

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF JANUARY 21, 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 (video-conference), Gilbert-Snyder (video-conference), Merrill, Miller (video-conference), O’Keefe (video-conference)

Absent: None

Others Present: Rex Delizo, District Manager
 Kristopher Kokotaylo, District Counsel
 Kian Malek, City Ventures (video-conference for Item VII.D)

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. 2150-0121 APPROVING INCREASE IN SEWER CONNECTION CHARGES

The Manager gave a report on the proposed sewer connection charges as follows: \$3,048 per dwelling unit for single-family residential; \$1,993 per dwelling unit for multi-family residential; \$117.24 per fixture unit for non-residential and detached accessory dwelling units; and \$258.28 per fixture unit for all development within the San Pablo Avenue Specific Plan Area. President O’Keefe 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. The public hearing was closed at 7:05 P.M. The Board made final comments and began consideration of Ordinance No. 2150-0121.

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MOTION: By Miller, seconded by Gilbert-Snyder, to approve Ordinance 2150-0121 Amending Chapter 7, Section 7.3 of the Stege Sanitary District Ordinance Code – Sewer Connection Charge

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

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

VII. Business

D. Resolution No. 2153-0121 Resolution Approving an Agreement for Grant of Easements and Accepting Sewer Easements and Authorizing the Release And Reconveyance of an Easement Located in the City of Richmond

The Board approved the resolution to release and reconvey an unused sewer easement and reserve that the District has no plans to use in the future in exchange for receiving formal sewer easements from the owner for existing sewer lines on the property.

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve Resolution No. 2153-0121 Resolution Approving an Agreement for Grant of Easements and Accepting Sewer Easements and Authorizing the Release And Reconveyance of an Easement Located in the City of Richmond

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

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

CLOSED SESSION

Liability Claims

Gov. Code § 54956.95

Claimant: Lucia

Agency Claimed Against: Stege Sanitary District

Liability Claims

Gov. Code § 54956.95

Claimant: Gailfus

Agency Claimed Against: Stege Sanitary District

Liability Claims

Gov. Code § 54956.95

Claimant: Jones

Agency Claimed Against: Stege Sanitary District

Public Employment Performance Evaluation

Gov. Code § 54957

Title: District Manager

The Board entered into closed session at 7:17 P.M. and returned to open session at 7:55 P.M. President O’Keefe announced the Board had taken no reportable actions.

IV. Approval of Minutes

A. Approval of January 7, 2021 Board Meeting Minutes

MOTION: Gilbert-Snyder, seconded by Merrill, to approve the minutes of the January 7, 2021 Board Meeting, as amended

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

NOES: None

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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 a recent El Cerrito City Council Meeting.

B. Written Communications

There were no written communications to consider.

VI. Reports of Staff and Officers

A. Attorney's Report:

Kokotaylo reported on the Families First Coronavirus Response Act (FFCRA) that ended on December 31, 2020. For the District to voluntarily continue to provide FFCRA leave to eligible employees, an action of the Board is required. The Board asked Kokotaylo to work with staff to bring this item back for consideration at a future Board meeting.

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 no payments were made for sewer replacements and repairs made in December.

3. San Pablo Avenue Specific Plan Area Status Report

The Manager reported on the status of the impact fee.

4. District of Distinction Accreditation Levels

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The Manager reported on the requirements for increased accreditation levels and will bring back information on Certificate in Special District Governance requirements.

5. California Association of Sanitation Agencies (CASA)

The Manager reported on the upcoming conference dates for 2021.

VII. Business

A. Resolution No. 2151-0121 Approving an Amendment to the Salary Ranges of Maintenance, Technical, and Administrative Employees Employed by Stege Sanitary District, Beginning January 1, 2021, in Conformance with California Code of Regulations, Title 2, Section 570.5

The Board approved the resolution increasing all District salary ranges by \$1000.

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve Resolution No. 2151-0121 Approving an Amendment to the Salary Ranges of Maintenance, Technical, and Administrative Employees Employed by Stege Sanitary District, Beginning January 1, 2021, in Conformance with California Code of Regulations, Title 2, Section 570.5

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

NOES: None

ABSTAIN: None

ABSENT: None

B. Approval of Plans and Specifications – Redundant Sanitary Sewer Forcemain Project Burlingame and Canon Pump Stations, Project #21202

The Board approved the plans and specifications.

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MOTION: By Gilbert-Snyder, seconded by Miller, to approve the Plans and Specifications – Redundant Sanitary Sewer Forcemain Project Burlingame and Canon Pump Stations, Project #21202

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

C. Resolution No. 2152-0121 Making Findings and Directing Filing of Notice of Exemption, Pursuant to California Environmental Quality Act, Redundant Sanitary Sewer Forcemain Project Burlingame and Canon Pump Stations, Project #21202

The Board approved the California Environmental Quality Act (CEQA) exemption.

MOTION: By Miller, seconded by Gilbert-Snyder, to approve Resolution No. 2152-0121 Making Findings and Directing Filing of Notice of Exemption, Pursuant to California Environmental Quality Act, Redundant Sanitary Sewer Forcemain Project Burlingame and Canon Pump Stations, Project #21202

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

D. Resolution No. 2153-0121 Resolution Approving an Agreement for Grant of Easements and Accepting Sewer Easements and Authorizing the Release And Reconveyance of an Easement Located in the City of Richmond

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

E. Draft Long Range Planning Agenda

The Board reviewed and discussed the draft agenda for the upcoming long range planning workshop scheduled for Saturday, March 6, 2021.

VIII. Financial Statements

A. Monthly Investment, Cash, Receivables Report

B. Monthly Operating Statement

C. Cash on Hand vs. Target Chart

D. Local Agency Investment Fund (LAIF) Quarterly Statement

E. California Employers' Retiree Benefit Trust (CERBT) Quarterly Statement

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

IX. Approval of Checks

A. Checks for January 21, 2021 - Fund No. 3418 & 3423

MOTION: By Miller, seconded by Merrill, to pay the bills, Check Nos. 26929 through 26957 in the amount of \$281,093.95

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

NOES: None

ABSTAIN: None

ABSENT: None

X. Future Agenda Items

February 11, 2021

Actuarial Analysis of Retiree Health Benefits Report

Long Range Planning Workshop Agenda

Board Training Summary

CASA Conference

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Form 700

+*Mission Statement revision*

+*Board Governance manual*

+*Resolution for FFCRA Extension*

+*Performance Report*

+*SDLF Certificate in Special District Governance*

March 6, 2021 @ 9AM

Long Range Planning Workshop

XI. Adjournment

The meeting was adjourned at 9:06 P.M. The next meeting of the District Board of Directors will be held on Thursday, February 11, 2021 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary