

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF MARCH 18, 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 7:08 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:** There was no public comment.

**IV. Approval of Minutes**

A. Approval of February 11, 2021 Regular Board Meeting Minutes

MOTION: By Gilbert-Snyder, seconded by Christian-Smith, to approve the minutes of the February 11, 2021 Regular Board Meeting

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

NOES: None

ABSTAIN: None

ABSENT: None

B. Approval of March 6, 2021 Long Range Planning Workshop Meeting Minutes

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MOTION: By Christian-Smith, seconded by Gilbert-Snyder, to approve the minutes of the March 6, 2021 Long Range Planning Workshop Meeting, as amended

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 a recent El Cerrito City Council Meeting and on an upcoming meeting scheduled for March 31<sup>st</sup> regarding development along San Pablo Avenue.

**B. Written Communications**

1. CASA Capitol Connects, Mar. 5, 2021

The Board considered the request to join multi-agency support letters for AB 818 (Bloom) Labeling of Non-Flushable Wipes and SB 323 (Caballero) Water and Sewer Fees Validation.

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve joining multi-agency support letters for AB 818 (Bloom) Labeling of Non-Flushable Wipes and SB 323 (Caballero) Water and Sewer Fees Validation, and, in addition, gave permission to the Manager to also draft and send a District support letter for AB 818 (Bloom) directly

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

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NOES: None

ABSTAIN: None

ABSENT: None

**VI. Reports of Staff and Officers**

A. Attorney's Report:

1. Uniform Construction Cost Accounting Act

Kokotaylo gave a report on the Uniform Construction Cost Accounting Act. The Board agreed to have staff work with Counsel to prepare an amendment to the District's purchasing policy to include provisions incorporating the Uniform Construction Cost Accounting Act for the Board to consider 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 in February.

3. Consent Decree Quarterly Status Report

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

4. Draft Action Plan for 2020

The Manager reported on the Action Plan from the Long Range Planning Workshop held on March 6, 2021.

5. Canon Pump Station Alternative Consideration

The Manager reported on the cost to install individual pumps at each parcel served by the Canon pump station. The Board asked staff to add an agenda item at a future Board meeting for the Board to consider a pump station surcharge.

6. Summary of Business Agenda Items per Strategic Plan Goal

The Manager reported on the summary.

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The Manager reported that water and wastewater utility workers are currently included as part of the Phase 1B Emergency Services Workers COVID vaccine eligibility and reminded the Board that the deadline to file FORM 700s is April 1<sup>st</sup>.

**VII. Business**

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

The Board discussed whether to receive a disbursement from the California Employers' Retiree Benefit Trust (CERBT) to make retiree medical payments for Fiscal Year 2021-22.

MOTION: By Gilbert-Snyder, seconded by Miller, to pay the retiree medical payments directly in full without receiving a disbursement from the CERBT fund

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

NOES: None

ABSTAIN: None

ABSENT: None

B. RESOLUTION 2155-0321 AMENDING THE BOARD GOVERNANCE MANUAL OF THE STEGE SANITARY DISTRICT

The Board approved the resolution to amend the Board Governance Policy Manual after a discussion and an amendment to the manual regarding "serial" meetings.

MOTION: By Gilbert-Snyder, seconded by Merrill, to approve Resolution 2155-0321 Amending the Board Governance Manual of the Stege Sanitary District, including a strong warning regarding "serial" meetings but without a reporting requirement for discussions between 2 Board Members

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

**VIII. Financial Statements**

A. Monthly Investment, Cash, Receivables Report

B. Monthly Operating Statement

The financial items were reviewed by the Board. The Board asked staff during the next review of the District's Working Capital and Reserve Fund Policy to include excess funding considerations toward I/I reduction.

**IX. Approval of Checks**

A. Checks for March 18, 2021 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by Miller, to pay the bills, Check Nos. 26987 through 27032 in the amount of \$752,992.56

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

**X. Future Agenda Items**

**April 1, 2021**

Diversity, Equity, and Inclusion  
 +*Salary Survey*

**April 15, 2021**

CLOSED SESSION – Quarterly Claims Report  
 Employee Benefits Package  
 Quarterly Financial Statements

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Draft Budget

July 4<sup>th</sup> Fair Discussion

San Pablo Avenue Specific Plan Area Status Report

+*CalPERS Retiree Health Resolution*

**XI. Adjournment**

The meeting was adjourned at 8:51 P.M. The next meeting of the District Board of Directors will be held on Thursday, April 1, 2021 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

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Rex Delizo  
STEGE SANITARY DISTRICT  
Secretary