

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF JULY 29, 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*, 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:** Gilbert-Snyder commented that EBMUD has had 10 cases of COVID since July 4th. There was no other public comment.

PUBLIC HEARING – ORDINANCE NO. 2165-0721 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 14 and July 21, 2021, in accordance with Government Code Section 6066. The Manager then gave a summary of the proposed 4.1% increase in Directors’ fees that matches the cost-of-living increase for the past year (April CPI-W). President O’Keefe opened the public hearing at 7:05 P.M. There were no members of the public in attendance nor any comments or objections received by mail or email. President O’Keefe closed the public hearing at 7:06 P.M. The Board then began consideration of Ordinance No. 2165-0721 that would change the Directors’ compensation rate from \$222.31 to \$233.12 per meeting day.

MOTION: By Gilbert-Snyder, seconded by Miller, to approve Ordinance No. 2165-0721 Approving Increase in Directors’ Fees, as corrected

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

**PUBLIC HEARING – RESOLUTION NO. 2166-0721 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 14 and July 21, 2020, 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 2021-2022 to be collected on the tax roll of Contra Costa County. President O’Keefe opened the public hearing at 7:10 P.M. There were no members of the public in attendance nor any comments or objections received by mail or email. President O’Keefe closed the public hearing at 7:11 P.M. The Board made final comments and began consideration of Ordinance No. 2166-0721.

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve Resolution No. 2166-0721 Accepting Report on Sewer Service Charges and Electing to Collect Sewer Service Charges on the Tax Roll as corrected and subject to correction

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

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IV. Approval of Minutes

A. Approval of July 8, 2021 Board Meeting Minutes

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve the minutes of the July 8, 2021 Board Meeting

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

NOES: None

ABSTAIN: None

ABSENT: None

V. Communications

A. Oral Communications

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

a. City & Community Meetings

Miller gave a report on his attendance at a recent El Cerrito City Council Meeting.

B. Written Communications

1. KIDS for the BAY Watershed Action Program, 2020 – 2021 School Year Final Report

The Board received the final report and photo documents of the students in action.

VI. Reports of Staff and Officers

A. Attorney's Report

Kokotaylo reported on the District's polices for drug testing at work and the recent COVID indoor masking recommendations.

B. Manager's Report

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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
The Manager reported that, due to the COVID-19 pandemic, there were no reimbursements paid by the District within the preceding fiscal year 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. Nevertheless, 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. Private Sewer Lateral Loan Program
The Manager reported on the status of a potential District loan program and received support from the Board to work with District Counsel to proceed on working on draft documents.
7. Board Recruitment Outreach Material
The Manager reported on the draft outreach material for the Board to review.
8. COVID In-person Board Meeting.
The Manager reported on plans to transition back to in-person Board meetings beginning in October 2021, unless allowed otherwise.
9. California Association of Sanitation Agencies (CASA) Annual Conference
The Manager reported on the arrangements for the upcoming CASA Conference.

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10. California Special District Association (CSDA) Annual 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 agreed that no changes were necessary.

B. Resolution No. 2167-0721 Accepting Completion of Work and Filing Notice of Completion for the Standard Sewer Rehabilitation Project No. 20201

The Board reviewed and approved the resolution to file the Notice of Completion for Project No. 20201.

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve Resolution No 2167-0721 Accepting Completion of Work and Filing Notice of Completion for the Standard Sewer Rehabilitation Project No. 20201

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

NOES: None

ABSTAIN: None

ABSENT: None

C. Resolution No. 2168-0721 Accepting Completion of Work and Filing Notice of Completion for the Supplementary Sewer Rehabilitation Project No. 20203

The Board reviewed and approved the resolution to file the Notice of Completion for Project No. 20203.

MOTION: By Merrill, seconded by Christian-Smith, to approve Resolution No 2168-0721 Accepting Completion of Work and Filing

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Notice of Completion for the Supplementary Sewer Rehabilitation Project
 No. 20203

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

D. Resolution No. 2164-0721 Amending the Stege Sanitary District Personnel Policy to Provide for Certain Health Benefits

The Board reviewed and approved the resolution to amend the District's Personnel Policy in order to incorporate the recent increase to the retiree health benefit level due to Public Employees' Medical & Hospital Care Act (PEMHCA) requirements.

MOTION: By Gilbert-Snyder seconded by Miller, to approve Resolution No 2164-0721 Amending the Stege Sanitary District Personnel Policy to Provide for Certain Health Benefits

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

VIII. Monthly Financial Statements – June 2021

- A. Monthly Investment, Cash, Receivables Report
- B. Monthly Operating Statement
- C. Local Agency Investment Fund (LAIF) Quarterly Statement

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

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IX. Approval of Checks

A. Checks for July 29, 2021 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by Gilbert-Snyder, to pay the bills, Check Nos. 27178 through 27207 in the amount of \$852,388.79

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

NOES: None

ABSTAIN: None

ABSENT: None

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: 4

Lucia – Government Tort Claim filed: 5/26/2020

Jones – Government Tort Claim filed: 12/16/2020

Gailfus – Government Tort Claim filed: 12/28/2020

Freehling – Government Tort Claim filed: 5/26/2021

Public Employment Performance Evaluation

Gov. Code § 54957

Title: District Counsel

Conference with Labor Negotiator

Gov. Code § 54957.6

Agency Designated Representative: Board President O'Keefe

Unrepresented Employee: District Counsel

The Board entered into the closed session at 8:38 P.M. and returned to open session at 9:20 P.M. President O'Keefe announced the Board had taken no reportable actions.

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X. Future Agenda Items

August 19, 2021

Quarterly (FY End) Financial Statements

Connection Charge Report per Gov. Code 66013

CASA Conference – Attendee Reports

CSDA Conference

+*AB 1661 Harassment Prevention Training*

+*Amendment of District Counsel Contract*

September 9, 2021

CSDA Conference Attendee Reports

Diversity, Equity, and Inclusion

+*Board Governance Manual Amendment – ADD District Counsel Performance
Evaluation Procedure and Public Hearing Procedure*

XI. Adjournment

The meeting was adjourned at 9:23 P.M. The next meeting of the District Board of Directors will be held on Thursday, August 19, 2021 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary