

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF JULY 18, 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 7:00 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  
Pamela Derby, CPS HR Consulting (for Item VII.G)

*\*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.

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

**VII. Business**

**G. Discussion with Recruitment Services Consultant, CPS HR Consulting**

The Board discussed professional recruiting services for the District Manager position with Recruitment Services Consultant, Pamela Derby, of CPS HR Consulting.

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

**III. Public Comment:** There was no public comment.

**PUBLIC HEARING – ORDINANCE NO. 2246-0724 ORDINANCE APPROVING INCREASE IN DIRECTORS’ FEES**

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The Manager announced the public hearing was noticed in the local newspaper once a week for two successive weeks, on July 3 and 10, 2024, in accordance with Government Code Section 6066. The Manager then gave a summary of the proposed 4.0% increase in Directors' fees that matches the cost-of-living increase for the past year (April CPI-W). President Gilbert-Snyder opened the public hearing at 7:46 P.M. There were no members of the public in attendance nor any comments or objections received by mail or email. President Gilbert-Snyder closed the public hearing at 7:47 P.M. The Board then began consideration of Ordinance No. 2246-0724 that would change the Directors' compensation rate from \$253.49 to \$263.52 per meeting day.

MOTION: By Merrill, seconded by O'Keefe, to approve Ordinance No. 2246-0724 Approving Increase in Directors' Fees

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

**PUBLIC HEARING – RESOLUTION NO. 2247-0724 ACCEPTING REPORT ON SEWER SERVICE CHARGES AND ELECTING TO COLLECT SEWER SERVICE CHARGES ON THE TAX ROLL**

The Manager announced the public hearing was noticed in the local newspaper once a week for two successive weeks, on July 3 and 10, 2024, in accordance with Government Code Section 6066. The Manager then presented the Board with the written report containing a description of each parcel of real property receiving sewer service, together with the amount of the charge for each parcel for the fiscal year 2024-2025 to be collected on the tax roll of Contra Costa County. President Gilbert-Snyder opened the public hearing at 7:49 P.M. There were no members of the public in attendance nor any comments or objections received by mail or email. President Gilbert-Snyder closed the public hearing at 7:50 P.M. The Board made final comments and began consideration of Ordinance No. 2247-0724.

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MOTION: By O’Keefe, seconded by Beach, to approve Resolution No. 2247-0724 Accepting Report on Sewer Service Charges and Electing to Collect Sewer Service Charges on the Tax Roll, subject to correction

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

**IV. Approval of Minutes**

A. Approval of June 20, 2024 Board Meeting Minutes

MOTION: By O’Keefe, seconded by Beach, to approve the minutes of the June 20, 2024 Board Meeting, as amended

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

B. Approval of June 26, 2024 Special Board Meeting Minutes

MOTION: By Beach, seconded by O’Keefe, to approve the minutes of the June 26, 2024 Special Board Meeting, as corrected

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

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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

- a. July 4<sup>th</sup> Festival Debrief

Directors Beach, Gilbert-Snyder, O’Keefe, and Merrill each gave a report of their experience staffing the District booth at the 4th of July Fair. The Board thanked staff for all the help they provided for the event.

**VI. Reports of Staff and Officers**

A. Attorney’s Report

Kokotaylo reported that the previous ad-hoc committee terms had expired but could be re-established by a motion of the Board. He then reported on the Supreme Court Justices upholding laws targeting homelessness with criminal penalties.

B. Committee Reports

There are no committees 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 reported on invoices paid in June.

3. San Pablo Avenue Specific Plan Area Impact Fee Status Report

The Manager reported on the status of the impact fee.

4. Reimbursement Report per Government Code 53065.5

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The Manager reported on reimbursements paid within the preceding fiscal year by the District of at least one hundred dollars (\$100) for each individual charge for services or product received as required by California Government Code Section 53065.5. The information will be made available on the District website for public inspection.

5. Candidate Filing Period

The Manager reported on the candidate filing period for the November 5, 2024 General Election.

6. Form 460/470 - Officeholder and Candidate Campaign Statement

The Manager reminded the Board to file their individual forms electronically online.

7. Draft Newsletter

The Manager reported on the latest draft of the newsletter.

8. 2023 California Association of Sanitation Agencies (CASA) Conferences

The Manager reported on the upcoming CASA conference.

9. 2023 California Special Districts Association (CSDA) Conference

The Manager reported on the upcoming CSDA conference.

**VII. Business**

A. District Investment Policy

The Board conducted its annual review of the District's investment policies and decided that no changes were necessary.

B. Resolution No. 2248-0724 Accepting Completion of Work and Filing Notice of Completion for the Standard Sewer Rehabilitation Project No. 23201

The Board reviewed and approved the resolution to file the Notice of Completion for Project No. 23201.

MOTION: By Merrill, seconded by Beach, to approve Resolution No. 2248-0724 Accepting Completion of Work and Filing Notice of Completion for the Standard Sewer Rehabilitation Project No. 23201

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

C. Resolution No. 2249-0724 Amending the Stege Sanitary District Climate Change Impact Policy

The Board reviewed and approved amendments to the Policy.

MOTION: By Merrill, seconded by O’Keefe, to approve Resolution No. 2249-0724 Amending the Stege Sanitary District Climate Change Impact Policy, as amended

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

D. Cancellation of the August 8, 2024 Board Meeting

The Board agreed to not cancel the upcoming Board meeting on August 8, 2024 due to new timely agenda items needing consideration.

E. Kids for the Bay – Watershed Action Program (WAP)

The Board discussed and approved the new funding amount of the program of \$15,288 for the 2024-25 school year.

MOTION: By Christian-Smith, seconded by Beach, to approve \$15,288 to fund the KIDS for the BAY Watershed Action Program (WAP) for the 2024-25 School Year

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

F. Appoint an Ad-Hoc Committee of Board Members to Provide Direction to the Recruitment Services Consultant until Completion of the Recruitment

The Board considered appointments to the ad-hoc committee.

MOTION: By Merrill, seconded by Beach, to appoint an Ad-Hoc Committee of Board Members O’Keefe and Gilbert-Snyder to provide direction to the recruitment services consultant until completion of the recruitment

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

G. Discussion with Recruitment Services Consultant, CPS HR Consulting

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

**VIII. Monthly Financial Statements**

- A. Monthly Investment, Cash, Receivables Report
- B. Monthly Operating Statement
- C. Cash on Hand vs. Target Reserves Chart
- D. Private Sewer Lateral (PSL) Replacement Loan Program Quarterly Report
- E. Time Value Investments (TVI) Statement

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

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**IX. Approval of Checks**

A. Checks for July 18, 2024 - Fund No. 3418 & 3423

MOTION: By O’Keefe, seconded by Merrill, to pay the bills, Check Nos. 1094 through 1140 in the amount of \$786,705.13

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

NOES: None

ABSTAIN: None

ABSENT: None

**X. Future Agenda Items**

**August 8, 2024**

+ *Resolution - Manager Salary Range*

+ *Draft Recruitment Brochure*

**August 22, 2024**

Quarterly (FY End) Financial Statements

Connection Charge Report per Gov. Code 66013

CASA Conference – Attendee Reports

CSDA Conference

*Director Gilbert-Snyder gave notice that he will not attend the September 5<sup>th</sup> meeting due to a scheduling conflict.*

**CLOSED SESSION**

**Conference with Legal Counsel—Anticipated Litigation**

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9



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Number of Potential Cases: 7

De Leon – Government Tort Claim filed: 8/21/2023

Ivry – Government Tort Claim filed: 9/5/2023

Wolter – Government Tort Claim filed: 2/25/2024

Brooks-Hutton and Peticolas – Government Tort Claim filed: 3/13/2024

Giddings – Government Tort Claim filed: 4/16/2024

Shalaby – Government Tort Claim filed: 6/26/2024

City of El Cerrito – Government Tort Claim filed: 7/8/2024

The Board entered into the closed session at 8:59 P.M. and returned to open session at 9:15 P.M. Director O’Keefe recused herself from *Shalaby – Government Tort Claim filed: 6/26/2024*. President Gilbert-Snyder announced the Board had taken no reportable actions.

**XI. Adjournment**

The meeting was adjourned at 9:16 P.M. The next meeting of the District Board of Directors will be held on Thursday, August 8, 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