

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF DECEMBER 9, 2021
 TIME OF MEETING: 2:00 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 2:00 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
 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:** Miller commented that a reduced version of the Shadi Holiday Display in El Cerrito will be set up on December 12th. There was no other public comment.

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

VII. Business

A. Fiscal Year 2021-2022 Financial Audit/Financial Reporting

The auditor, Paul Pham of Chavan and Associates, gave an overview of the audit of the District’s finances for Fiscal Year 2021-22, gave it a clean “unmodified” opinion, and answered several questions.

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MOTION: By Merrill, seconded by Gilbert-Snyder, to accept the Fiscal Year 2021-22 Financial Audit Report with minor amendments

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

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

VIII. Financial Statements – November 2021

- 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, Kary Richardson, reviewed the financial statements with the Board.

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

IX. Approval of Checks

- A. Checks for December 9, 2021 - Fund No. 3418 & 3423

MOTION: By Christian-Smith, seconded by Merrill, to pay the bills, Check Nos. 27369 through 27400 in the amount of \$184,486.42

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

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ABSENT: None

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

IV. Approval of Minutes

A. Approval of November 11, 2021 Board Meeting Minutes

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve the minutes of the November 11, 2021 Board Meeting

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

Director Miller gave a report on his attendance at a recent El Cerrito City Council Meeting.

B. Written Communications

There were no items to consider.

VI. Reports of Staff and Officers

A. Attorney's Report:

Kokotaylo reported on AB 654 that modifies employee notice and reporting requirements for COVID-19 exposures in the workplace.

B. Manager's Report:

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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 payment of one invoice in November.
3. Consent Decree Quarterly Report
The Manager reported the District continues to be on track to achieve the Consent Decree annual minimum requirements. The Manager also reported that flow meters will be installed at all District sub-basins beginning in January and remain for at least 2 months depending on rainfall.
4. Emergency Contact Update
The Manager requested Directors' update their emergency contact information.
5. 2022 California Association of Sanitation Agencies (CASA) Conference
The Manager reported on the upcoming CASA conferences.
6. 2022 California Special Districts Association (CSDA) Conference
The Manager reported on the upcoming CSDA annual conference.

VII. Business

- A. Fiscal Year 2020-21 Financial Audit Report
This item was taken out of order earlier in the meeting (see above).
- B. Connection Charge Calculation Report
The Board reviewed and discussed the report that indicated a +9.5% increase of the Engineering News Record's Construction Cost Index (ENR-CCI) since NOV 2020.

MOTION: By Merrill, seconded by Gilbert-Snyder, to prepare an Ordinance updating the connection charge based on a +5% increase of capital assets as stated in the Fiscal Year 2020-21 Financial Audit Report prepared by Certified Public Accountants, Chavan and Associates

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

C. 2021 Board Meeting Calendar

The Board reviewed and adopted the Board Meeting Calendar for 2022.

MOTION: By Gilbert-Snyder, seconded by Christian-Smith, to adopt the Board Meeting Schedule for Calendar Year 2022

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

D. Resolution No. 2174-1221 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 December 9 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 Christian-Smith, seconded by Gilbert-Snyder, to approve Resolution No. 2174-1221 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

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Stege Sanitary District for the 30 Day Period Beginning December 9
 Pursuant to AB 361

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

E. Ordinance No. 2175-1221 Adding Section 4.8, Lateral Replacement Loan Program to the Stege Sanitary District Ordinance Code

The Board reviewed and approved the PSL Loan Program Ordinance.

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve of Ordinance No. 2175-1221 Adding Section 4.8, Lateral Replacement Loan Program to the Stege Sanitary District Ordinance Code, as amended

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

F. Approval of Plans and Specifications – Standard Sewer Rehabilitation Project No. 22201

The Board reviewed the plans and specifications for the next capital improvement program standard pipe bursting project that requires Board approval before the District can issue a public call for bids.

MOTION: By Merrill, seconded by Miller, to approve of Plans and Specifications – Standard Sewer Rehabilitation Project, Stege Sanitary

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District Project No.22201 and authorize staff to advertise and bid the project

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

G. Resolution No. 2176-1221 Making Findings and Directing Filing of Notice of Exemption, Pursuant to California Environmental Quality Act (CEQA), Standard Sewer Rehabilitation Project – July 2022, Project No. 22201

The Board reviewed the staff’s findings that this project is exempt from further assessment since it is the replacement of existing utility structures where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced

MOTION: By Merrill, seconded by Miller, to approve of Resolution No. 2176-1221 Making Findings and Directing Filing of Notice of Exemption, Pursuant to California Environmental Quality Act (CEQA), Standard Sewer Rehabilitation Project – July 2022, Project No. 22201

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

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H. Resolution No. 2177-1221 Accepting Completion of Work and Filing Notice of Completion for the Redundant Sanitary Sewer Forcemain Project, Burlingame and Canon Pump Stations Project No. 21202

The Board reviewed and approved the resolution to file the Notice of Completion for Project No. 21202.

MOTION: By Christian-Smith, seconded by Merrill, to approve Resolution No. 2177-1221 Accepting Completion of Work and Filing Notice of Completion for the Redundant Sanitary Sewer Forcemain Project, Burlingame and Canon Pump Stations Project No. 21202

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

NOES: None

ABSTAIN: None

ABSENT: None

VIII. Financial Statements – November 2021

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).

X. Future Agenda Items

January 6, 2022

Board Governance Manual Review

Long Range Planning Workshop Agenda

District of Distinction Board Training Summary

Director’s Contact Info

CASA Conference

+AB 361 – 30 Day Virtual Meeting Extension

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January 27, 2022

CLOSED SESSION – Quarterly Claims Reports
 CLOSED SESSION – Manager Performance Evaluation
 Board Governance Manual Approval
 Long Range Planning Workshop Agenda
 Quarterly Financial Statements
 SPASPA Status Report
 CASA Conference – Attendee Reports
 +AB 361 – 30 Day Virtual Meeting Extension

NOMINATION AND ELECTION OF OFFICERS

Nomination and Election of Officers - 2022

MOTION: By Miller, seconded by Gilbert-Snyder, to nominate and elect Director Merrill for President and Director Christian-Smith for Vice President of the Stege Sanitary District Board of Directors for 2022

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

XI. Adjournment

The meeting was adjourned at 4:34 P.M. The next meeting of the District Board of Directors will be held on Thursday, January 6, 2022 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