

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF NOVEMBER 11, 2021  
 TIME OF MEETING: 7:00 P.M.  
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

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

- I. Call to Order:** President O’Keefe called the meeting to order at 7:00 P.M.
- II. Roll Call:** Present: Christian-Smith\* (attended @7:30 P.M.), Gilbert-Snyder\*, Merrill, Miller\*, O’Keefe\*
- Absent: None
- Others Present: Rex Delizo, District Manager  
 Kristopher Kokotaylo, District Counsel
- \*via video-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 October 21, 2021 Board Meeting Minutes

MOTION: By Gilbert-Snyder, seconded by Merrill, to approve the minutes of the October 21, 2021 Board Meeting, as corrected

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

**V. Communications**

A. Oral Communications

- A. Brief reports from Directors on matters related to the District, including attendance at city or community meetings
- a. City & Community Meetings

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Director Miller gave a written and verbal report on his attendance at a recent El Cerrito City Council Meeting.

B. Written Communications

The Board reviewed an email for all Contra Costa Special District Association Chapter Members regarding proposed bylaws revisions and agreed the changes were acceptable.

**VI. Reports of Staff and Officers**

A. Attorney's Report:

Kokotaylo reported on the recent Federal vaccine mandate that is being challenged and currently on hold.

B. 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 the invoices paid in October.

3. Proposed Meeting Calendar

The Manager reported on the proposed meeting calendar for 2022.

4. Board Officer Succession Plan

The Manager reported on the projected succession plan for the Board president and vice president positions.

5. Draft Endeavor Newsletter

The Manager reported on the draft newsletter and received feedback from the Board.

6. 2022 California Association of Sanitation Agencies (CASA) Conferences

The Manager reported on the upcoming CASA conferences dates for 2022.

MOTION: By Miller, seconded by Merrill, to authorize attendance at the upcoming CASA Winter Conference and/or Washington DC Forum for those Directors that choose to attend

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

7. 2022 California Special Districts Association (CSDA) Conference  
 The Manager reported on the upcoming CSDA annual conference date for 2022.

**VII. Business**

- A. Resolution No. 2173-1121 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 November 11 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 Christian-Smith, seconded by Miller, to approve Resolution No. 2173-1121 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 November 11 Pursuant to AB 361

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

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B. Diversity, Equity, and Inclusion (DEI) Board of Director's Outreach Opportunities

The Board continued their discussions to consider Diversity, Equity, and Inclusion (DEI) programs by reviewing information from an EBMUD DEI Awareness Calendar for possible use by staff. The Board then reviewed the outreach opportunities for different civic organizations and will consider creating a flyer or poster and a presentation slide deck to promote diversity for the upcoming election in 2022.

C. Draft Private Sewer Lateral Loan Program

The Board reviewed and discussed the Draft Private Sewer Lateral Loan Program and gave amendments for staff to incorporate into the final version. Staff will bring the ordinance back with the amendments for approval at the next board meeting.

**VIII. Monthly Financial Statements – October 2021**

A. Monthly Investment, Cash, Receivables Report

B. Monthly Operating Statement

The financial items were reviewed by the Board with no significant issues.

**IX. Approval of Checks**

A. Checks for November 11, 2021 - Fund No. 3418 & 3423

MOTION: By Miller, seconded by Merrill, to pay the bills, Check Nos. 27339 through 27368 in the amount of \$273,679.90

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

NOES: None

ABSTAIN: None

ABSENT: None

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**X. Future Agenda Items**

**December 9, 2021 – 2:00PM**

Fiscal Year Financial Audit  
Emergency Contact Update  
Meeting Calendar  
Consent Decree Quarterly Report  
CASA Conference  
Pension + OPEB UAL Reports  
Nomination & Election of Officers  
*+AB 361 – 30 Day Virtual Meeting Extension*  
*+PSL Loan Program Ordinance*

**January 6, 2022**

Board Governance Manual Review  
Long Range Planning Workshop Agenda  
Service Rate Discussion  
District of Distinction Board Training Summary  
Director's Contact Info  
CASA Conference  
*+AB 361 – 30 Day Virtual Meeting Extension*  
*+ Diversity, Equity, and Inclusion (DEI)*

**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

Shimoni – Government Tort Claim filed: 10/25/2021

The Board entered into closed session at 8:56 P.M. and returned to open session at 9:02 P.M. President O'Keefe announced the Board had taken no reportable actions.

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**XI. Adjournment**

The meeting was adjourned at 9:03 P.M. The next meeting of the District Board of Directors will be held on Thursday, December 9, 2021 at **2:00 P.M.** at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

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Rex Delizo  
STEGE SANITARY DISTRICT  
Secretary