

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF MARCH 17, 2022
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

***** MINUTES *****

- I. Call To Order:** President Merrill called the meeting to order at 7:00 P.M.
- II. Roll Call:** Present: Christian-Smith*, Gilbert-Snyder*, Miller,
 O’Keefe*, Merrill
 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 Minutes of February 17, 2022 Board Meeting
 B. Approval of Minutes of March 5, 2022 Long Range Planning Workshop

MOTION: By Gilbert-Snyder, seconded by Miller, to approve the minutes of both the February 17, 2022 Board Meeting and the March 5, 2022 Long Range Planning Workshop

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

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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

In accordance with AB 1234, Director Merrill, reported on his attendance at the CASA Washington DC Policy Forum. Miller reported on a recent El Cerrito City Council Meeting.

B. Written Communications

1. 2022 Election for LAFCO Special District Seats

The Board reviewed and considered the candidates for the Special District vacancies on LAFCO.

MOTION: By Miller, seconded by Gilbert-Snyder, to submit a vote for Igor Skaredoff for the regular Special District Member for a term of office on LAFCO up to May 2026

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

NOES: None

ABSTAIN: None

ABSENT: None

VI. Reports of Staff and Officers

A. Attorney’s Report:

Kokotaylo reported that the Board could have Counsel draft a request for a formal advice letter from the Fair Political Practices Commission (FPPC) regarding the use of the District’s PSL Loan Program by a Board Member. By following the guidance provided by a formal FPPC advice letter, a

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requesting Board Member would have immunity from any enforcement action by the FPPC.

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 the fiscal year.

4. Draft Action Plan

The Manager reported on the Action Plan from the Long Range Planning Workshop held on March 5, 2022.

5. 4th of July Sponsorship Benefits

The Manager reported on the sponsorship opportunity for the 4th of July Festival.

MOTION: By Christian-Smith, seconded by Miller, to sponsor the 2022 4th of July Festival at the \$2,500 Stars and Stripes level

VOTE: AYES: Christian-Smith, Gilbert-Snyder, Miller, Merrill

NOES: None

ABSTAIN: O'Keefe

ABSENT: None

VII. Business

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

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The Board decided to take no action to receive a disbursement from the California Employers' Retiree Benefit Trust (CERBT) fund and to pay the retiree medical payments directly in full.

B. Resolution 2184-0322 Amending the Board Governance Manual of the Stege Sanitary District

The Board considered the resolution to amend the Board Governance Policy Manual and discussed adding an additional amendment to the Check Approval Policy portion of the manual that includes a specific procedure for the President to follow when signing checks.

MOTION: By Miller, seconded by O'Keefe, to approve Resolution 2184-0322 Amending the Board Governance Manual of the Stege Sanitary District, including the additional amendment to the Check Approval Policy portion of the manual that includes a specific procedure for the President to follow when signing checks

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

*** MOTION FAILED. ***

MOTION: By Gilbert-Snyder, seconded by Miller, to approve Resolution 2184-0322 Amending the Board Governance Manual of the Stege Sanitary District, as originally submitted by staff (*without the Check Approval Policy amendment*)

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

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NOES: None

ABSTAIN: None

ABSENT: None

C. Resolution No. 2185-0322 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 March 17 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 Miller, seconded by Christian-Smith, to approve Resolution No. 2185-0322 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 March 17 Pursuant to AB 361

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

NOES: Merrill

ABSTAIN: None

ABSENT: None

VIII. Monthly Financial Statements

A. Monthly Investment, Cash, Receivables Report

B. Monthly Operating, Statement

The financial statements were reviewed by the Board.

IX. Approval of Checks

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A. Checks for March 17, 2022 – Fund No. 3418 & 3423.

MOTION: By Christian-Smith, seconded by Gilbert-Snyder, to approve payment of the bills, Check Nos. 27494 through 27534 in the amount of \$1,709,610.51

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

X. Future Agenda Items

April 7, 2022

Diversity, Equity, and Inclusion

+*AB 361 – 30 Day Virtual Meeting Extension*

+*Public Outreach*

April 21, 2022

CLOSED SESSION – Quarterly Claims Report

Employee Benefits Package

Quarterly Financial Statements

Draft Budget

July 4th Fair Discussion

San Pablo Avenue Specific Plan Area Status Report

+*ORDINANCE – Uniform Construction Cost Accounting*

+*RESOLUTION – Procurement Policy*

+*AB 361 – 30 Day Virtual Meeting Extension*

XI. Adjournment

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The meeting was adjourned at 8:30 P.M. The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on April 7, 2021 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, CA.

Rex Delizo
STEGE SANITARY DISTRICT
Secretary