

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF AUGUST 22, 2024  
 TIME OF MEETING: 7:00 P.M.  
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

\*\*\*\*\*MINUTES\*\*\*\*\*

**I. Call To Order:** President Gilbert-Snyder called the meeting to order at 7:04 P.M.

**II. Roll Call:** Present: Beach, Christian-Smith, Merrill, O’Keefe, Gilbert-Snyder  
 Absent: None  
 Others Present: Rex Delizo, District Manager  
 Kristopher Kokotaylo, District Counsel  
 Marcus Daniels, Property Owner (Item VII.A)  
 1 Member of the public in person  
 3 Members of the public viewing online

**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. Consideration of Class III Easement Encroachment – 6819 Snowdon Avenue in El Cerrito

The Board considered the request for a class III easement encroachment for improvements to an existing structure that encroaches on a District easement.

MOTION: By O’Keefe, seconded by Christian-Smith, to reject the Class III Easement Encroachment request at 6819 Snowdon Avenue in El Cerrito due to liability issues

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

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ABSTAIN: Merrill

ABSENT: None

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

**IV. Approval of Minutes**

A. Approval of August 8, 2024 Board Meeting Minutes

MOTION: By Merrill, seconded by Beach, to approve the minutes of the August 8, 2024 Board Meeting

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

NOES: None

ABSTAIN: None

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 items to report.

**VI. Reports of Staff and Officers**

A. Attorney’s Report

Kokotaylo reported that provisions of AB 2449 relating to teleconference participation by Board Members for public meetings due to a “just cause” or “emergency circumstances” remains in effect until January 1, 2026.

B. Committee Reports

The committee for the District Manager recruitment gave a quick update of the recruitment process.

C. 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 no invoices were paid in July.
3. Connection Charge Report per Gov. Code 66013  
 The Manager reported on the annual compliance report detailing the amount of charges received by the District and the public improvement on which the charges were solely expended. The report will be posted on the District's website for public review.
4. 2024 California Special Districts Association (CSDA) Conference  
 The Manager reported on the upcoming CSDA conference.

**VIII. Business**

- A. Consideration of Class III Easement Encroachment – 6819 Snowdon Avenue in El Cerrito  
 This item was taken out of order earlier in the meeting (see above).
- B. Cancellation of the September 5, 2024 Board Meeting  
 The Board agreed to cancel the upcoming Board meeting on September 5, 2024 since there are no timely agenda items to consider.

MOTION: By O'Keefe, seconded by Beach, to approve the cancellation of the September 5, 2024 Board Meeting and have staff post a Notice of Meeting Cancellation on the District website and bulletin board outside the District office

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

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C. Resolution No. 2251-0824 Approving and Authorizing Disposal of Surplus Property

The Board approved the resolution.

MOTION: By Christian-Smith, seconded by Beach, to approve Resolution No. 2251-0824 Approving and Authorizing Disposal of Surplus Property

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

**IX. Monthly Financial Statements**

- A. Monthly Investment, Cash, Receivables Report
- B. Monthly Operating Statement
- C. California Employers’ Retiree Benefit Trust (CERBT) FY End Statement

The financial items were reviewed by the Board with no significant issues.

**X. Approval of Checks**

- A. Checks for August 22, 2024 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by O’Keefe, to pay the bills, Check Nos. 1166 through 1196 and 28657 in the amount of \$91,568.29

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

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**X. Future Agenda Items**

**September 5, 2024 (\*\*Meeting Cancelled\*\*)**

(none)

**September 19, 2024**

Health Care Benefits Review

Consent Decree Quarterly Report

+ *District Manager Recruitment*

+ *Governance Manual - Policy Prohibiting Acceptance of Gratuities*

**XI. Adjournment**

The meeting was adjourned at 7:56 P.M. The September 5, 2024 Board Meeting has been cancelled. The next meeting of the District Board of Directors will be held on Thursday, September 22, 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