



## Stege Sanitary District Board of Directors

7:00 P.M., District Board Room, 7500 Schmidt Lane, El Cerrito, CA 94530

### Meeting Agenda – November 20, 2025

Items on the agenda may be taken out of order.

Public comment is limited to three (3) minutes for each individual speaker.

In accordance with California Government Code Section 54957.5, any writing that is a public record and relates to an open session agenda item which is distributed less than 72 hours prior to the meeting shall be available for public inspection at the District Office, 7500 Schmidt Lane, El Cerrito, during regular business hours. Copies of the agenda are posted on the District website at [www.stegesan.org](http://www.stegesan.org) Those disabled persons requiring auxiliary aids or services in attending or participating in this meeting should notify the District at least 48 hours prior to the meeting at (510) 524-4668.

Members of the public can observe the live stream of the meeting by accessing <https://zoom.us/j/84090509848> or by calling (669) 900-9128 and entering the Meeting ID# 840 9050 9848 followed by the pound (#) key.

The ability to participate and observe remotely as identified above is predicated on the technology being available and functioning without technical difficulties. Should the remote platform not be available, or become non-functioning, or should the Board of Directors otherwise encounter technical difficulties that makes that platform unavailable, the Board of Directors will proceed with business in person unless otherwise prohibited by law.

Public comment can be sent remotely by delivering a physical copy to **7500 Schmidt Lane, El Cerrito, CA 94530** or via email to [comments@stegesan.org](mailto:comments@stegesan.org) with “Public Comment” in the subject line. To provide written comment on an item on the agenda or to address the Board during Public Comment, please note the agenda item number that you want to address or whether you intend for the comment to be included in Public Comment. Comments received at least 15 minutes before the starting time of the meeting will be provided to the Board of Directors and will be added to the official record.

Verbal Public Comment during the meeting is limited to in-person participants. Members of the public will not have the ability to comment via Zoom unless the Board of Directors is required to provide that opportunity due to a Director participating pursuant to AB 2449. In such circumstances, the Chair will make an announcement at the beginning of the meeting. Those interested in commenting (if required per AB 2449) should raise their virtual hands to notify the host during the relevant agenda item.

Pursuant to AB 2449, Board Members may be attending this meeting via remote conferencing. In the event that any Board Member elects to attend remotely, all votes conducted during the meeting will be conducted by roll call vote.

#### 1. Call To Order

#### 2. Roll Call

**Agenda Items:** Directors and Officers of the Board will consider and announce if they have any conflicts of interest posed by items on the meeting agenda.

#### 3. Public Comment

(Members of the public are invited to address the Board concerning topics that are **not** on the agenda. Comments on agenda items will be heard when the item is up for consideration.)

Steger Sanitary District Board of Directors  
Meeting Agenda for November 20, 2025

**4. Approval of Minutes**

- Motion: A. Approval of Draft November 6, 2025 Board Meeting Minutes  
(The Board will review and consider approving the minutes.)

**5. Communications**

- Info: A. Oral/Written Communications  
i. Brief reports from Directors on matters related to the District including attendance at City or community meetings.

**6. Staff and Officer Reports**

- Info: A. Oral Attorney's Report  
B. Oral Manager's Report

**7. Business**

- Info/  
Motion: A. Moralta Group Consulting Services Scope of Work  
(The Board will review and consider approving the agreement.)

**8. Approval of Checks**

- Motion: A. Checks for November 20, 2025 - Fund No. 3418 & 3423  
(The Board will consider approving the checks.)

**9. Future Agenda Items & Professional Association Activities**

- Info: A. December 4, 2025 Board Meeting
- October Maintenance & Engineering Reports
  - October Financials
  - Proposed 2026 Meeting Calendar
  - Board Officer Succession Plan
  - Emergency Contact Update
  - Connection Charge Review
  - Financial Projections & Rate Discussion
  - Review SPA SAP Impact Fee Report
  - Comprehensive Health Benefits Review
- B. December 18, 2025 Board Meeting – 2:00 PM Meeting Time
- Fiscal Year Financial Audit
  - 2026 Meeting Calendar
  - Pension & OPEB UAL Reports
  - Maintenance & Engineering Reports
  - Monthly Financials
  - Nomination & Election of Officers
- C. Professional Association Activities
- CASA Winter Conference: January 13-16, 2026 in Palm Springs

Stege Sanitary District Board of Directors  
Meeting Agenda for November 20, 2025

**CLOSED SESSION**

**Public Employment Performance Evaluation**

Gov. Code § 54957

Title: General Manager

**CLOSED SESSION**

**Conference with Labor Negotiator**

Gov. Code § 54957.6

Agency Designated Representative: General Manager Good

Unrepresented Employees: All District Employees

**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: 1

**10. Adjournment**

(The next regular meeting of the Stege Sanitary District Board of Directors will be held on December 4, 2025 at 7:00 P.M. in the District Board Room at 7500 Schmidt Lane, El Cerrito, California.)



## Stege Sanitary District Board of Directors

7:00 P.M., District Board Room, 7500 Schmidt Lane, El Cerrito, CA 94530

### DRAFT Meeting Minutes – November 6, 2025

1. **Call To Order:** President O’Keefe called the meeting to order at 7:04 P.M.
2. **Roll Call:** Present: O’Keefe, Beach, Merrill, Christian-Smith, Gilbert-Snyder (Attended Remotely)  
Absent: None  
Others Present: Lani Good, General Manager  
Kristopher Kokotaylo, District Counsel (Attended remotely, left 8:10 PM)  
Athán Magganás, Property Owner (left at 7:31 PM)

**Agenda Items:** Directors and Officers of the Board did not announce any conflicts of interest posed by items on the meeting agenda.

3. **Public Comment:** There was no public comment.
4. **Approval of Minutes**
  - A. Approval of Draft October 16, 2025 SPECIAL Board Meeting Minutes
  - B. Approval of Draft October 16, 2025 Board Meeting Minutes

MOTION: By Christian-Smith, seconded by Beach, to approve the minutes of the October 16, 2025 Special Board Meeting and the minutes of the October 16, 2025 Regular Board Meeting.

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

Item 7A. was taken out of order at this point in the meeting.

7. **Business**
  - A. Mainline Extension Request for 941 Shevlin Dr.

MOTION: By Merrill, seconded by Beach, to adopt the staff recommendation to approve the 8-inch diameter mainline extension for title transfer to the District, and to direct staff to issue a will-serve letter with stipulations.

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

Closed sessions were taken out of order at this point in the meeting.

**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: 1

**CLOSED SESSION**

**Public Employment Performance Evaluation**

Gov. Code § 54957

Title: General Manager

The Board entered into closed session at 7:32 P.M. and returned to open session at 9:08 P.M. President O'Keefe announced that the Board had taken no reportable actions.

The Board resumed the order of the agenda meeting at this point.

**5. Communications**

C. Oral/Written Communications

- i. Brief reports from Directors on matters related to the District including attendance at City or community meetings: There were no communications reports from Directors.
- ii. Letter from Contra Costa County Re: Tax-defaulted Properties The Board reviewed the list of properties and took no action.

**6. Staff and Officer Reports**

A. Manager's Report

- i. Oral Manager's Report  
The Manager reported that the District's financial audit is well underway.
- ii. RTSP Program Corrected Source Log  
The Board reviewed the report and asked that the Manager return the report to the Board at a later date with details about the un-corrected sources.

**7. Business**

- B. Sewer Rehabilitation Project No. 25201  
The Board reviewed the report.
- C. Regional PSL Program Update  
The Board reviewed the report.
- D. Partial Workdays for Exempt Employees  
This item was tabled until a later date.
- E. VPI Strategies Consulting Services Scope of Work

MOTION: By Beach, seconded by Merrill, to approve the VPI Strategies Consulting Services Scope of Work Task3 in the amount of \$4,900.

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

**8. Approval of Checks**

A. Checks for August 7, 2025 - Fund No. 3418 & 3423

MOTION: By Christian-Smith, seconded by Gilbert-Snyder to pay the bills, Check Nos. 1783 through 1793 in the amount of \$233,372.95.

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

**9. Future Agenda Items & Professional Association Activities**

A. November 20, 2025 Board Meeting

- Maintenance & Engineering Reports
- Monthly Financial Statements
- Review SPA SAP Impact Fee Report
- Comprehensive Health Benefits Review
- Draft Newsletter

B. December 4, 2025 Board Meeting

- Proposed 2026 Meeting Calendar
- Board Officer Succession Plan
- Connection Charge Review
- Financial Projections & Rate Discussion

C. Professional Association Activities

- CASA Winter Conference: January 13-16, 2026 in Palm Springs

**Adjournment**

The meeting was adjourned at 9:49 P.M. The next regular meeting of the Stege Sanitary District Board of Directors will be held on November 20, 2025 at 7:00 P.M. in the District Board Room at 7500 Schmidt Lane, El Cerrito, California.

**EXHIBIT A**

**SCOPE OF SERVICES**

The SCOPE OF SERVICES includes:

**Task 1 – Staff Augmentation**

Provide up to 320 hours of staff augmentation services according to the Administrative Supervisor Job Description in Exhibit B at the rate of \$150 per hour. The majority of the work is expected to be in person at Stege offices at 7500 Schmidt Lane, El Cerrito, California, but may also include some remote work. Stege will furnish office space and all equipment and materials required for the work. Consultant is responsible for all travel and employment-related expenses.

**Reimbursable Expenses**

Stege will reimburse Consultant at cost for up to \$10,000 in expenses incurred to procure the insurance required in Section 4 of this Agreement. Travel and other miscellaneous expenses are included in Task 1 and are not reimbursable.

**Compensation**

The Consultant will be compensated at a rate of \$150 per hour, with the not-to-exceed budget shown in the table below.

<b>Task</b>	<b>Description</b>	<b>Budget</b>
1	Staff Augmentation	\$48,000
	Reimbursable Expenses	\$10,000
<b>Not to Exceed</b>		<b>\$58,000</b>

## EXHIBIT B

### ADMINISTRATIVE SUPERVISOR JOB DESCRIPTION

#### DEFINITION

Under general supervision of the District Manager. The Administrative Supervisor organizes and performs a variety of highly responsible, confidential and complex administrative and secretarial duties for the District Manager and District staff. Responsible for administration, hiring and related matters. Variety of financial and recordkeeping duties, including payroll, accounts payable, accounts receivable, human resources and financial statements of the District. Greets and directs customers, answers telephones, researches miscellaneous needs.

#### SUPERVISION EXERCISED

Directly supervises staff in the Administration department. Carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include interviewing, hiring and training employee; planning, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

#### IMPORTANT AND ESSENTIAL DUTIES

- Process and act as lead person for accounts payable, and process purchase orders and encumbrances.
- Perform all phases of payroll processing, reconciliation, including payroll deductions, health and welfare benefits payments and remittances.
- Perform month-end financial reporting and day-to-day management of the District's computerized accounting system.
- Prepare and maintain all documentation required by Federal and State Laws pertaining to personnel issues.
- Perform customer service functions including greeting the public and handling customer inquiries and request, answering telephones, routing callers and relaying messages, and recording and dispatching crews to service calls.
- Direct the records retention program.
- Develop and coordinate operating procedures, policies and manuals.
- Plan, organize, coordinate and administer all District functions and activities either directly or through staff.
- Supervise and evaluate performance of assigned staff.
- Prepare personnel rules, policies and procedures; provide interpretations and information to District personnel and other interested parties.
- Provide information and assistance to employees and retirees concerning District benefit programs and policies.
- Administer group insurance and other employee benefit programs; coordinate plan administration with consulting firms.
- Compose and produce confidential documents, business correspondence, and documentation related to personnel investigations. Serve as business resource for District Manager and Supervisors.

- Coordinate the planning, development and implementation of the recruitment and selection process to obtain qualified candidates; develop job announcements, advertisements, supplemental and interview questions for oral examinations; administer a variety of tests and uses other selection tools to determine the qualifications of job applicants; review and screen job applications; analyze test data; arrange appraisal panels; establish eligibility lists.
- Prepare 1099-Misc and sales tax forms and other tax return documents.
- Perform data entry of General Ledger, Accounts Receivable, Accounts Payable, Cash Receipts, Budget, and Project Grant systems into the computerized accounting system.
- Prepare financial, statistical, budgetary and analytical studies, statements, and reports.
- Process accounts receivable, including invoices, credits, refunds, and monthly reconciliations.
- Maintain proper property records including annual depreciations, additions, deletions, reclassifications, and physical inventory of all the District's fixed assets.
- Update, maintain and prepare Service Call and Overflow Reports.
- Perform other related duties as required.

#### **OTHER JOB RELATED DUTIES**

- File State and Federal Reports.
- Backup Administration Staff
- Ability to, in English, effectively presents information and respond to questions in person and on the telephone.
- Ability to interact with others (co-workers, supervisors, subordinates, vendors, members of the public) in a professional manner.
- Ability to accept constructive criticism from co-workers and subordinate employees.
- Ability to recognize the need for assistance or clarification, and the ability to seek such assistance or clarification as needed.
- Ability to work independently as needed and handle work-related stress in a professional manner.
- Ability to prioritize assignments and meet deadlines.
- Prepare and/or review technical reports.

#### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

##### **Knowledge of:**

- Safe work practices, occupational hazards and standard safety procedures.
- Operating characteristics of tools and equipment used in collection system maintenance and repair.
- Methods, principles, practices and materials used in collection system maintenance and repair.

##### **Skill to:**

- Communicate clearly and concisely, both orally and in writing.
- Operate a motor vehicle safely.

##### **Ability to:**

- Deal tactfully with the public and others in providing information, answering questions and providing customer service.

- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
- Read, understand, and follow posted work rules and procedures; understand and follow written and verbal instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

## **EXPERIENCE AND EDUCATION GUIDELINES**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:** Three (3) years of responsible office administrative, secretarial and/or general clerical experience. Experience with bookkeeping tasks, payroll and accounts payable is desirable but not required.

**Education:** High school diploma or equivalent.

**Licenses and Certifications:** Valid California class "C" driver's license and compliance with Stege driving standards. Continued maintenance of the valid Class C California Driver's License, compliance with established District vehicle operation standards and the ability to be insured for the operation of a vehicle / District vehicle in accordance with the terms and conditions of the District's insurance program, are conditions of continuing employment.

## **PHYSICAL DEMANDS / WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to move about, position self at varying heights, and remain stationary in office and field; operate and use equipment; ascend/descend ladders; observe and detect conditions; communicate and exchange information; stand on paved streets or inclines, sit, walk, squat, reach, and twist; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and talk or hear. The employee must occasionally move and position objects, such as full storage boxes, weighing up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

Additionally, the employee is frequently exposed to normal weather conditions. In addition, employees are occasionally exposed to power and noise producing tools and equipment, drive motorized vehicles and work in heavy traffic conditions. The noise level in the work environment can be loud.

# Stege Sanitary District Check Report

NOVEMBER 20, 2025

Payee	Memo	Amount	Check No.
Bay Alarm	Alarm System	-\$279.24	1803
CCP Direct	Supplies - Gloves	-\$188.70	1804
Cutting Edge Parts	Parts	-\$1,156.21	1805
Direct line	Phone Answering Machine	-\$120.00	1806
Don's Tire Service	4 New Tires on 2023 Silverado	-\$1,178.63	1807
Dormatech Mechanical System Inc	HVAC	-\$1,151.81	1808
Du-All Saftey	Traffic Control & Flagger Safety Training	-\$2,070.00	1809
EBMUD	Water - Hydrant Permit 54622 8/28-10/28	-\$725.80	1810
EBMUD	Water - Hydrant Permit 41102 8/28-10/28	-\$1,143.28	1811
EBMUD	Utilities	-\$2,672.55	1812
Joseph Lewis	Powerwash building	-\$700.00	1813
Kato Constuction	Jobsite 822 Pomona Ave El Cerrito, CA	-\$27,200.00	1814
Nakano Pene Macias Landscape Inc.	Burlingame Pump Station Landscaping	-\$290.00	1815
Pac Machine Co	Supplies	-\$60.64	1816
PastTime Ace Hardware	Parts	-\$136.89	1817
Pitney Bowes	Postage	-\$500.00	1818
R&R Service	Gas	-\$2,484.12	1819
Redwood Public Law, LLP	Legal Services	-\$31,241.17	1820
RelianceMatrix	Invoice 11/01-11/30	-\$165.20	1821
Shape Incorporated	Pump Maintenance	-\$1,900.00	1822
StreamLine	Website	-\$174.30	1823
TPX	Phone/Internet Communications	-\$1,549.93	1824
UBS	Oct 2025 Janitorial Service	-\$469.00	1825
VPI STRATEGIES	Coaching/HR on demand	-\$4,800.00	1826
Xerox	Printer	-\$332.94	1827
<b>Transaction count: 25</b>		<b>-\$82,690.41</b>	