

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF MARCH 21, 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, Merrill, O’Keefe, Gilbert-Snyder
Absent: Christian-Smith
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: There was no public comment.

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

VII. Business

D. Resolution No. 2236-0324 Approving the Legal Services Agreement with Redwood Public Law

The Board considered the resolution approving the legal services agreement with Redwood Public Law.

MOTION: By Merrill, seconded by Beach, to approve Resolution No. 2236-0324 Resolution Approving the Legal Services Agreement with Redwood Public Law

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

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ABSENT: Christian-Smith

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

VII. Business

B. Sewer Rate and Connection Charge Study

The Board considered and discussed the draft Sewer Rate and Connection Charge Study with Alison Lechowicz of Lechowicz & Tseng Municipal Consultants.

MOTION: By O'Keefe, seconded by Beach, to approve the Sewer Rate Study and direct staff to proceed with the Proposition 218 procedure to increase the sewer rate as recommended in the study

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

MOTION: By O'Keefe, seconded by Beach, to approve the Connection Charge Study and direct staff to proceed with the procedures to adjust the connection charge as recommended in the study

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

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 Minutes of February 15, 2024 Board Meeting

MOTION: By Merrill, seconded by Beach, to approve the minutes of the February 15, 2024 Board Meeting

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

B. Approval of Minutes of March 2, 2024 Long Range Planning Workshop

MOTION: By Merrill, seconded by Beach, to approve the minutes of the March 2, 2024 Long Range Planning Workshop

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

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

VII. Business

A. California Employer’s Retiree Benefit Trust (CERBT) Fund Disbursement

The Board accepted the updated actuarial study completed by Total Compensation Systems, Inc. and decided to not receive a disbursement from the California Employers’ Retiree Benefit Trust (CERBT) fund to pay for retiree medical payments.

MOTION: By Merrill, seconded by O’Keefe, to accept the Roll Forward Valuation by Total Compensation Systems, Inc., pay retiree medical

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payments directly, and not receive a disbursement from the California Employers' Retiree Benefit Trust (CERBT) fund

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

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

VII. Business

C. Resolution No. 2235-0324 Authorizing Investment of Stege Sanitary District Monies in Accounts with Five Star Bank

The Board considered and approved the resolution to open an account with Five Star Bank.

MOTION: By Merrill, seconded by O'Keefe, to approve Resolution No. 2235-0324 Authorizing Investment of Stege Sanitary District Monies in Accounts with Five Star Bank

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

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

V. Communications

A. Oral/Written Communications

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

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a. California Association of Sanitation Agencies (CASA) Washington DC Forum - February 26-27

In accordance with AB 1234, Director Merrill provided a report of his attendance at the CASA conference.

2. CASA Member Alert - Senate Committee to Hold Hearing in PFAS CERCLA Liability. CASA Agency Input Needed

The Manager reported that, as requested by CASA and after receiving authorization from the Board President, a Letter of Concern was prepared and sent to Chairman Carper and Ranking Member Capito before their March 15th hearing.

3. CSDA Call to Action – Surplus Land Act

The Board approved submitting a letter of concern as requested by CSDA.

MOTION: By Merrill, seconded by O’Keefe, to submitting a letter of concern regarding the Surplus Land Act

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

NOES: None

ABSTAIN: None

ABSENT: Christian-Smith

4. CSDA Action Requested: H.R. 7525 The Special District Grant Accessibility Act

The Board approved submitting a letter of request to support of H.R. 7525 as requested by CSDA.

MOTION: By O’Keefe, seconded by Merrill, to join the CSDA Coalition Letter and/or directly submit a letter of request to support H.R. 7525 The Special District Grant Accessibility Act

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

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NOES: None
ABSTAIN: None
ABSENT: Christian-Smith

VI. Reports of Staff and Officers

A. Attorney's Report

Kokotaylo reported no liability concerns for Board Members doing door-to-door outreach for the PSL Loan Program, clarified the timing of the Oath of Office for newly elected or appointed Board members, got authorization to work with the Manager on a Workplace Violence Prevention Plan, and reported on Special District revenue potentially being subject to retroactive invalidation by *Initiative 1935*.

B. Committee Reports

The Manager reported that a list of addresses for the targeted PSL I/I outreach was provided to the committee.

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 no payments were made in February.

3. Consent Decree Quarterly Status Report

The Manager reported no issues with meeting the District's Consent Decree minimum requirements for the fiscal year.

4. Draft Action Plan

The Manager reported on the draft Action Plan from the Long Range Planning Workshop held on March 2, 2024.

5. Draft Strategic Plan

The Manager reported on the amended Strategic Plan as requested at the Long Range Planning Workshop held on March 2, 2024. The Board asked staff to bring back a resolution to approve the updated plan.

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6. Draft Climate Change Impact Policy

The Manager provided a draft policy as requested at the Long Range Planning Workshop held on March 2, 2024. The Board had a minor amendment and asked staff to bring back a resolution to approve the amended policy.

7. Diversity, Equity, and Inclusion (DEI) Training and Education Opportunities

The Manager reported on DEI Training and Education Opportunities as requested at the Long Range Planning Workshop held on March 2, 2024. The Board asked staff to bring back the on-demand webinar at a future Board meeting and give a reminder of the December webinar in November.

8. TABLE: Compliant Laterals and Pipe Replacements by Year

The Manager reported on a table and presented a map of the pipe replacements for both sewer mains and private sewer laterals, and the changes over the last few years as requested at the Long Range Planning Workshop held on March 2, 2024.

9. Board Training Summary

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

10. Form 700 Reminder

The Manager reminded the Board to file their Form 700s by the April 1st deadline.

VII. Business

A. California Employer's Retiree Benefit Trust (CERBT) Fund Disbursement

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

B. Sewer Rate and Connection Charge Study

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

C. Resolution No. 2235-0324 Authorizing Investment of Stege Sanitary District Monies in Accounts with Five Star Bank

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D. Resolution No. 2236-0324 Resolution Approving the Legal Services Agreement with Redwood Public Law

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

VIII. Monthly Financial Statements

A. Monthly Investment, Cash, Receivables Report

B. Investment Options

The financial statements were reviewed by the Board.

IX. Approval of Checks

A. Checks for March 21, 2024 – Fund No. 3418 & 3423.

MOTION: By O’Keefe, seconded by Beach, to approve payment of the bills, Check Nos. 28578 through 28618 in the amount of \$103,796.21

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

NOES: None

ABSTAIN: None

ABSENT: Christian-Smith

X. Future Agenda Items

April 18, 2024

Draft Budget

Employee Benefits Package

July 4th Fair Discussion

Board Training Summary

Quarterly Financial Statements

San Pablo Avenue Specific Plan Area Status Report

Appoint Labor Negotiator

CLOSED SESSION – Quarterly Claims Report

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CLOSED SESSION – Conference with Labor Negotiator

+RESOLUTION – *Climate Change Impact Policy*+RESOLUTION – *Strategic Plan*+Cancellation of May 2nd Board Meeting**May 2, 2024**

(none)

Director Gilbert-Snyder gave notice that he will not attend the May 16th meeting due to a scheduling conflict.

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

Wolter – Government Tort Claim filed: 2/25/2024

Brooks-Hutton and Peticolas – Government Tort Claim filed: 3/13/2024

The Board entered into closed session at 9:36 P.M. and returned to open session at 9:50 P.M. President Gilbert-Snyder announced the Board had taken no reportable actions.

XI. Adjournment

The meeting was adjourned at 9:51 P.M. The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on April 18, 2024 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, CA.

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Rex Delizo
STEGE SANITARY DISTRICT
Secretary