

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF AUGUST 19, 2021  
 TIME OF MEETING: 7:00 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 7:00 P.M.
- II. Roll Call:** Present: Christian-Smith\*, Gilbert-Snyder\*, Merrill, Miller\*, O’Keefe\*
- Absent: None
- Others Present: Paul Soo, Senior Civil Engineer  
 Kristopher Kokotaylo, District Counsel\*
- \*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.

**IV. Approval of Minutes**

A. Approval of July 29, 2021 Board Meeting Minutes

MOTION: By Merrill, seconded by Christian-Smith, to approve the minutes of the July 29, 2021 Board Meeting, as amended

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

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a. August 11-13, 2021 California Association of Sanitation Agencies (CASA) Annual Conference

In accordance with AB 1234, Director Merrill gave a report highlighting a written report on his attendance at the conference.

b. City & Community Meetings

Miller gave a report on 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 the recent Contra Costa County COVID mask mandates including requiring all individuals, regardless of vaccination status, to wear face coverings when indoors in public settings, with limited exceptions, that started at 12:01 a.m. on Tuesday, August 3<sup>rd</sup>. He then reminded the Board about Executive Order N-08-21 which sets a date of October 1, 2021 for public agencies to transition back to public meetings held in full compliance with the Brown Act.

B. Engineer's Report

1. Monthly Maintenance Summary Report

The Engineer reported no significant issues with last month's maintenance activities.

2. Monthly Report of Sewer Replacements and Repairs

The Engineer reported no Sewer Replacements and Repairs invoices were paid in July.

**VII. Business**

A. Resolution No. 2169-0821 Approving Amendment No. 5 to the Legal Services Agreement with Meyers Nave and Authorizing the President of the Board to Execute the Amendment

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The Board reviewed and approved the resolution amending the legal services agreement with Meyers Nave to provide for a CPI adjustment since the last amendment.

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve Resolution No. 2169-0821 Approving Amendment No. 5 to the Legal Services Agreement with Meyers Nave and Authorizing the President of the Board to Execute the Amendment

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

**B. COVID Vaccinations**

The Board discussed mandating the COVID vaccination for employees and/or weekly testing.

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve staff preparing a policy requiring COVID vaccinations or weekly testing with all necessary legal exceptions

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

**VIII. Monthly Financial Statements**

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

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- C. California Employers' Retiree Benefit Trust (CERBT) Quarterly Statement  
 The financial items were reviewed by the Board with no significant issues.

**IX. Approval of Checks**

- A. Checks for August 19, 2021 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by Gilbert-Snyder, to pay the bills,  
 Check Nos. 27208 through 27248 in the amount of \$226,308.87

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

**CLOSED SESSION**

**Conference with Legal Counsel—Anticipated Litigation**

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of  
 Section 54956.9 - Number of Potential Cases: 1

Mosher – Government Tort Claim filed: 8/11/2021

The Board entered into the closed session at 8:42 P.M. and returned to open session at  
 8:55 P.M. President O'Keefe announced the Board had taken no reportable actions.

**X. Future Agenda Items**

**September 9, 2021**

CSDA Conference – Attendee Reports

*Diversity, Equity, and Inclusion*

*Board Governance Manual Additions – Public Hearing Procedure and District  
 Counsel Evaluation*

*+COVID Vaccination Policy*

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**September 23, 2021**

Health Care Benefits Review

Consent Decree Quarterly Report

**XI. Adjournment**

The meeting was adjourned at 8:58 P.M. The next meeting of the District Board of Directors will be held on Thursday, September 9, 2021 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