

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF JULY 20, 2023
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

*****MINUTES*****

I. Call To Order: President Christian-Smith called the meeting to order at 7:00 P.M.

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

*via remote conference

Per AB 2449, Director Christian-Smith joined the meeting via remote conference due to a “just cause.” This is Director Christian-Smith’s first use of this exception for this calendar year.

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.

PUBLIC HEARING – ORDINANCE NO. 2229-0723 ORDINANCE APPROVING INCREASE IN DIRECTORS’ FEES

The Manager announced the public hearing was noticed in the local newspaper once a week for two successive weeks, on July 5 and 12, 2023, in accordance with Government Code Section 6066. The Manager then gave a summary of the proposed 3.56% increase in Directors’ fees that matches the cost-of-living increase for the past year (April CPI-W). President Christian-Smith opened the public hearing at 7:03 P.M. There were no members of the public in attendance nor any comments or objections received by mail or email. President Christian-Smith closed the public hearing at 7:04 P.M. The Board then began consideration of Ordinance No. 2229-0723 that would change the Directors’ compensation rate from \$244.78 to \$253.49 per meeting day.

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MOTION: By O’Keefe, seconded by Gilbert-Snyder, to approve Ordinance No. 2229-0723 Approving Increase in Directors’ Fees

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

PUBLIC HEARING – RESOLUTION NO. 2230-0723 ACCEPTING REPORT ON SEWER SERVICE CHARGES AND ELECTING TO COLLECT SEWER SERVICE CHARGES ON THE TAX ROLL

The Manager announced the public hearing was noticed in the local newspaper once a week for two successive weeks, on July 5 and 12, 2023, in accordance with Government Code Section 6066. The Manager then presented the Board with the written report containing a description of each parcel of real property receiving sewer service, together with the amount of the charge for each parcel for the fiscal year 2023-2024 to be collected on the tax roll of Contra Costa County. President Christian-Smith opened the public hearing at 7:08 P.M. There were no members of the public in attendance nor any comments or objections received by mail or email. President Christian-Smith closed the public hearing at 7:09 P.M. The Board made final comments and began consideration of Ordinance No. 2230-0723.

MOTION: By Merrill, seconded by Beach, to approve Resolution No. 2230-0723 Accepting Report on Sewer Service Charges and Electing to Collect Sewer Service Charges on the Tax Roll, subject to correction

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

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IV. Approval of Minutes

A. Approval of June 15, 2023 Board Meeting Minutes

MOTION: By Gilbert-Snyder, seconded by O’Keefe, to approve the minutes of the June 15, 2023 Board Meeting, as corrected

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

a. July 4th Festival Debrief

Directors Beach, Gilbert-Snyder, O’Keefe, and Merrill each gave a report of their experience staffing the District booth at the 4th of July Fair. The Board thanked staff for all the help they provided for the event.

2. CASA 2023 President's Memo/Designation of Representatives

The Board reviewed and discussed the items proposed by CASA.

MOTION: By O’Keefe, seconded by Gilbert-Snyder, to:

- a. Approve the slate of four nominees for the available seats on the CASA Board of Directors
- b. Approve the 2024 CASA Annual Membership Dues Resolution No. 23-213

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- c. Designate Christian-Smith as the official CASA voting representative with Gilbert-Snyder and Delizo as the two alternates who are authorized to exercise the District's CASA voting rights
- d. Approve consent to transmit official CASA communications electronically rather than regular mail

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

3. EMAIL – New LAFCO Commissioner

The Board received the announcement that Scott Pastor was elected to the Special District (alternate) seat on Contra Costa LAFCO.

VI. Reports of Staff and Officers

A. Attorney's Report

Kokotaylo reported on Governor Gavin Newsom recently signing Senate Bill 329 (SB 329) into law, which amended Section 36516 of the Government Code and allows for city council member pay cap increases.

B. Committee Reports

There were no committee reports.

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 invoices paid in June.

3. San Pablo Avenue Specific Plan Status Report

The Manager reported on the status of the impact fee.

4. Reimbursement Report per Government Code 53065.5

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The Manager reported on reimbursements paid within the preceding fiscal year by the District of at least one hundred dollars (\$100) for each individual charge for services or product received as required by California Government Code Section 53065.5. The information will be made available on the District website for public inspection.

5. Form 460/470 - Officeholder and Candidate Campaign Statement
 The Manager reminded the Board to file their individual forms electronically online.
6. 2023 California Association of Sanitation Agencies (CASA) Conferences
 The Manager reported on the upcoming CASA conference.
7. 2023 California Special Districts Association (CSDA) Conference
 The Manager reported on the upcoming CSDA conference.

VII. Business

A. District Investment Policy

The Board conducted its annual review of the District's investment policies and decided that no changes were necessary.

B. Resolution No. 2231-0723 Accepting Completion of Work and Filing Notice of Completion for the Standard Sewer Rehabilitation Project No. 22201

The Board reviewed and approved the resolution to file the Notice of Completion for Project No. 22201. The Board expressed concern that the contractor did not complete the entire scope of work as planned for the fiscal year.

MOTION: By Gilbert-Snyder, seconded by O'Keefe, to approve Resolution No 2231-0723 Accepting Completion of Work and Filing Notice of Completion for the Standard Sewer Rehabilitation Project No. 22201

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

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NOES: None
 ABSTAIN: None
 ABSENT: None

C. Board / District Counsel Communications

The Board considered establishing a policy on communication between individual Board members and District Counsel. Staff will bring back a draft policy for the Board's consideration at a future Board meeting.

D. Kids for the Bay – Watershed Action Program (WAP)

The Board discussed and approved funding of the program for the 2023-24 school year.

MOTION: By O'Keefe, seconded by Beach, to approve \$12,000 to fund the KIDS for the BAY Watershed Action Program (WAP) for the 2023-24 School Year

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

VIII. Monthly Financial Statements

- A. Monthly Investment, Cash, Receivables Report
 - B. Monthly Operating Statement
 - C. Local Agency Investment Fund (LAIF) Quarterly Statement
 - D. Private Sewer Lateral (PSL) Replacement Loan Program Quarterly Report
- The financial items were reviewed by the Board with no significant issues.

IX. Approval of Checks

- A. Checks for July 20, 2023 - Fund No. 3418 & 3423

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MOTION: By Christian-Smith, seconded by Merrill, to pay the bills,
 Check Nos. 28224 through 28272 in the amount of \$2,083,313.37

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

X. Future Agenda Items

August 17, 2023

Quarterly (FY End) Financial Statements
 Connection Charge Report per Gov. Code 66013
 CASA Conference – Attendee Reports
 CSDA Conference

September 7, 2023

CSDA Conference Attendee Reports
Health Care Benefits Review
Consent Decree Quarterly Report
 +*Consideration of September 21st meeting cancellation*
 +*AB 1661 Training @5pm (Special Meeting)*

Director Beach gave notice that she will not attend the September 21st meeting due to a scheduling conflict.

Director Christian-Smith gave notice that she will not attend the October 19th meeting due to a scheduling conflict.

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Director Merrill gave notice that he will not attend the November 9th meeting due to a scheduling conflict.

CLOSED SESSION

Conference with Labor Negotiator

Gov. Code § 54957.6

Agency Designated Representative: Board President Christian-Smith

Unrepresented Employee: District Counsel

The Board entered into the closed session at 8:25 P.M. and returned to open session at 8:42 P.M. President Christian-Smith announced the Board had taken no reportable actions.

XI. Adjournment

The meeting was adjourned at 8:44 P.M. The next meeting of the District Board of Directors will be held on Thursday, August 17, 2023 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary