

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF DECEMBER 7, 2023  
 TIME OF MEETING: 2:00 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 2:00 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  
 Paul Pham, Chavan and Associates\*  
 (for Item VII.A)  
 Kary Richardson, Administrative Supervisor\*  
 (for Items VII.A, VIII, and IX)

*\*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.

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

**VII. Business**

**A. Fiscal Year 2022-2023 Financial Audit/Financial Reporting**

Auditor, Paul Pham of Chavan and Associates, gave an overview of the financial audit of the District’s finances for Fiscal Year 2022-23, gave it a clean “unmodified” opinion, and answered several questions from the Board.

MOTION: By Merrill, seconded by O’Keefe, to accept the Fiscal Year 2022-23 Financial Audit Report, as amended, pending corrections on pages 16 and 22

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

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

**VIII. Financial Statements – November 2023**

- A. Monthly Investment, Cash, Receivables Report
- B. Monthly Operating Statement
- C. Pension and Other Post-Employment Benefits (OPEB) Unfunded Actuarial Liability (UAL) Report

The Manager and Administrative Supervisor reviewed the financial statements with the Board. The Board asked to add options to pre-fund the Pension Unfunded Actuarial Liability to the Long Range Planning Workshop.

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

**IX. Approval of Checks**

- A. Checks for December 7, 2023 - Fund No. 3418 & 3423

MOTION: By Gilbert-Snyder, seconded by Beach, to pay the bills, Check Nos. 28451 through 28475 in the amount of \$132,434.48

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

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

**IV. Approval of Minutes**

A. Approval of November 9, 2023 Board Meeting Minutes

MOTION: By O’Keefe seconded by Gilbert-Snyder, to approve the minutes of the November 9, 2023 Board Meeting

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

**V. Communications**

A. Oral/Written Communications

1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings

There were no reports.

**VI. Reports of Staff and Officers**

A. Attorney’s Report:

Kokotaylo first reported on several employment law changes to the labor code.

1. Remote Conferencing Public Comment Discussion

Kokotaylo then provided background on how other agencies are handling remote conferencing public comment at public meetings and answered several questions. The Board asked Counsel to work with the Manager to add language to future agendas that would preclude remote conferencing public comment except as required by AB 2449.

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MOTION: By Gilbert-Snyder seconded by Beach, to add language to future agendas that would preclude remote conferencing public comment except as required by AB 2449

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

B. Committee Reports:

There were no items to report.

C. 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 will provide this report at the next meeting.

3. Consent Decree Quarterly Report

The Manager reported that the District has already achieved all Consent Decree annual minimum requirements.

4. Emergency Contact Update

The Manager requested Directors’ update their emergency contact information, if needed.

5. 2023 California Association of Sanitation Agencies (CASA) Conference

The Manager reported on the upcoming CASA conferences.

MOTION: By O’Keefe, seconded by Gilbert-Snyder, to authorize attendance at the upcoming CASA Conferences and/or Washington DC Forum for those Directors that choose to attend

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

6. 2023 California Special Districts Association (CSDA) Conference  
 The Manager reported on the upcoming CSDA annual conference.

**VII. Business**

A. Fiscal Year 2022-23 Financial Audit Report

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

B. 2024 Board Meeting Calendar

The Board reviewed and adopted the Board Meeting Calendar for 2024.

MOTION: By Gilbert-Snyder, seconded by Christian-Smith, to adopt the Board Meeting Schedule for Calendar Year 2024

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

**VIII. Monthly Financial Statements**

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

**IX. Approval of Checks**

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

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**X. Future Agenda Items**

**January 18, 2024**

~~Board Governance Manual Review~~

Service Rate Discussion + *Connection Charge Review*

Long Range Planning Workshop Agenda

Director's Contact Info

Board Training Summary

CASA Conference

Quarterly Financial Statements

Form 700

CLOSED SESSION – Quarterly Claims Reports

CLOSED SESSION – Manager Performance Evaluation

+ *Claims Process*

**February 1, 2024**

Actuarial Analysis of Retiree Health Benefits Report

Performance Report

District of Distinction

Service Rate Discussion

Long Range Planning Workshop Agenda

Board Training Summary

CASA Conference

CASA Conference – Attendee reports

**NOMINATION AND ELECTION OF OFFICERS**

Nomination and Election of Officers - 2024

MOTION: By O'Keefe, seconded by Christian-Smith, to nominate and elect Director Gilbert-Snyder for President and Director O'Keefe for Vice President of the Stege Sanitary District Board of Directors for 2024

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

**XI. Adjournment**

The meeting was adjourned at 3:40 P.M. The next regular meeting of the District Board of Directors will be held on Thursday, January 18, 2024 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