



Stege Sanitary District Board of Directors

5:30 P.M., District Board Room, 7500 Schmidt Lane, El Cerrito, CA 94530

Special Meeting Agenda – March 5, 2026

Items on the agenda may be taken out of order.

Public comment is limited to three 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. 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 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**
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.

Agenda Items:

Info: **4. Approval of Minutes:** February 19, 2026

Info: **5. Verbal Reports**

Motion: **6. Treasurer's Report**

- Ratification of Disbursements for the Period Ending February 19, 2026
- Approval Of Disbursements for the Period Ending March 5, 2026
- EFTs

Future Agenda Items

March 19, 2026

- Monthly Operations Reports
- Treasurer's Reports Fiscal
- Contract Amendment with VPI Strategies
- Approval of Disbursements
- Fiscal Year 2025 Financial Audit
- Mid-Year Budget Report
- Presentation from District Counsel's Office Regarding Labor & Employment Negotiations Process

April 19, 2026

- Monthly Operations Report
- Treasurer's Reports
- Approval of Disbursements

CLOSED SESSION

PUBLIC EMPLOYMENT

Gov. Code § 54957
Title: General Manager

7. Adjournment

Bobby Magee
Interim General Manager
STEGE SANITARY DISTRICT



Stege Sanitary District Board of Directors

Meeting of February 19, 2026 at 7:00 P.M.

District Board Room, 7500 Schmidt Lane, El Cerrito, CA 94530

DRAFT Meeting Minutes

1. **Call To Order:** President Beach called the meeting to order at 7:00 P.M.
2. **Roll Call:** Present: Beach, O’Keefe, Gilbert-Snyder, Christian-Smith, Merrill
 Absent: None
 Others Present: Kristopher Kokotaylo, District Counsel
 Bobby Magee, Interim General Manager
 Paul Soo, Senior Civil Engineer
 Dennis Wright, Maintenance Superintendent
 Sarah Wanlass, Temporary Administrator Supervisor
 Shela Duperval, Temporary Administrative Assistant

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 were no public comments. The Interim General Manager confirmed no public comments online. President Beach acknowledged staff members in the audience.

4. Approval of Minutes

Approval of Draft February 5, 2026 Board Meeting Minutes

MOTION: By Gilbert-Snyder seconded by Christian-Smith, to approve the minutes of the February 5, 2026 Board Meeting.

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

5. Verbal Reports-Fiscal Year 2025 Financial Audit

- The Auditors did not make the presentation.
The Item was continued to a later date.

6. Communications

- Oral/Written Communication

7. Staff and Officers Reports:

- District Counsel and the Interim General Manager provided verbal reports on matters of importance to the Board.

8. Operations Reports:

- Staff answered questions related to all reports.

9. Discussion and Appropriations Increase on Private Sewer Lateral Replacement Loan Program:

MOTION: By Merrill Seconded by Christian-Smith to approve the staff recommendation with the exception of increasing appropriations by \$100,000.

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

10. Establishment of Employee Bargaining Unit:

The District Counsel provided a summary & answered questions regarding the staff recommendation.

MOTION: By Christian-Smith, seconded by Merrill to approve the proposed resolution establishing the units as presented.

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

Future Agenda Items:

March 19, 2026

- Monthly Operations Reports
- Treasurer’s Reports
- Contract Amendment with VPI Strategies

April 2, 2026

- Monthly Operations Reports
- Treasurer’s Reports
- Approval of Disbursements

Public Employment Performance Evaluation

Gov. Code § 54957

Title: Interim General Manager

No reportable action was taken.

Conference with Legal Counsel – Anticipated Litigation

Significant exposure to litigation pursuant to paragraph (2) of Section 54956.9

Number of Potential Cases: 1

Claim of Audrey Lui-Jackson and Mario Jackson

No reportable action was taken.

PUBLIC EMPLOYMENT

Gov. Code § 54957

Title: District Manager

No reportable action was taken.

11. Adjournment

The meeting was adjourned at 9:08 P.M. The next regular meeting of the Stege Sanitary District Board of Directors will be held on March 19, 2026 at 7:00 P.M. in the District Board Room at 7500 Schmidt Lane, El Cerrito, California.

Bobby Magee
Interim General Manager
STEGE SANITARY DISTRICT



STEGE SANITARY DISTRICT

STAFF REPORT

Board of Directors Meeting Date: 3/5/2026

TO: Honorable Board of Directors
FROM: Bobby Magee, Interim General Manager / District Treasurer
SUBJECT: Treasurer's Report

RECOMMENDATION

It is recommended that the Board of Directors:

1. Ratify the Disbursements for the Period Ending 2/19/26; and,
2. Approve the Checks for the Period Ending 3/5/26; and,
3. Receive and File the Verbal Report on Electronic Fund Transfers (EFT) for the Periods Ending 2/19/26 and 3/5/26; and,

BACKGROUND AND DISCUSSION

Historically the Board of Directors has been asked to approve the District's checks each month to pay vendors. The attached group of warrants represents the District's outgoing payments for the period February 5, 2026 – February 19, 2026, and February 19, 2026 – March 5, 2026.

FISCAL IMPACT

The checks identified in the attached report constitute the current financial liabilities to the District in the form of warrants, which is currently within budgeted and appropriated amounts. There is no fiscal impact to receiving and filing the EFT and Budget reports.

STEGE SANITARY DISTRICT					3:54 PM
Check Report					02/19/2026
February 6 - 19, 2026					Accrual Basis
	Date	Name	Memo	Amount	Num
CHECKS:	02/18/2026	Bay Alarm Company	Invoices (2)	-620.52	1943
	02/18/2026	CALIF. STATE DISBURSEMENT UNIT - Magee	Jan 26 IWO Case #200000001914071 Magee	-508.00	1944
	02/18/2026	CALIF. STATE DISBURSEMENT UNIT - Magee	Feb 26 IWO Case #200000001914071 Magee	-508.00	1945
	02/18/2026	CALIF. STATE DISBURSEMENT UNIT - Perez	Feb 26 IWO Case #0139021010-01 Perez	-799.00	1946
	02/18/2026	CCP Direct	Inv# SL005732393 Gloves	-44.35	1947
	02/18/2026	Chavan & Associates, LLP	2024-2025 Audit 2nd half of billing	-7,500.00	1948
	02/18/2026	Fred Bondoc	Feb 2026 Retiree Medical	-324.48	1949
	02/18/2026	Metro Mobile Communications	Portable Radios (6)	-4,012.32	1950
	02/18/2026	Nakano Landscape	Landscaping Jan 26 Burl. & EC	-290.00	1951
	02/18/2026	PG&E- #0607499583-5	0607499583-5	-281.96	1952
	02/18/2026	Robert Half	Invoices (4)	-9,891.91	1953
	02/18/2026	Streamline	Website 02/01/26-03/01/26	-174.30	1954
	02/18/2026	Universal Building Services	Janitorial Service Schmidt Lane Jan 2026	-484.00	1955
	02/18/2026	Vestis	Invoices (3)	-301.35	1956
	02/18/2026	WECO Industries, Inc.	Overhaul Kit WHR 610	-950.23	1957
	02/18/2026	Xerox Financial Services	Contract payment & equip protect, #4090614	-359.74	1958
	02/19/2026	Bobby Magee - reimb	reimb notarizations of 2 PSL doc sets	-30.00	1959
	02/19/2026	County Clerk-Recorder	PSL Loan Program Recording Fee 2267 Alva Ave.	-29.00	1960
	02/19/2026	SDRMA	Feb 26 & Mar 26 Dental	-1,290.92	1961
	02/19/2026	U.S. Bank	Account # 4246-0445-5564-5781	-4,019.05	1962
	02/19/2026	County Clerk-Recorder	PSL Loan Program Recording Fee 5818 Columbia Ave.	-29.00	1963
			Total Checks	-32,448.13	

STEGE SANITARY DISTRICT					3:54 PM
Check Report					02/19/2026
February 6 - 19, 2026					Accrual Basis
	Date	Name	Memo	Amount	Num
EFT's:	02/12/2026	ADP Payroll	Payroll of 01/15/26 (mid-month)	-30,926.50	50011
	02/13/2026	Nationwide	Jan 26 payroll 457b contributions	-11,279.48	50012
	02/19/2026	P.E.R.S. / CalPers	March 26 Health	-14,049.79	50013
	02/19/2026	PERS / CalPers	Jan 26 payroll CalPers contributions	-14,544.82	50014
			Total EFT's	-70,800.59	
Feb 6 - 19, 26			Grand Total	-103,248.72	
	Five Star Transfers:				
	02/11/2026	Out From Checking		-3,700,000.00	
	02/11/2026	Into - Money Market		3,700,000.00	