

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF MARCH 16, 2023
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

***** MINUTES *****

I. Call To Order: President Christian-Smith called the meeting to order at 7:00 P.M.

II. Roll Call: Present: Beach, Gilbert-Snyder, Merrill, O’Keefe, Christian-Smith
 Absent: None
 Others Present: Rex Delizo, District Manager
 Kristopher Kokotaylo, District Counsel

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 16, 2023 Board Meeting

MOTION: By O’Keefe, seconded by Gilbert-Snyder, to approve the minutes of the February 16, 2023 Board Meeting

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

B. Approval of Minutes of March 4, 2023 Long Range Planning Workshop

MOTION: By Gilbert-Snyder, seconded by Beach, to approve the minutes of the March 4, 2023 Long Range Planning Workshop

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

Director Christian-Smith, reported on her attendance at a legislative roundtable with Assemblymember Buffy Wicks and, per Assemblymember Wicks’ request, asked staff to add support of AB 1337 for consideration at a future Board meeting.

B. Written Communications

1. CSDA Action Alert: Support AB 557 to Extend Authorization of Emergency Remote Meetings

The Board reviewed and considered the request for support of AB 557 to extend authorization of emergency remote meetings.

MOTION: By O’Keefe, seconded by Beach, to submit a letter of support for AB 557

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

2. Contra Costa LAFCO - 2023 Special District Election Announcement

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The Board reviewed and considered the announcement of a vacant special district seat on Contra Costa LAFCO, call for nominations, and request for names of voting delegates.

MOTION: By Gilbert-Snyder, seconded by O’Keefe, to designate President Christian-Smith as the voting delegate and Vice President Gilbert-Snyder as the alternate

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

3. Director Merrill Letter – Honoring Native Constituents

The Board received the letter and asked staff to file the letter for later consideration during DEI discussions.

VI. Reports of Staff and Officers

A. Attorney’s Report:

Kokotaylo reported on cyber security best practices, policies, and procedures that he can work with the Manager on implementing.

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 on the single repair payment 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.

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4. Draft Action Plan

The Manager reported on the draft Action Plan from the Long Range Planning Workshop held on March 4, 2023.

5. Draft Strategic Plan

The Manager reported on the amended Strategic Plan as requested at the Long Range Planning Workshop held on March 4, 2023.

6. Regional Technical Support Program (RTSP) – Private I/I Source Log

The Manager reported on the RTSP Private I/I Source Log as requested at the Long Range Planning Workshop held on March 4, 2023.

7. USEPA Consent Decree – Capacity Assurance Monitored Locations

The Manager reported on the list of monitored capacity assurance locations from the Consent Decree as requested at the Long Range Planning Workshop held on March 4, 2023.

8. Burlingame Pump Station Flow Data

The Manager reported on the Burlingame pump station flow data as requested at the Long Range Planning Workshop held on March 4, 2023.

The Board asked staff to provide a longer view for both the Burlingame and Canon Pump Station.

9. DEI Training and Education Opportunities

The Manager reported on the DEI Training and Education Opportunities as requested at the Long Range Planning Workshop held on March 4, 2023.

10. Form 700 Reminder

The Manager reminded the Board to file their Form 700s by the April 3rd deadline.

VII. Business

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

The Board decided to pay the retiree medical payments and contribute ~\$256 into the California Employers' Retiree Benefit Trust (CERBT) fund.

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MOTION: By O’Keefe, seconded by Merrill, to pay retiree medical payments and contribute the excess portion of the Annual Required Contribution (ARC) estimated to be \$256 into the CERBT Fund

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

B. Professional Auditing Services – Request for Proposals (RFP)

The Board approved issuing the RFP for Professional Auditing Services.

MOTION: By Merrill, seconded by Gilbert-Snyder, to authorize staff to issue the RFP for professional auditing services, as amended

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

VIII. Monthly Financial Statements

- A. Monthly Investment, Cash, Receivables Report
- B. Monthly Operating Statement
- C. Investment Options

The financial statements were reviewed by the Board. The Board approved moving forward with the Time Value Investments (TVI) option of laddered certificate of deposits (CDs) and asked staff to prepare a resolution for consideration at a future Board meeting.

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IX. Approval of Checks

A. Checks for March 16, 2023 – Fund No. 3418 & 3423.

MOTION: By O’Keefe, seconded by Merrill, to approve payment of the bills, Check Nos. 28068 through 28109 in the amount of \$160,391.53

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

X. Future Agenda Items

April 6, 2023

Board Training Summary
 +*CalWARN Presentation*
 +*DEI training*
 +*PG&E Energy Incentives*
 +*Energy Microgrids*
 +*Support of AB 1337*

April 20, 2023

Draft Budget
 Employee Benefits Package
 July 4th Fair Discussion
 Quarterly Financial Statements
 San Pablo Avenue Specific Plan Area Status Report
 CLOSED SESSION – Quarterly Claims Report
 +*AD-Hoc Committees*
 +*Rescinding Mandatory COVID Vaccinations*

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CLOSED SESSION

Public Employment Performance Evaluation

Gov. Code § 54957

Title: District Manager

The Board entered into closed session at 8:42 P.M. and returned to open session at 8:58 P.M. President Christian-Smith announced the Board had taken no reportable actions.

XI. Adjournment

The meeting was adjourned at 8:59 P.M. The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on April 6, 2023 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, CA.

Rex Delizo
STEGE SANITARY DISTRICT
Secretary