 2024.

8. California Special Districts Association (CSDA)

The Manager reported on the upcoming conference date for 2024.

**VII. Business**

A. Sewer Rate and Connection Charge Study

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

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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 2, 2024. The Manager will return with an updated agenda taking into account the Board's revisions.

**VIII. Financial Statements**

- A. Monthly Investment, Cash, Receivables Report
- B. Monthly Operating Statement
- C. Cash on Hand vs. Target Reserves Chart
- 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
- 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 January 18, 2024 - Fund No. 3418 & 3423

MOTION: By Merrill seconded by Christian-Smith, to pay the bills, Check Nos. 28476 through 28528 in the amount of \$115,419.65

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

NOES: None

ABSTAIN: None

ABSENT: None

**X. Future Agenda Items**

**February 1, 2024**

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~~Actuarial Analysis of Retiree Health Benefits Report~~

Performance Report

District of Distinction

Service Rate Discussion

Long Range Planning Workshop Agenda

Board Training Summary

CASA Conference

CASA Conference – Attendee reports

**February 15, 2024**

Long Range Planning Workshop Agenda

Form 700

+*Canon Pump Station Rehabilitation Project*

+*Sewer Rate and Connection Charge Study*

**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: 2

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

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

**Public Employment Performance Evaluation**

Gov. Code § 54957

Title: District Manager

The Board entered into closed session at 9:38 P.M. and returned to open session at 9:51 P.M. President Gilbert-Snyder announced the Board had taken no reportable actions.

**XI. Adjournment**

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The meeting was adjourned at 9:51 P.M. The next meeting of the District Board of Directors will be held on Thursday, February 1, 2024 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