

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA
JANUARY 19, 2023 @7:00 P.M.
www.stegesano.org • staff@stegesano.org

***** AGENDA *****

Items on the agenda may be taken out of order.

Public comment is limited to three (3) minutes for each individual speaker.

In accordance with California Government Code Section 54957.5, any writing that is a public record and relates to an open session agenda item which is distributed less than 72 hours prior to the meeting shall be available for public inspection at the District Office, 7500 Schmidt Lane, El Cerrito, during regular business hours. Copies of the agenda are posted on the District website at www.stegesano.org. Those disabled persons requiring auxiliary aids or services in attending or participating in this meeting should notify the District at least 48 hours prior to the meeting at 510/524-4668.

Members of the public can observe the live stream of the meeting by accessing <https://zoom.us/j/84090509848> or by calling (669) 900-9128 and entering the Meeting ID# 840 9050 9848 followed by the pound (#) key.

Public comment can be sent remotely by delivering to 7500 Schmidt Lane, El Cerrito, CA 94530 or via email to comments@stegesano.org with "Public Comment" in the subject line. To provide written comment on an item on the agenda or to address the Board during Public Comment, please note the agenda item number that you want to address or whether you intend for the comment to be included in Public Comment. Comments timely received 15 minutes before the starting time of the meeting will either be provided as written comment or be read into the record, with a maximum allowance of 3 minutes per individual comment read into the record, subject to the Board President's discretion. Copies of all timely received written comments will be provided to the Board and will be added to the official record.

Pursuant to AB 361 and AB 2449, Board Members may be attending this meeting via remote conferencing. In the event that any Board Member elects to attend remotely, all votes conducted during the remote conferencing session will be conducted by roll call vote.

I. Call To Order

II. Roll Call

Agenda Items: Directors and Officers of the Board will consider and announce if they have any conflicts of interest posed by items on the meeting agenda.

III. Public Comment

(Members of the public are invited to address the Board concerning topics that are not on the agenda)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING
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JANUARY 19, 2023 @7:00 P.M.
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Hearing/
Ordinance
/Motion:

PUBLIC HEARING – ORDINANCE NO. 2220-0123 APPROVING INCREASE IN SEWER CONNECTION CHARGES

(The Board will hold a hearing to consider Ordinance 2220-0123 that would modify the sewer connection charges to the following: \$3,354 per dwelling unit for single-family residential; \$2,193 per dwelling unit for multi-family residential; \$129.01 per fixture unit for non-residential and detached accessory dwelling units; and \$284.21 per fixture unit for all development within the San Pablo Avenue Specific Plan Area. At the conclusion of the public hearing, the Board will consider approval of the Ordinance.)

IV. Approval of Minutes

Motion:

A. Approval of December 8, 2022 Board Meeting Minutes

(The Board will review and consider approving the minutes)

Motion:

B. Approval of December 22, 2022 Special Board Meeting Minutes

(The Board will review and consider approving the minutes)

Info:

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

B. Written Communications

Info:

VI. Reports of Staff and Officers

A. Manager's Report

1. Monthly Maintenance Summary Report

2. Monthly Report of Sewer Replacements and Repairs

3. San Pablo Avenue Specific Plan Status Report

4. Director's Contact Info

5. Board Training Summary

6. 2023 California Association of Sanitation Agencies (CASA) Conferences

• January 25-27 – Winter Conference, Palm Springs, CA

• February 27 - March 1 – Washington DC Forum

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- August 9-11 – Annual Conference, San Diego, CA
- 7. 2023 California Special Districts Association (CSDA) Conference
 - August 28-31 – Annual Conference, Monterey, CA

VII. Business

Info/Motion

A. Board Governance Policy Manual

(The Board will review the Manual)

Info/Motion

B. Draft Long Range Planning Workshop Agenda

(The Board will review the draft agenda)

C. Resolution No.2221-0123 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 January 19 Pursuant to AB 361

(The Board will review and consider the resolution to continue to meet remotely pursuant to Assembly Bill 361)

VIII. Financial Statements

A. Monthly Investment, Cash, Receivables Report

B. Monthly Operating Statement

C. Cash on Hand vs. Target Reserves Chart

D. Local Agency Investment Fund (LAIF) Quarterly Statement

E. California Employers' Retiree Benefit Trust (CERBT) Quarterly Statement

(The Board will review the statements)

IX. Approval of Checks

Info/Motion:

A. Checks for January 19, 2023 - Fund No. 3418 & 3423

(The Board will consider approving the checks)

Info:

X. Future Agenda Items

February 2, 2023

Performance Report

Service Rate Discussion

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA
JANUARY 19, 2023 @7:00 P.M.
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Long Range Planning Workshop Agenda
Board Training Summary
CASA Conference
CASA Conference – Attendee reports

February 16, 2022

Board Governance Manual Approval
Service Rate Discussion
Form 700

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: 2

Shimoni – Government Tort Claim filed: 10/25/2021

Troy – Government Tort Claim filed: 5/2/2022

Public Employment Performance Evaluation

Gov. Code § 54957

Title: District Manager

XI. Adjournment

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on February 2, 2023 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, CA.)

STEGE SANITARY DISTRICT

**NOTICE OF PUBLIC HEARING CONCERNING PROPOSAL TO
AMEND THE DISTRICT CODE OF THE STEGE SANITARY
DISTRICT TO MODIFY SEWER CONNECTION CHARGES AND
THE SEWER CAPACITY CHARGE TO FUND IMPROVEMENTS
REQUIRED TO SERVE DEVELOPMENT WITHIN THE SAN
PABLO AVENUE SPECIFIC PLAN AREA OF THE STEGE
SANITARY DISTRICT**

NOTICE IS HEREBY GIVEN as follows:

The Directors of the Stege Sanitary District are considering a proposal to modify the sewer connection charges to the following: \$3,354 per dwelling unit for single-family residential; \$2,193 per dwelling unit for multi-family residential; \$129.01 per fixture unit for non-residential and detached accessory dwelling units; and \$284.21 per fixture unit for all development within the San Pablo Avenue Specific Plan Area. Data indicating the cost required to provide the service for which the proposed charges are levied and the revenue sources anticipated to provide the service is available on file at 7500 Schmidt Lane, El Cerrito, California.

Prior to adoption of an ordinance to effect the proposed sewer connection charges, the District Board will hold a public hearing at which any interested person is invited to attend and address the Board concerning the proposal. The time, date, and place of the public hearing is as follows:

Date: Thursday, January 19, 2023
Time: 7:00 P.M. Regular Board of Directors' Meeting
Place: Board Meeting Room, 7500 Schmidt Lane, El Cerrito, California

At the conclusion of the public hearing, the Board will consider the proposed Ordinance and may take action at that time.

Dated: December 12, 2022



REX DELIZO
STEGE SANITARY DISTRICT
Secretary

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ORDINANCE NO. 2220-0123

ORDINANCE AMENDING CHAPTER 7, SECTION 7.3 OF THE STEGE SANITARY
DISTRICT ORDINANCE CODE – SEWER CONNECTION CHARGES

The Directors of the Stege Sanitary District find and determine as follows:

- A. The Stege Sanitary District (“District”) imposes a sewer capacity, or “connection” charge on all developments and connections to its system within its service territory. This charge allows new development to buy into a fair share of the District’s existing system. The District uses these funds to acquire, construct, install, and replace existing capital facilities and other assets.
- B. The District also imposes an additional sewer capacity charge, based on anticipated development within the San Pablo Avenue Specific Plan Area (“SPASPA”), to fund sewer system improvements that will be required to serve development in the SPASPA.
- C. The District retained Lechowicz & Tseng Municipal Consultants to conduct a Connection Charge and SPASPA Impact Fee Study (“Fee Study”) to examine the District’s capital costs of facilities needed to serve new development and recover the proportional share of general District facilities, a copy of which is on file with the District.
- D. The Fee Study recommends that the District annually review and potentially update its rates and charges to accurately recover the capital costs of facilities based on the change in the Engineering News Record’s Construction Cost Index (“ENR-CCI”).
- E. The San Francisco ENR-CCI is 14,421.03 for November 2021 and 15,113.51 for November 2022; an increase of 4.8% (NOV 2021 - NOV 2022).
- F. The District’s sewer connection fees are established in accordance with Government Code section 66013.
- G. The District held a properly noticed public hearing regarding the proposed sewer connection charge and SPASPA capacity charge on January 19, 2023.
- H. The District finds that the purpose of the sewer connection charge and SPASPA capacity charge established in this Ordinance is to reimburse the District for costs which have been

paid for existing wastewater collection facilities and will be paid for a reasonable share of the cost of future facilities and provide funds for capital projects necessary to maintain service, including service to new connections, within the District and SPASPA.

In consideration of the foregoing findings and determinations,

IT IS ORDAINED by the District Board as follows:

1. Section 7.3.5 of the District Ordinance Code is amended to read as follows, with additions in underline and deletions in strikethrough text:

7.3.5 Schedule/Determination of Charges.

7.3.5.1 District-Wide Schedule. The applicable connection charges and connection charge rates for new connections and increased discharges to the District’s system shall be as follows:

Sewer Connection/Capacity Charge – District-Wide

Land Use	Equivalent Fixture Units per Dwelling Unit	Average Gallons per Day per Equivalent Fixture Unit	Cost per Equivalent Fixture Unit	Sewer Capacity Charge
Single Family Residential	26	5	\$ 423.40 <u>129.01</u>	\$ 3,204 <u>3,354</u> per dwelling unit
Multi-Family Residential	17	5	\$ 423.40 <u>129.01</u>	\$ 2,093 <u>2,193</u> per dwelling unit
Non-residential	NA	5	\$ 423.40 <u>129.01</u>	\$ 423.40 <u>129.01</u> per fixture unit

7.3.5.2 San Pablo Specific Plan Area Schedule. In July-September 2017, a special study was completed to help plan for future developments in the San Pablo Specific Plan Area (SPSPA) in the City of El Cerrito (“Sewer Capacity Charge for the San Pablo Avenue Specific Plan Area,” September 12, 2017, Urban Economics.) and an additional updated connection fee study was conducted in April 2019 (“Connection Charge and SPSPA Impact Fee Study”) Without pipe upsizing, the anticipated development in the SPSPA would surcharge existing facilities. An additional capacity charge will fund sewer capacity improvements needed to serve projected growth within the SPSPA. For new connections and increased discharges in the SPSPA, residential and nonresidential developments will pay the sewer connection/capacity charge as shown in the table below. For SPSPA developments, these charges must be paid in addition to the rates listed above in section 7.3.5.1.

Sewer Connection/Capacity Charge – San Pablo Avenue Specific Plan Area

Land Use	Cost per Equivalent Fixture Unit
Residential	\$ 274.19 284.21
Nonresidential	\$ 274.19 284.21

7.3.5.3 Accessory Dwelling Units. Consistent with state law, the District will neither require a new or separate connection for Attached Accessory Dwelling Units, nor charge a connection charge for such units. The District will require the payment of a connection charge for Detached Accessory Dwelling Units described in the following table:

Land Use	Cost per Equivalent Fixture Unit
Attached Accessory Dwelling Unit/Junior Accessory Dwelling Unit	\$ 0
Detached Accessory Dwelling Unit	\$ 123.10 129.01

7.3.5.3.1 For purposes of this subsection, the following terms mean:

“Accessory Dwelling Unit” means an attached or detached residential dwelling unit that provides complete independent living facilities for one or more persons. It includes permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family dwelling.

“Attached Accessory Dwelling Unit” means an Accessory Dwelling Unit that is constructed and contained within the existing space of the single-family residence or accessory structure and has an independent exterior access from the existing residence.

“Detached Accessory Dwelling Unit” means an Accessory Dwelling Unit that is constructed either to expand the envelope of the existing single-family residence or accessory structure, or to be a new accessory structure on the parcel.

“Junior Accessory Dwelling Unit” means a unit that does not exceed 500 square feet in size and is contained entirely within an existing single-family structure.

3. The District finds that the purpose of this Ordinance is to reimburse the District for costs which have been paid for existing wastewater collection facilities and will be paid for a reasonable share of the cost of future facilities and provide funds for capital projects necessary to

maintain service, including service to new connections, within the existing District service area. Thus, the adoption of this Ordinance is statutorily exempt from the provisions of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Section 15273(a).

4. Notice of the proposed new charges was published on January 4, 2023 and January 11, 2023. This Ordinance is effective upon the expiration of one week from the date of publication of a summary of the Ordinance, as prescribed by California Health and Safety Code Section 6490.

* * * * *

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Ordinance was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 19th day of January 2023 by a X-X vote as follows:

AYES: BOARD MEMBERS:
NOES: BOARD MEMBERS:
ABSENT: BOARD MEMBERS:
ABSTAIN: BOARD MEMBERS:

JULIET CHRISTIAN-SMITH, President
Stege Sanitary District
Contra Costa County, California

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF DECEMBER 8, 2022
 TIME OF MEETING: 2:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

*****MINUTES*****

I. Call to Order: President Merrill called the meeting to order at 2:04 P.M.

II. Roll Call: Present: Beach*, Christian-Smith*, Gilbert-Snyder*,
 O’Keefe*, Merrill
 Absent: None
 Others Present: Rex Delizo, District Manager
 Kristopher Kokotaylo*, District Counsel
 Sheldon Chavan*, Chavan and Associates
 (for Item VII.A)
 Kary Richardson, Administrative Supervisor
 (for Items VII.A, VI.A, VIII and IX)
 Dennis Wright, Maintenance Superintendent
 (for Item VII.B)

**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 2021-2022 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 2021-22, gave it a clean “unmodified” opinion, and answered several questions from the Board.

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF DECEMBER 8, 2022
 TIME OF MEETING: 2:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

MOTION: By Gilbert-Snyder, seconded by O’Keefe, to accept the Fiscal Year 2021-22 Financial Audit Report with minor corrections

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

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

VI. Reports of Staff and Officers

A. Administrative Supervisor’s Report

1. District Investment Policy – Options

Administrative Supervisor, Kary Richardson, reviewed options for investing a percentage of District reserve funds to achieve higher returns. The Board asked staff to bring back a proposal of “laddering” CDs and/or T-bonds for the Board’s consideration at a future Board meeting.

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

VIII. Financial Statements – November 2022

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.

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF DECEMBER 8, 2022
 TIME OF MEETING: 2:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

IX. Approval of Checks

A. Checks for December 8, 2022 - Fund No. 3418 & 3423

MOTION: By Christian-Smith, seconded by O'Keefe, to pay the bills,
 Check Nos. 27933 through 27874 in the amount of \$341,180.21

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

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

IV. Approval of Minutes

A. Approval of November 10, 2022 Board Meeting Minutes

MOTION: By Gilbert-Snyder, seconded by O'Keefe, to approve the
 minutes of the November 10, 2022 Board Meeting

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

There were no reports.

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF DECEMBER 8, 2022
TIME OF MEETING: 2:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

B. Written Communications

1. KIDS for the BAY – 2021-2022 School Year Annual Report

The Board received the report.

VII. Reports of Staff and Officers

A. Administrative Supervisor's Report

1. District Investment Policy – Options

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

B. Maintenance Superintendent's Report

1. Emergency Response Review – Board Training

Maintenance Superintendent, Dennis Wright, provided emergency response training to the Board.

C. Attorney's Report:

Kokotaylo reported on AB 2356 which requires a local agency, prior to levying a new fee or capacity charge or approving an increase in an existing fee or capacity charge, to evaluate the amount of the fee or capacity charge including evidence to support that the fee or capacity charge does not exceed the estimated reasonable cost of providing service and requires all information constituting the evaluation to be made publicly available at least 14 days prior to the Board's consideration.

D. 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 there were no invoices to pay 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.

4. Emergency Contact Update

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF DECEMBER 8, 2022
 TIME OF MEETING: 2:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

The Manager requested Directors' update their emergency contact information.

5. AB 361 – Special Meeting, December 22, 2022

The Manager reported that in order to continue to meet remotely in January 2023, a Special Board Meeting to extend the provisions of AB 361 will be scheduled for December 22, 2022.

6. 2023 California Association of Sanitation Agencies (CASA) Conference

The Manager reported on the upcoming CASA conferences.

MOTION: By Christian-Smith, seconded by Beach, to authorize attendance at the upcoming CASA Conferences and/or Washington DC Forum for those Directors that choose to attend

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

7. 2023 California Special Districts Association (CSDA) Conference

The Manager reported on the upcoming CSDA annual conference.

MOTION: By Christian-Smith, seconded by Beach, to authorize attendance at the upcoming CSDA Annual Conference for those Directors that choose to attend

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF DECEMBER 8, 2022
 TIME OF MEETING: 2:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

VII. Business

A. Fiscal Year 2021-22 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 staff report that indicated a +4.8% increase of the Engineering News Record's Construction Cost Index (ENR-CCI) since November 2021.

MOTION: By O'Keefe, seconded by Christian-Smith, to prepare an Ordinance updating the connection charge based on a +4.8% increase of the Engineering News Record's Construction Cost Index (ENR-CCI) since November 2021

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

C. 2023 Board Meeting Calendar

The Board reviewed and adopted the Board Meeting Calendar for 2023.

MOTION: By Gilbert-Snyder, seconded by O'Keefe, to adopt the Board Meeting Schedule for Calendar Year 2023

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF DECEMBER 8, 2022
 TIME OF MEETING: 2:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

- D. Resolution No. 2218-1222 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 8 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 O’Keefe, seconded by Christian-Smith, to approve Resolution No. 2218-1222 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 8 Pursuant to AB 361

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

- E. Resolution No. 2219-1222 Approving a Contract with Elk Grove Auto/ Winner Chevrolet for a 2023 Ram 1500 Classic (DS6L41) Tradesman 4x4 Quad Cab Truck in the Amount Not to Exceed \$45,897.51

The Board approved the resolution to procure a new truck to replace an existing truck considered by the insurance company as a “total loss” due to a recent accident.

MOTION: By Gilbert-Snyder, seconded by Beach, to approve Resolution No. 2219-1222 Approving a Contract with Elk Grove Auto/Winner

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
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Chevrolet for a 2023 Ram 1500 Classic (DS6L41) Tradesman 4x4 Quad
 Cab Truck in the Amount Not to Exceed \$45,897.51

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

X. Future Agenda Items

January 19, 2023

CLOSED SESSION – Quarterly Claims Reports

CLOSED SESSION – Manager Performance Evaluation

Board Governance Manual Review

Service Rate Discussion

Long Range Planning Workshop Agenda

Director’s Contact Info

Board Training Summary

CASA Conference

Quarterly Financial Statements

Form 700

+AB 361 – 30 Day Virtual Meeting Extension

February 2, 2023

Performance Report

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF DECEMBER 8, 2022
TIME OF MEETING: 2:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

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 - 2023

MOTION: By Beach, seconded by O’Keefe, to nominate and elect
Director Christian-Smith for President and Director Gilbert-Snyder for
Vice President of the Stege Sanitary District Board of Directors for 2023

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

XI. Adjournment

The meeting was adjourned at 4:00 P.M. The next regular meeting of the District Board of Directors will be held on Thursday, January 19, 2023 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 SPECIAL MEETING OF DECEMBER 22, 2022
 TIME OF SPECIAL MEETING: 7:00 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 7:00 P.M.

II. Roll Call: Present: Beach*, Gilbert-Snyder*, Merrill*, O’Keefe*,
 Christian-Smith*

Absent: None

Others Present: Rex Delizo, District Manager

**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: O’Keefe commented that she received positive feedback on the District’s logo from members of the public and suggested adding an article in the newsletter regarding the origins and meaning behind the logo. Gilbert-Snyder commented on his recent observance of the District maintenance crew safely using a lead vehicle to control traffic for larger vehicles when travelling through the District service area. There was no other public comment.

IV. Business

A. Resolution No. 2220-1222 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 22 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 O’Keefe, seconded by Beach, to approve Resolution No. 2220-1222 Finding that there is a Proclaimed State of Emergency; Finding

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
SPECIAL MEETING OF DECEMBER 22, 2022
TIME OF SPECIAL MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

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 22 Pursuant to AB 361

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

V. Adjournment

The meeting was adjourned at 7:05 P.M. The next meeting of the District Board of Directors will be held on January 19, 2023 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California.

Rex Delizo
STEGE SANITARY DISTRICT
Secretary

**STEGE SANITARY DISTRICT
MONTHLY MAINTENANCE SUMMARY REPORT
Dec-22**

1. ROUTINE PREVENTIVE MAINTENANCE ACTIVITIES

	Days	Feet
There were 21 normal working days		
Unit #10 (combo) operated:	13	89,114
Unit #11 (rodder) operated:	0	0
Unit #15 (video) operated:	8	13,280
Unit #16 (combo) operated:	4	10,102

	Month (feet)		Quarter (feet)		
	Planned	Unplanned	Planned	Unplanned	Remaining
Total Cleaned	86,199	13,018	203,182	35,478	558
Total Video	7,739	5,544	21,906	17,986	43,120

2. MONTHLY SERVICE CALLS

After-hour service calls: 8 Calls 8 Calls out

SERVICE CALLS, OVERFLOWS, AND BACKUPS

YEAR	MO	SERVICE CALLS		LATERAL PROBLEMS		STRUCTURAL MAINLINE FAILURES		MAINLINE OVERFLOWS INTO HOMES	
		CURRENT MONTH	12 MONTH AVERAGE	CURRENT MONTH	12 MONTH AVERAGE	CURRENT MONTH	TOTAL LAST 12-MOS	CURRENT MONTH	TOTAL LAST 12-MOS
2022	12	15	14.1	7	8.1	0	3	0	0
CATEGORY 1 SSOs		OVERFLOWS CAUSED BY MAINLINE				OVERFLOWS RELATED TO WET WEATHER			
CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS				
0	0	1	9	0	0				

3. SAFETY AND TRAINING

Safety and training meetings were conducted twice a month.

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MONTHLY SERVICE CALLS

December-2022

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
12/5/2022 Monday 4:38 PM	273103 273001	27 SUNSET DR. KENSINGTON, CA 94707 <i>Last Call: 8/8/2022</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	A, E				WE FOUND THE WATER TO BE EBMUD'S PROBLEM.
12/5/2022 Monday 9:13 PM	281406 281405	938 AVIS DR. EL CERRITO, CA 94530 <i>Last Call: 1/14/2013</i>	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	OF,R,W	MH	B	Y	WIPES AND ROOTS CAUSED SSO
12/6/2022 Tuesday 2:05 PM	251102 251101	507 COLUSA AVE. EL CERRITO, CA 94530 <i>Last Call: 2/2/2021</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	O				CUSTOMER COMPLAINED OF ODOR.
12/14/2022 Wednesday 10:44 AM	266210 266201	932 SHEVLIN DR. EL CERRITO, CA 94530 <i>Last Call: 11/7/2017</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	S, OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
12/14/2022 Wednesday 10:45 AM	284013 284012	1257 KING DR. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				THE CUSTOMER HAD A BROKEN TOILET.
12/15/2022 Thursday 10:10 AM	292307 292306	1254 NAVELLIER ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	W, E				WE FOUND THIS TO BE EBMUD'S PROBLEM.
12/15/2022 Thursday 3:39 PM	212118 212117	5703 VAN FLEET AVE. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				WE FOUND THE GROUND AROUND THE CLEAN-OUT WAS SINKING.
12/15/2022 Thursday 9:53 PM	182109 182118	11800 SAN PABLO AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
12/22/2022 Thursday 2:29 PM	232307 232306	163 SAN CARLOS AVE. EL CERRITO, CA 94530 <i>Last Call: 10/15/2012</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THE CONGESTION TO BE THE CUSTOMER'S PROBLEM.
12/25/2022 Sunday 2:33 PM	161910 161909	1515 EVERETT ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THE CONGESTION TO BE THE CUSTOMER'S PROBLEM.
12/26/2022 Monday 11:33 AM	272008 272007	72 KINGSTON RD. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
12/27/2022 Tuesday 12:24 PM	188501 188009	2612 TULARE AVE. EL CERRITO, CA 94530 <i>Last Call: 12/11/2019</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	A				WE FOUND GROUND WATER IN CLEAN OUT / CUSTOMER'S PROBLEM.
12/27/2022 Tuesday 5:58 PM	187419 187418	2348 ALVA AVE. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THE CONGESTION TO BE THE CUSTOMER'S PROBLEM.
12/29/2022 Thursday 11:28 AM	162015 162014	1535 RICHMOND ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
12/29/2022 Thursday 4:20 PM	234214 234202	381 OCEAN VIEW AVE. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	E				WE FOUND THE SINK HOLE TO BE EBMUD'S PROBLEM.

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
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PROBLEM TYPE:

Water (A) Odor (O)
 Broken Main (B) Overflow (OF)
 S/S Congestion (C) PG+E (P)
 Debris in Main (D) Roots (R)
 EBMUD (E) Surcharge (S)
 Soft Stoppage (F) Storm Drain (SD)
 Grease (G) Unknown (U)
 Lateral Cause (LC) Other (T)
 Misc (M) Wipes/Rags (W)
 MH Cover (MC)

SPILL

LOCATION:
 Lamp/Manhole (MH)
 Mainline (ML)
 Lateral (L)
 Cleanout (CO)
 Building (BLDG)
 Other (O)

SPILL

CAUSE:
 Blockage (B)
 Surcharge (S)
 Line Break (ML)
 Other (O)

SPILL END

LOCATION:
 Building (BLDG)
 Creek (C)
 Strt/Pvmnt (ST)
 Storm Dm (SD)
 Yard (Y)
 Other (O)

MAINLINE:	1
LATERAL:	7
OTHER:	7
TOTAL SERVICE CALLS:	15
MAINLINE OVERFLOW:	1
MAINLINE SURCHARGE:	0

SANITARY SEWER OVERFLOWS (SSOs) LAST 12 MONTHS

January-2023

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS	CAT*	VOL	RCVR'D	NET
1/17/2022 Monday 5:58 PM	187218 187210	5619 JORDAN AVE. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B,E,OF	CO	ML, B	Y	EBMUD DAMAGED OUR LINE WHILE WORKING IN THE STREET.	CAT 3	25 gallons	0 gallons	25 gallons
1/29/2022 Saturday 3:25 PM	231822 231819	616 PLATEAU DR. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B,OF,R, W	LH	ML, B	Y	SSO CAUSED BY MAJOR OFFSET.	CAT 3	15 gallons	0 gallons	15 gallons
2/3/2022 Thursday 7:30 AM	151239 151238	1373 CONTRA COSTA DR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	R	MH	B	Y	CITY OF EL CERRITO PUSHED LATERAL ROOTS INTO DISTRICT LINE.	CAT 3	23 gallons	23 gallons	0 gallons
3/26/2022 Saturday 6:50 PM	251414 251403	7976 TERRACE DR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	OF	MH	ML	Y	SSO CAUSED BY COLAPSED HDPE PIPE.	CAT 2	3,432 gallons	0 gallons	3,432 gallons
5/7/2022 Saturday 1:30 PM	292102 292004	1126 RICHMOND ST. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	OF, R	MH	B	ST	SOFT STOPPAGE IN MAIN LINE. FOUND ROOTS AND RAGS IN LINE.	CAT 3	1 gallons	1 gallons	0 gallons
6/8/2022 Wednesday 9:54 AM	282319 220026	6831 STOCKTON AVE. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D, E	CO	B	ST,SD,Y	EBMUD DAMAGED LAMPHOLE #282318 AND FILLED WITH ASPHALT.	CAT 3	80 gallons	80 gallons	0 gallons
8/8/2022 Monday 11:30 PM	273103 273001	27 SUNSET DR. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	LC, R	BLDG	B	BLDG/ST	LATERAL ROOT CAUSED SSO.	CAT 3	15 gallons	10 gallons	5 gallons
11/19/2022 Saturday 1:49 PM	234220 234205	285 LEXINGTON AVE. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D,F,OF	MH	B	ST	SOFT STOPPAGE DUE TO DEBRIS AND WIPES	CAT 3	3 gallons	0 gallons	3 gallons
12/5/2022 Monday 9:13 PM	281406 281405	938 AVIS DR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	OF,R,W	MH	B	Y	WIPES AND ROOTS CAUSED SSO	CAT 3	112 gallons	0 gallons	112 gallons

PROBLEM TYPE:

Water (A)
Broken Main (B)
S/S Congestion (C)
Debris in Main (D)
EBMUD (E)
Soft Stoppage (F)
Grease (G)
Lateral Cause (LC)
Misc (M)
MH Cover (MC)

SPILL

Odor (O)
Overflow (OF)
PG+E (P)
Roots (R)
Surcharge (S)
Storm Drain (SD)
Unknown (U)
Other (T)
Wipes/Rags (W)

LOCATION:

Lamp/Manhole (MH)
Mainline (ML)
Lateral (L)
Cleanout (CO)
Building (BLDG)
Other (O)

SPILL CAUSE:

Blockage (B)
Surcharge (S)
Line Break (ML)
Other (O)

SPILL END

LOCATION:
Building (BLDG)
Creek (C)
Strt/Pvmnt (ST)
Storm Drn (SD)
Yard (Y)
Other (O)

TOTAL MAINLINE SSOs: 9

MAINLINE BREAK SSOs: 3

MAINLINE SURCHARGE SSOs: 0

CATEGORY 1 SSOs: 0

SSOs INTO BUILDINGS: 1

TOTAL SSO VOLUME (GALS): 3,706

TOTAL VOLUME RECOVERED (GALS): 114

TOTAL VOLUME UNRECOVERED (GALS): 3,592

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS	CAT*	VOL	RCVR'D	NET
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*CATEGORY 1 SSO: Discharges of untreated or partially treated wastewater of any volume resulting from an enrollees sanitary sewer system failure or flow condition that: Reach surface water and/or reach a drainage channel tributary to a surface water; or Reach a municipal separate storm sewer system and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the municipal separate storm sewer system is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or ground water infiltration basin (e.g., infiltration pit, percolation pond).

CATEGORY 2 SSO: Discharges of untreated or partially treated wastewater of 1,000 gallons or greater resulting from an enrollee's sanitary sewer system failure or flow condition that do not reach surface water, a drainage channel, or a municipal separate storm sewer system unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.

CATEGORY 3 SSO: All other discharges of untreated or partially treated wastewater resulting from an enrollees sanitary sewer system failure or flow condition.

STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
December 2022

I SEWER REPLACEMENT - FY 2022-2023			
A. BUDGET ALLOCATION			\$3,259,000
B. PRIOR BUDGET EXPENDED (WITH RETENTION)			\$0
C. SEWER REPLACEMENTS PAID THIS MONTH (NO RETENTION)			
1		\$0	
SUBTOTAL FOR THIS MONTH			\$0
D. TOTAL BUDGET EXPENDED (NO RETENTION)	0.00%		\$0
E. TOTAL 5% RETENTION HELD			\$0
F. BUDGET REMAINING	100.00%		\$3,259,000
G. PERCENTAGE OF FISCAL YEAR REMAINING	50.00%		
H. TOTAL REPLACEMENT FOOTAGE PAID TO DATE	0	(\$ - /LF)	

II SEWER REPAIRS - FY 2022-2023			
A. BUDGET ALLOCATION			\$70,000
B. PRIOR BUDGET EXPENDED			\$21,880
C. SEWER REPAIRS PAID THIS MONTH			
1534 Kearney		\$3,715	
828 Norvell		\$11,215	
SUBTOTAL FOR THIS MONTH			\$14,930
SUBTOTAL FOR LAST MONTH			\$21,880
D. TOTAL BUDGET EXPENDED	52.59%		\$36,810
E. TOTAL RETENTION HELD	0.00%		\$0
F. BUDGET REMAINING	47.41%		\$33,190
G. PERCENTAGE OF FISCAL YEAR REMAINING	50.00%		
H. TOTAL NUMBER OF REPAIRS PAID TO DATE	5	(\$7,362 /REPAIR)	

**STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
December 2022**

III SAN PABLO AVE SPECIFIC PLAN AREA (SPASPA) UPGRADE - FY 2022-2023			
A.	BUDGET ALLOCATION		\$0
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$0
C.	SPASPA UPGRADES PAID THIS MONTH (NO RETENTION)		
1			
SUBTOTAL FOR THIS MONTH			\$0
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	0.00%	\$0
E.	TOTAL 5% RETENTION HELD	0.00%	\$0
F.	BUDGET REMAINING	100.00%	\$0
G.	PERCENTAGE OF FISCAL YEAR REMAINING	50.00%	
H.	TOTAL SPASPA UPGRADE FOOTAGE PAID TO DATE	(\$ - /LF)	

STEGE SANITARY DISTRICT

Last Revised: 9/8/2022

BOARD OF DIRECTORS SAN PABLO AVENUE SPECIFIC PLAN STATUS REPORT

PAID PROPERTIES

Date	Property Owner	#	Street	SPASP Fee (-Credits)	Units
11/15/2017	Mr. Pickles	10810	SAN PABLO AVE.	\$ 653.67	Comm.
1/2/2018	24 Hour Fitness	10794	SAN PABLO AVE.	\$ 16,668.58	Comm.
1/29/2018	Na Na Dessert	10172	SAN PABLO AVE.	\$ 3,922.02	Comm.
2/1/2018	Burgerim	170	EL CERRITO PLAZA	\$ 11,983.95	Comm.
2/8/2018	Budget Inn (Joseph)	10621	SAN PABLO AVE.	\$ 1,089.45	Toilet addn.
2/14/2018	Safeway Shop (Tom)	11450	SAN PABLO AVE.	\$ 1,089.45	Toilet addn.
4/24/2018	Temporary Senior Center (City El Cerrito)	10940	SAN PABLO AVE.	\$ 2,840.58	Comm.
7/17/2018	Wang Brothers Investments, LLC (Kevin)	10963	SAN PABLO AVE.	\$ 129,644.55	51
8/20/2018	El Cerrito Apt (The Little Hill LLC.)	10300	SAN PABLO AVE.	\$ 142,717.95	32
1/22/2019	Li's America Investments LLC	10281	SAN PABLO AVE.	\$ 1,089.45	Comm.
2/6/2019	CINQUE TERRE (KEN & RONG MOU)	10530	SAN PABLO AVE.	\$ 18,738.54	5
3/22/2019	KOYOTO RAMEN & CURRY HOUSE	3050	EL CERRITO PLAZA	\$ 7,489.17	
12/18/2019	JAIMIE HITESHEW (MAYFAIR)	11600	SAN PABLO AVE.	\$ 644,503.60	156
11/20/2020	PETCO - EL CERRITO (MICHELLE SLAYDEN)	420	EL CERRITO PLAZA	\$ 2,902.08	
3/11/2021	FOOT LOCKER (RORY CROWLEY)	430	EL CERRITO PLAZA	\$ 2,055.64	
10/12/2021	SUPER SLICE PIZZA	10180	SAN PABLO AVE.	\$ 774.80	
3/1/2022	CLAIRE SULLIVAN (BANTER WINES)	10368	SAN PABLO AVE.	\$ 1,627.14	
4/19/2022	PRE-SCHOOL	729	KEARNEY ST.	\$ 14,644.26	Comm.
8/9/2022	CERRITO VISTA	10963	SAN PABLO AVE.	\$ 16,301.40	4

\$ 1,020,736.28

SPASPA CONSTRUCTION SPENT \$ 842,889.00

BUDGET REMAINING \$ 177,847.28

PLAN CHECK PROPERTIES (WAITING PAYMENT)

Date	Property Owner	#	Street	Balance Due	Units
5/30/2022	PLAYLAND 2 (ABBY WHITMAN)	10919	SAN PABLO AVE.	\$ 360,140.32	90
1/27/2022	THE VILLAGE AT TOWN CENTER	10810	SAN PABLO AVE.	\$ 16,271.40	4
12/7/2017	Angelo Obertello (Near El Cerrito Chamber of Commerce)	10290	SAN PABLO AVE.	\$ 56,651.40	14
	Charlie Oewell	921	Kearney St.	no plans yet	78
	Charlie Oewell (Near Burger King)	10167	San Pablo Ave.	no plans yet	83
	Charlie Oewell (Near Home Depot)	11950	San Pablo Ave.	no plans yet	146
	Abby Wittman (Near Marty's Motors)	10919	San Pablo Ave.	no plans yet	85
				\$ 433,063.12	

SAN PABLO AVENUE SPECIFIC PLAN REVIEW PROCEDURE

1. City of El Cerrito Community Development Department Planning Division sends preliminary plans to Stege, for Request for Comment.
2. Stege reviews preliminary plans, determines if the project is located within the SPASP area.
3. The SPASP study allocates a set number of units/commercial space per parcel. Stege determine if the parcel has enough "allocation" for the proposed project.
Stege keeps a running total of proposed projects and "encumbers/reserves" units for a parcel. Pre-encumbering prevents two competing projects from "double counting" on allocations.
4. Developer submits plans to Stege for Plan Check. Stege reviews plans and provides fee estimate. Separate fee estimates are provided for Standard connection (based on units connected or fixture), and SPASP Fee (based on fixture units).
5. Stege stamps plans only upon payment of all fees.

**SUMMARY OF BOARD OF DIRECTORS
TRAINING DUE DATES**

DUE DATES	Governance Training 6 hrs. every 5 years	AB 1234 Ethics Training 2 hrs. every 2 years	AB 1825 Harassment Prevention Training 2 hrs. every 2 years
Tessa Beach		9/2024	
Juliet Christian-Smith	8/2025	9/2024	8/2023
Paul Gilbert-Snyder	3/2023	9/2024	8/2023
Dwight Merrill	3/2024	9/2024	8/2023
Bea O'Keefe	3/2024	9/2024	8/2023



**Highlighted dates are due now (or w/in 90 days)*

NAVIGATING UNCHARTED WATERS



2023 Winter Conference

January 25 - 27 | Hilton Palm Springs Hotel | Palm Springs, CA

CASAweb.org  @CASACleanWater  @CASA_CleanWater

Winter Conference 2023 Navigating Uncharted Water Preliminary Program (12/8/22) Subject to Change

Wednesday, January 25

7:00 a.m. – 12:00 p.m. **CSRMA Training Seminar (Separate Registration Required)**

9:00 a.m. – 5:00 p.m. **Registration**

10:30 a.m. – 12:00 p.m. **CASA Board of Directors Meeting**

12:00 p.m. – 1:30 p.m. **Associates Committee Meeting**

Arvind Akela, Director of Engineering and Environmental Services at Silicon Valley Clean Water and most recent CWEA President, will speak about how a medium sized agency approaches risk management and innovation to get successful outcomes for their organization at all levels. Throughout Arvind's 15+ years of experience in engineering and project management in both water and wastewater, he has been heavily involved in developing and implementing the agency's capital improvement projects.

12:00 p.m. – 1:30 p.m. **CSRMA Executive Board Meeting**

12:00 p.m. – 1:30 p.m. **Lunch on Your Own**

1:30 p.m. – 4:00 p.m. **Roundtable Series**

1:30 p.m. – 2:30 p.m. Session 1 (Table Topics Listed Below)

2:30 p.m. – 3:00 p.m. Networking Break

3:00 p.m. – 4:00 p.m. Session 2 (Repeat from Session 1)

4:15 p.m. – 5:15 p.m. **Communications Committee Meeting**

4:15 p.m. – 5:15 p.m. **Federal Legislative Meeting**

4:15 p.m. – 5:15 p.m. **CSRMA Board of Directors Meeting**

5:30 p.m. – 6:30 p.m. **Welcome Reception**

Thursday, January 26

7:30 a.m. – 4:30 p.m. **Registration**

8:00 a.m. – 9:30 a.m. **Breakfast**

8:00 a.m. – 9:00 a.m. **Women’s Networking Breakfast**

8:00 a.m. – 9:00 a.m. **CASA Education Foundation Board Meeting**

9:15 a.m. – 11:45 a.m. **Morning Sessions**
Vice President Roland Williams, presiding

9:30 a.m. – 10:30 a.m. **Keynote: Erin Brockovich On PFAS**
A renowned consumer advocate and environmental activist who was a crucial part of one of the largest toxic tort injury settlements in U.S. history, Erin is a celebrated author and regularly appears on national news programs. Ms. Brockovich will share her lifetime of experiences championing clean water and public transparency, as well as her most recent effort on PFAS, a critical issue for water and wastewater agencies.

10:30 a.m. – 11:30 a.m. **Recruiting For Retention: An Agency Perspective**
Moderator: TBD
Josh Boudreaux, Koff & Associates
Sophia Crocker, Las Virgenes MWD
Cara Morin, Sanitation Districts of Los Angeles County

Whether it is the impending silver tsunami or a shortage of qualified frontline workers, workforce issues are a constant concern for business. Wastewater agencies strategies for robust and effective recruitment and retention programs help effectively manage their personnel. The panel will focus on two agency perspectives: one developing their program currently and another with a successful program in place. This is a must see for any agency concerned about the future of their workforce.

11:30 a.m. – 12:00 p.m. **Networking Break**

12:00 p.m. – 1:30 p.m. **Luncheon**
Federal and State Legislative Updates
(Eric Sapirstein and Jessica Gauger)
CEF Presentation

1:45 p.m. – 3:30 p.m. **Afternoon Sessions**

1:45 p.m. – 2:45 p.m. **Energy Resiliency at POTWs: Efforts to Conserve, Distribute, Electrify**
Moderator: Jamie Ferro, West Yost
Karen Douglas, Governor’s Office ([Invited](#))
Tony Brasil, CA Air Resources Board
Doug O’Brien, West Yost (Microgrids /Electric Market)

Climate change mitigation and energy resiliency are two areas that are increasingly impacting local wastewater agencies. This panel will feature presentations focusing on the value and implementation of microgrids,

advanced clean fleet regulations and how they could impact POTWs, plus opportunities to support and fund innovative projects.

2:45 p.m. – 3:30 p.m. **Cyber-Physical Security and Resilience Across Critical Infrastructure**
Dave Baber, Toffler Associates

Dave Baber advises executives across commercial and government sectors on strategic initiatives that build and protect an organization’s value. His talk will focus on Cyber-Physical Security and how entities are creating resilience across critical infrastructure, the challenges those organizations are facing, and how the next tranche of IIJA investment could be allocated to support these Cyber-Physical solutions.

4:00 p.m. – 5:00 p.m. **Associates Engineering and Research Subcommittee**

4:00 p.m. – 5:00 p.m. **Statewide Biosolids Meeting**

5:00 p.m. – 5:30 p.m. **LEAD Mentor/Mentee Meeting**

5:30 p.m. – 6:30 p.m. **Associates Recognition Reception**

Friday, January 27

8:00 a.m. – 11:00 a.m. **Registration**

8:00 a.m. – 9:30 a.m. **Breakfast**

8:15 a.m. – 9:15 a.m. **State Legislative Committee Meeting**

9:15 a.m. – 11:00 a.m. **Closing Session**
President Georgean Vonheeder-Leopold, presiding

9:15 – 10:15 a.m. **Closing Speaker: Todd Swingle, Toho Water (City of Orlando): Disaster Preparedness and Hurricane Response**

As the Executive Director for the Toho Water Authority in Florida, which serves over 100,000 metered connections with services that include water, wastewater, and reclaimed water, this region was hit hard by Hurricane Ian in 2022. Todd’s presentation will focus on lessons learned from that disaster as well as emergency preparedness advice for the future. While we don’t face a hurricane risk here in California, we do need to prepare for extreme weather events. Toho Water’s lessons learned in terms of resiliency , preparedness, public communication, and recovery efforts are acutely applicable to local agencies here in California.

10:15 – 10:30 a.m. **President’s Closing Remarks**

11:00 a.m. – 3:00 p.m. **Attorneys Committee Meeting**

Roundtables	Facilitators
New Collection System Requirements: SSS WDR Update	Paul Causey
Emerging Biosolids Issues and Related Opportunities	Greg Kester
Drought, WateReuse, Water Recycling	IEUA
PFAS and Microplastics: State and Federal Efforts	Jared Voskuhl
Investment Solutions and Local Government Investment Pools	Todd Winslow, CalTrust

CASA 2023 Federal Priorities	Eric Sapirstein/Sarah Sapirstein
Citizen Academy 101	Christina Gee, Central San
Stormwater Programs	Karen Cowan
TAC and Emission Issues	Sarah Deslauriers

Feb. 27-28, 2023 | Willard InterContinental | Washington DC

Preliminary Program (Subject to Change)

Monday, February 27

- | | |
|----------------------------|---|
| 8:30 am – 9:15 am | Breakfast |
| 9:30 am – 10:00 am | Keynote: 118 th First Session Congressional Landscape |
| 10:00 am – 10:30 am | Opening Address |
| 10:30 am – 11:30 am | Congressional Outlook: Legislative Priorities for the 118 th Congress |
| 11:30 am – 12:00 pm | Break |
| 12:00 pm – 1:30 pm | Conference Luncheon |
| 1:45 pm – 3:00 pm | Clean Water Stakeholder Outlook: Clean Water Act Next 50 Years |
| 3:00 pm – 4:15 pm | New Alternative Energy and Climate Resilience Federal Investment Opportunities for Clean Water Sector |
| 5:00 pm – 6:00 pm | Networking Reception at Willard Hotel Bar |

Tuesday, February 28

- | | |
|----------------------------|---|
| 8:30 am – 9:15 am | Breakfast |
| 9:30 am – 10:30 am | USEPA Panel |
| 10:30 am – 11:00 am | Morning Keynote |
| 11:00 am – 4:00 pm | Individually Scheduled Congressional Meetings |

6:00 pm – 8:00 pm California Clean Water Reception with ACWA (Botanic Gardens)

Wednesday, March 1, 2022 – No Events: Fly Out

BOARD GOVERNANCE POLICY MANUAL REVIEW

ISSUE:

The Board typically conducts a review of the Board Governance Policy Manual annually in January.

FISCAL IMPACT:

The fiscal impact to review the manual is minimal.

STRATEGIC PLAN:

GOAL 5: Maintain and Improve Community Outreach and Communication

WORK PLAN ITEM "i": Maintain governance and transparency practices that qualify for the Special District Leadership Foundation District of Distinction Accreditation and the District Transparency Certificate of Excellence

BACKGROUND:

The Board decided to prepare a Board Governance Policy Manual in 2004. The Manual was completed in April 2005 and includes sections on roles, beliefs, norms and protocols, policies and procedures. The Board Governance Policy Manual was last updated in March 2022.

RECOMMENDATION:

No changes to the Board Governance Policy Manual are recommended.

ALTERNATIVES:

1. Discuss, make amendments, and approve, as amended
2. Take no action and provide staff further direction.

ATTACHMENTS:

- Board Governance Policy Manual – March 2022

STEGE SANITARY DISTRICT

BOARD GOVERNANCE POLICY MANUAL



MARCH 2022

(First Issued April 2005)

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SECTION 1

MISSION STATEMENT

To protect public health and the environment for the communities we serve through planning and operation of a safe, efficient, and economical wastewater collection system.

(Resolution No. 2154-0221)

SECTION 2

DISTRICT SUMMARY

The Stege Sanitary District (District) was organized in 1913 to provide for the collection, treatment and disposal of wastewater from the developed area in southwest Contra Costa County. The original District boundaries were similar to those of today, however service within the boundaries has expanded to include over 35,000 people and 13,900 sewer connections. The only expected growth of the District is through building on the few remaining vacant parcels, commercial and residential development within the San Pablo Avenue Specific Plan, and BART's Transit Oriented Development (TOD).

The present service area of the District comprises 5.3 square miles and includes the communities of El Cerrito, Kensington and a part of Richmond Annex. The sewage collection system includes approximately 150 miles of collection lines and two small pump stations. The primary elements of this collection system are the public main sewers and the private lateral sewers. The District owns and has maintenance responsibility for the main sewers located in public rights-of-way or in easements on private land. Individual property owners own and have maintenance responsibility for their lateral sewers installed from the building plumbing to the main sewer. Wastewater collected in the District system flows to the Special District #1 Interceptor sewer and is then conveyed to the East Bay Municipal Utility District (EBMUD) Wastewater Treatment Facility in Oakland.

SECTION 3

ROLES OF DISTRICT OFFICERS

The Stege Sanitary District Board of Directors consists of five (5) Directors elected at large and serving staggered four (4) year terms with elections being held on even-numbered years. The roles, obligations, and responsibilities of members of the Board are as follows:

Officers of the Board include the **President**, **Vice-President** and **Secretary** of the Board. The term of office of the President and Vice-President of the Board of Directors shall commence upon their election by the Board.

The **President** of the Board shall be elected annually by the Board at the last meeting of each calendar year. The President of the Board shall serve as Chairperson at all Board meetings. The President shall have the same rights as the **other Directors** to vote; introduce motions, resolutions and ordinances; and to engage in debate. The President signs all contracts, deeds, warrants, releases, receipts and documents in the name of the District unless the Board, by resolution, authorizes the Manager or other District officers or employees to sign the documents. The President of the Board is also responsible for interacting with and communicating Board directions to the Manager so that the Manager can effectively and efficiently carry out Board directives.

The **Vice-President** shall be elected annually by the Board at the last meeting of each calendar year, to act in the President's absence or inability to act.

In the event of the absence of the President or Vice-President or their inability to act, the Directors present shall elect from their membership a President Pro Tem to serve during such temporary absence. In the event the President or Vice-President shall arrive late, the President Pro Tem shall relinquish the position upon conclusion of the business then pending before the Board of Directors.

The **Secretary** of the Board may be a Director or an individual appointed by the Board to serve in the position of Secretary of the Board for a period of time deemed appropriate by the Board. It is the current practice of the Board to designate the District Manager as Secretary.

If a Secretary is a Director, the Secretary shall be elected annually to the office by the Board at the last regular meeting of each calendar year. If not a Director, the Secretary shall serve at the pleasure of the Board for an unspecified term of office. The Secretary shall be responsible for preparation of minutes and a record of actions taken at Board and Board Committee meetings and other duties established by the Sanitary District Act of 1923 (the "Act") or otherwise by law.

District Counsel's Role in Representing the District

As a direct report of the Board of Directors, the District Counsel is responsible for representing the Stege Sanitary District in all legal matters. As Chief Legal Officer, the District Counsel represents the District as a whole, including the District Board of Directors, District management and staff. The District Counsel shall comply with all applicable professional rules of conduct that govern the representation of organizations, including State Bar Rules of Professional Conduct, Rule No. 3-60, which states:

“In representing an organization, a member [lawyer] shall conform his or her representation to the concept that the client is the organization itself, acting through its highest authorized officer, employee, body, or constituent overseeing the particular engagement.”

It is the policy of the District Board of Directors that the District Counsel may not represent any Board Member or employee of the District in an individual or personal capacity. The District Counsel shall take direction from the majority of the Board. The District Counsel cannot take any action requested by an individual Board member or employee contrary to the desires of the Board as expressed by the Board majority. However, given the nature of legislative entities, which may often be split with a consistent “majority” and “minority,” the District Counsel should provide balanced legal advice to both sides.

This policy is not intended to discourage the individual Board Members or the District Manager or Staff from seeking legal advice from the District Counsel related to District policy and operations. The District Counsel shall use his or her professional judgment to ensure that legal services are provided in a manner consistent with this policy and the Rules of Professional Conduct.

SECTION 4

CORE BELIEFS OF THE DISTRICT BOARD OF DIRECTORS

1. We strive to meet our public health and environmental requirements, in the most efficient and cost effective way, for present and future District customers.
2. Our work will be of high-quality and responsive to our customers' desires and needs. Our customers are those who pay our rates and/or use our services.

3. Stege Sanitary District operates for the benefit of our customers and the public, not for the benefit of our staff or board. We will try to accommodate both our customers and our staff, but our customers come first.
4. We are committed to working in the best interests of the District, not personal interests.
5. We will earn and keep the public trust in our stewardship by adhering to high standards of honesty, transparency, and personal integrity.
6. We will plan and proactively take advantage of evolving technology and best management practices.
7. We are committed to minimizing hazards to our employees and the public, recognizing the special hazards involved in operating a wastewater collection system.

FINANCIAL RATES

8. Our rates shall be fair, equitable, and reasonable.
9. Our reserves shall be maintained at levels that will provide adequate, but not excessive, funds to support anticipated working capital and emergency needs.
10. “Pay as you go” with existing funds rather than borrowed is the preferred way to finance our fixed assets.
11. We will periodically review all procedures and policies to ensure our rates are fair, justified and sustainable to achieve our mission and maintain the current and long-term viability of the District.

ASSET MANAGEMENT

12. We are entrusted by our customers with funds and fixed assets to accomplish our mission. We are stewards of these resources, not owners.
13. Recognizing the long life of our fixed assets, we are committed to managing them over the long term and maintaining them in a serviceable condition.
14. The benefits of capital replacements must justify the costs or to fulfill regulatory requirements.

PERSONNEL

15. We believe a diverse and inclusive work environment is important in fulfilling our core values.
16. We believe that the District must strive to create a safe, productive, and positive working environment for all staff, ensuring effective collaboration and communication at all levels.
17. To encourage safe and productive work methods, we support professional training and development for staff and Directors.
18. We believe that our staff should be compensated at levels that are consistent with recruiting, hiring, and retaining high quality employees.
19. Our personnel management philosophy is based on the belief that our employees value doing a good job.

ETHICS/INTEGRITY

20. We are committed to ethical personnel practices.
21. We are committed to prudent, ethical, and legal financial practices.
22. We are committed to an open transparent governance.
23. We believe that the staff, manager, and board should work together as a team in order to accomplish District goals.
24. We believe in equal opportunity for all, and special privilege for none.
25. As individuals, we are responsible for our actions; as a group, we support our colleagues in their efforts to fulfill their responsibilities.
26. We are mindful that, as elected officials, our actions, both inside and outside the board room, may reflect on the District.

SECTION 5

CULTURAL NORMS OF THE DISTRICT BOARD OF DIRECTORS

1. The Board will be efficient in the number of meetings it holds to limit costs and payments to Directors. No more than one board meeting and one committee meeting per month or two board meetings per month should be the normal schedule.
2. Directors will be compensated with meeting fees consistent with current law and will not receive any health or pension benefit.
3. Board members will be reimbursed expenses only for pre-approved meetings which offer significant benefits to the District. CASA and CSDA meetings will generally be reimbursed for actual and reasonable travel expenses though each Director should try to hold down costs.
4. If a member is attending a non-board meeting for which expenses will be reimbursed, the member should attend the sessions, pay attention, and, in accordance with AB 1234, provide a brief report at the next regular meeting.
5. Directors are expected to attend all board meetings. It is understood that there sometimes will be personal and business reasons that result in absences. In the event when Directors need to be excused from attendance at a meeting, they should give notice at an earlier meeting or contact staff. In the event a Director would like a change to the agenda because of an expected absence, the Director should contact the Board President prior to the meeting, rather than the District Manager or staff.
6. The Board President will contact and speak to Directors that have attendance, tardiness, lack of attentiveness, or meeting participation issues or problems.
7. Directors should be engaged, participate, and pay attention at all board meetings.

8. Newly elected or appointed Directors should receive a copy of the Board Governance Policy Manual and Board Handbook prior to attendance at their first board meeting. The new Directors will be asked to review the material and be ready to discuss it with the full board at a meeting within six months after their term begins. The purpose is to reach a consensus regarding board operations, which may include modifications of certain items.
9. Newly elected or appointed Directors should take a tour of District facilities within the first six months of their term. The Manager and Superintendent should be contacted to arrange this tour, which is an important part of a new Director's orientation.
10. In order to distribute the Directors' duties evenly, the offices of President and Vice President will be rotated among Directors so that each Director will hold those offices about once every five years. The Director who is Vice President will ordinarily be the President the following year. This rotational scheme will be followed unless there are unusual circumstances or a significant change in the composition of the Board.
11. Neither District staff nor District vehicles shall be expected to be used to transport board members to or from regular board meetings.

SECTION 6

PROTOCOLS

BOARD MEETINGS

In general, District Ordinance Code Section 2.5.2 covers Board meetings.

1. Rules of Order. Ordinarily, meetings of the Board will be conducted informally in the manner determined by the President. However, at the request of any Director, the meeting shall be conducted in accordance with the rules of order and parliamentary procedure as specified in the current edition of The Standard Code of Parliamentary Procedure by Alice F. Sturgis, copyright 1950. A copy of that reference work shall be available at every Board meeting.
2. Board Room Layout/Seating. Board meetings shall be conducted around a rectangular meeting table so Directors, Manager, and Counsel face each other. Seats for the public will be available around the room.
3. Agenda Preparation. The Board Secretary shall prepare the agenda in consultation with the Board President, with assistance from District staff. The agenda shall be completed and posted at the District office and website no later than 72 hours prior to the start of the meeting, and agenda packets will be delivered to Directors at least 72 hours prior to the start of the meeting. Some supporting information may be supplied closer to the meeting or at the meeting.

4. Agenda Structure. The basic structure of each regular meeting agenda includes items for Roll Call, Conflict of Interest review, Public Hearings, Public Comment for issues not included on the agenda, Closed Sessions, Approval of Minutes, Communications (both oral and written), reports of Staff and Officers, Business, Monthly Financial Statements, Approval of Checks, Future Agenda Items (generally for the next two meetings), and Adjournment. The first of two meetings of the month is considered a study session and will generally not include any monthly or quarterly reports.
5. Agenda Item Identification. The Manager, as Secretary, will provide specific items for Board meeting agendas. Other agenda items may be identified as part of the Future Agenda Item section of the regular meeting. Items identified after the adjournment of the most recent Board meeting may be added by request of any Director to the Manager. The President shall be contacted if the Manager discourages inclusion of requested items.
6. Meeting Minutes. The Board Secretary shall record action meeting minutes, including a summary of Public Comment, if any. The meeting minutes will provide an overview of the decisions reached and the actions to be taken and not a verbatim recording of the discussions. The Board will consider approval of the draft minutes at the following meeting.
7. Getting Questions Answered About Agenda Items Before a Meeting. Directors are encouraged to contact the Manager prior to the meeting if they have any questions. Some questions on agenda items may be answered prior to the meeting and this will help to minimize the length of meetings. The Manager will let the Board know if these questions become excessive.
8. Public Participation. All Board meetings are open and public, and all persons are permitted to attend any meeting, except closed sessions of the Board held in accordance with law. Public participation is addressed in Ordinance Code 2.5.2.8. Directors and staff members shall treat members of the public who attend Board meetings with respect. The President will accommodate public members wishing to speak on specific agenda items by moving these items up on the agenda, if the Board determines it is practical. The President may invite members of the public to sit at the table if seating is available.
9. Public Addressing Board. Members of the public will be asked to complete a request slip if they wish to address the Board. The Board President may choose to limit the time allowed for any member of the public to address the Board. In the event there is a large group completing slips, the Board President may ask the public members to refrain from repeating what others have said, and to further limit time allowed to speak.
10. Informal Board Reports at Meetings. Directors may briefly comment on any subject not on the agenda during the Public Comment section of the agenda. There will also be an agenda item titled Oral Communication at each Board meeting that provides an opportunity for brief informal, verbal reports. Other informal reports should be brief and limited to specific subjects on the agenda.

11. Allow Majority to Set Direction – How We Act When We’re Not in Majority. Directors shall accept decisions of the Board after action is taken. Discussion of an item shall not continue at that meeting after a vote on it has been taken.
12. Bringing Agenda Items Back for Further Discussion – Revisiting Issues. There are times that additional discussion on items may be desirable and necessary. Additional information or analysis may help to clarify questions and it may be appropriate to defer items for future agendas if and when a majority of Directors want this. Tabling should not be used as a mechanism to simply defer decisions.
13. Explanation of Votes. Explanation of a vote after the vote has been taken is discouraged. Director’s viewpoints should be expressed as part of the discussion of an issue prior to the vote.
14. Sharing Expertise. The expertise of individual Directors can be an important and useful tool in deliberating issues and setting policies. Directors should share their expertise in a judicious manner, staying on topic and being mindful not to engage in lengthy accounts of personal experiences.
15. Deliberation at Meetings. Deliberation of issues at meetings should be focused, open, honest, and undertaken with a goal of reaching a solution. When the Board is stymied or obviously there are differing opinions regarding an item under discussion or review, the Board should first focus on issues where there is agreement among directors. Disagreements should then be discussed and deliberated, in hopes of reaching a consensus.
16. Preparation for Board Meetings. Directors should come to meetings well-prepared. Agenda materials should be read and reviewed in advance of the meeting, and questions that can be answered in advance of the meeting that are not relevant to policy decisions and/or agenda items should be asked of the Manager outside of the meeting.
17. Discussion of Policy vs. Non-Policy Issues. The major focus at Board meetings shall be on policy issues, Manager’s performance, and Board fiduciary responsibilities. The Board should avoid directing the Manager on day-to-day operations.
18. Disclosure. Directors should disclose to the Board if they have had discussions with parties that have a personal, financial interest in an agenda item that is to be considered by the Board.
19. Number of Meetings. The Board will generally meet twice monthly in all months except November and December, when there will usually be one meeting. An annual special meeting for long-range planning will usually be held in the Spring. Other special meetings should be scheduled to be on the same days as regular meetings, when possible, to avoid extra meeting expense compensation.
20. Remote Conferencing. In the event that any Board Member elects to attend remotely, all votes conducted during the remote conferencing session will be conducted by roll call vote.
21. Public Hearings. The general procedure for public hearings will be as follows:
 - a. Introduction by the Board President
 - b. Presentation (by manager and/or consultant)

- c. Opportunity for Board questions
- d. Board President opens Public Hearing
- e. Invite public to make statements, ask questions, or give comments (The Board President may choose to limit the time allowed for any member of the public to address the Board per #9 above.)
- f. Board President closes Public Hearing
- g. (If Proposition 218 public hearing, announce written submissions)
- h. Invite Board to make any final comments
- i. Open consideration of Ordinance/Resolution

BOARD/ MANAGER RELATIONS

22. Board/Manager Communications. Informal communications between the Manager and individual Directors by phone, electronic communication, or personal meeting is expected to occur occasionally. Formal communications regarding any concerns of Manager conduct should be directed to the Manager through the Board President. There will be communications with the Manager at Board meetings as part of the normal meeting process, and at times as specific agenda items.
23. Manager/Board Communications. The Manager's concern about Board members' conduct should be directed through the Board President or the Vice President if the concern regards the President.
24. Manager Performance Evaluation and Review. The Board will review the performance of the Manager periodically, at least three times per year. Interim reviews by the Board will occur at Board meetings in October and January. An annual review will be performed at a Board meeting in May and will be used as a factor in the determination of any compensation adjustments for the Manager for the next fiscal year. The Board President is typically appointed by vote as labor negotiator for the purpose of negotiating compensation adjustments with the Manager. For the annual review, the Manager will provide a self-evaluation performance review letter indicating the accomplishments from the fiscal year. The annual review and Board evaluation should be limited to the fiscal year under review.
25. Individual Board Member Request for Action. Individual Directors should ask the Manager to take action on issues only if there is a concern such as safety that necessitates immediate action, or another situation that requires quick action. Otherwise, Directors should request actions through the Board meeting process.
26. Individual Board Members Request for Information. Individual Board members are encouraged to ask the Manager if they have questions regarding District business or activities. The Manager will let the Board know if these types of questions become excessive. Requests for information that would require substantial staff time to handle should only come through the Board, not individual Directors.
27. District Counsel Performance Evaluation and Review. The Board will review the performance of the District Counsel periodically and will use the review as a factor in the

determination of compensation adjustments for legal services. The Board President is typically appointed by vote as labor negotiator for the purpose of negotiating with District Counsel.

BOARD/STAFF RELATIONS

28. Individual Board Member Request for Information. There may be instances when information should be obtained from staff. For example, when the Manager is not present or the information requested is ministerial such as conference, meeting, or hotel arrangements, staff should be contacted. Directors should generally request information regarding District business from the Manager instead of directly from staff members.
29. Individual Board Member Request for Action. Directors should not request action of staff, unless the requests involve ministerial types of actions such as conference, meeting, or hotel arrangements.
30. Handling Complaints from Staff. Directors who receive complaints from staff related to the District Manager should direct that staff to contact/inform the Board President or District Counsel as appropriate for follow up and consideration. Complaints related to other issues should be directed to the Manager.
31. Board/Staff Communications. Directors may informally communicate with staff at various District functions like the holiday lunch, safety and recognition awards lunch, and day-to-day encounters at the District office. Communications on issues like employee salaries and benefits, disciplinary issues, and other Board business should be directed through the Manager.

BOARD/COMMUNITY RELATIONS

32. Handling Complaints from the Community. Complaints from the community directed to Directors should be passed on to the Manager for response/action.
33. Addressing Concerns of the Community. Directors should be sensitive to the concerns of the community. Hosting a booth at the annual El Cerrito Fourth of July Fair, answering questions, listening to customers at this and other public events and venues provides an awareness of the community's concerns and issues. Specific concerns may be discussed at Board meetings, and some may be easily handled by passing on to the Manager and staff for action.
34. Visiting District Sites. Directors are invited to visit District facilities and projects periodically.

BOARD/BOARD RELATIONS

35. Role of the President. The President is in charge of the conduct of the Board meetings and has final approval of the agenda. The Board traditionally appoints the President as representative of the Board in negotiations with the Manager for the Manager's

compensation. The President is also the official representative and spokesperson for the Board of Directors.

36. Use of Committees. Ad hoc Committees, created in accordance with the District Ordinance Code, may be used to address special issues as they arise.
37. Confidentiality and Trust. In order for the Board to function most effectively, there must be a high level of trust among the Board members. In order to maintain trust, Board members will respect the confidentiality of closed sessions and personal information. Board members may disagree, but will not indulge in backstabbing, double crossing, or other counterproductive activities.
38. Role in Public. Directors shall identify themselves as speaking for themselves, not as a representative of the Board, unless relating Board policy. Directors should not undercut Board actions in Public.
39. Board/Board Communications. Conversations between and among Board members are governed by the Brown Act. All Board members shall familiarize themselves with the Brown Act and comply with its requirements. Whenever three or more Board members are together outside of a Board meeting, they shall avoid discussing District matters. Board members must understand the concept of, and avoid, “serial” meetings. Communications include electronic communications. General matters relating to sewage collection and local government are not restricted by the Brown Act and are appropriate topics of conversation under any circumstances.
40. Electronic Communication during Meetings. The Board shall avoid disrupting meetings with electronic communication devices (e.g., cellular phones). All Board Members shall turn off electronic communication devices or set them to silent or vibrate. Board Members shall step outside of the meeting room to talk on a cellular phone. No communication is allowed that would be a violation of the Brown Act.
41. Self-Assessment of Governance. The Board will have an item at its annual Long Range Planning Workshop to assess the effectiveness of its governance.
42. Team Effectiveness. Directors are expected to support each other and function as a team. Newly appointed or elected Directors are expected to review the Board Governance Policy Manual and Board Handbook. Existing Directors are expected to assist new Directors in their transition onto the Board. Both new and existing Directors should work together constructively to develop a new consensus as to how the Board will govern and conduct its business.

SECTION 7

CODE OF ETHICS AND BEHAVIOR

The Board of Directors of the Stege Sanitary District is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to its constituents. In order to foster civil and ethical behavior between and among members of the Board of Directors, the following rules shall be observed.

1. The dignity, style, values, and opinions of each Director shall be respected.
2. Responsiveness and attentive listening in communication is encouraged.
3. The needs of the District's constituents should be the priority of the Board of Directors.
4. The primary responsibility of the Board of Directors is the formulation and evaluation of policy and oversight of operations. Routine matters concerning the operational aspects of the District are the domain of the District Manager.
5. Directors should commit themselves to emphasizing the positive and avoid double talk, hidden agenda, gossip, backbiting, and other negative forms of interaction.
6. Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.
7. Differing viewpoints are a healthy part of the decision-making process. Individuals have the right to disagree with ideas and opinions without being disrespectful. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.

The Board of Directors shall observe the following rules when interacting with District Staff.

1. In seeking clarification on ministerial items, Directors may approach staff members directly to obtain information.
2. In seeking clarification on non-ministerial items, especially those involving personnel, legal action, land acquisition and development, finance, and programming, Directors should refer directly to the District Manager.
3. In handling complaints from residents and property owners of the District, said complaints should be referred directly to the District Manager.
4. In handling items related to safety, concerns for safety or hazards should be reported to the District Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.
5. When approached by District staff concerning specific District policy, Directors should direct inquiries to the District Manager. The chain of command should be followed.

The work of the District is a team effort. The Board should work together in a collaborative process with District Staff, assisting each other in conducting the affairs of the District.

1. When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions to the District Manager.
2. Directors should develop a working relationship with the District Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.
3. Individual Directors should function as a part of the whole Board. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.
4. Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

SECTION 8

CONFLICT OF INTEREST CODE

The Political Reform Act (Cal. Gov. Code Sec. 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission (FPPC) has adopted a regulation (2 Cal. Code of Regs. Sec. 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, it may be amended by the FPPC to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. Sec. 18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the Conflict of Interest Code of the Stege Sanitary District.

Designated employees shall file their statements of economic interest (Form 700) with Contra Costa County resulting in an electronic copy to Stege Sanitary District. Stege Sanitary District will retain statements for all designated employees and will make the statements available for public inspection and reproduction (Cal. Gov. Code Sec. 81008).

APPENDIX TO STEGE SANITARY DISTRICT CONFLICT OF INTEREST CODE DESIGNATED OFFICIALS AND EMPLOYEES

<u>Designated Positions</u>	<u>Disclosure Category</u>
Secretary of the Board	All
Legal Counsel	All
Consultants ^{1,2}	All

It has been determined that the positions listed below manage public investments and will file a Statement of Economic Interest pursuant to Cal. Gov. Code Sec. 87200:

<u>Position</u>	<u>Disclosure Category</u>
Members of the Board of Directors	All
District Manager	All

Persons who hold more than one position need only file one Statement of Economic Interest.

¹ With respect to Consultants, the District Manager may determine, in writing, whether a particular consultant participates in the making of governmental decisions in conducting the firm's business with the District. Such determination shall include a description of the consultant's duties, and, based upon that description, a statement of the extent of disclosure requirements. The District Manager shall forward a copy of this determination to the Board of Supervisors of the Contra Costa County. Nothing herein excuses any such consultant from any other provisions of this Conflict of Interest Code.

² If these Designated Employees are business firms, the Statement shall be filed by the individual or individuals in the firm who participate in the making of governmental decisions in conducting the firm's business with the District.

Disclosure Categories

Category 1. A designated employee assigned to Category 1 is required to disclose investments which may foreseeably be materially affected by any decision made or participated in by the designated employee.

Category 2. A designated employee assigned to Category 2 is required to disclose interests in real property which may be materially affected by any decision made or participated in by the designated employee.

Category 3. A designated employee assigned to Category 3 is required to disclose income which may be materially affected by any decision made or participated in by the designated employee.

Category 4. A designated employee assigned to Category 4 is required to disclose any business entity in which the designated employee is a director, officer, partner, trustee, or holds any position of management which may be materially affected by any decision made or participated in by the designated employee.

(Ordinance No. 2074-0117)

SECTION 9

STATEMENT OF ECONOMIC INTERESTS (FORM 700)

The California Political Reform Act requires certain state and local government officials to disclose their private economic interests on an official Statement of Economic Interests form. The purpose of the financial disclosure is to alert public officials to personal interests that might be affected while they are performing their official duties (i.e., making governmental decisions). Disclosure also helps inform the public about potential conflicts of interest.

Disclosure is made on the Statement of Economic Interests (Form 700) available at Fair Political Practices Commission website (www.fppc.ca.gov). Filed forms are public documents that must be made available to anyone who requests them.

Essentially, there are four times to file Form 700:

- An "initial" statement is required within 30 days of the date when an office or position has been added to a newly-adopted or newly-amended conflict of interest code.
- An "assuming office" statement is required within 30 days of the date when taking a position already designated in a conflict of interest code.
- "Annual" statements are required before April 1 of each year, covering the preceding calendar year.
- A "leaving office" statement is required within 30 days of the date you leave a designated position.

To ensure current regulations and deadlines are met, Directors shall refer to the Fair Political Practices Commission website (www.fppc.ca.gov) and Contra Costa County website (www.cocovote.us) for up to date rules and filing schedules.

SECTION 10

CAMPAIGN FINANCES (FORM 460/470)

Any candidate or officeholder who has a controlled committee, or who has raised or spent or will raise or spend \$2,000 or more during a calendar year in connection with election to office or holding office shall file a California Fair Political Practices Commission Form 460 - Recipient Committee Campaign Statement available at the Fair Political Practices Commission website (www.fppc.ca.gov).

Any candidate or officeholder who does not have a controlled committee and who does not intend to raise or spend \$2,000 or more in a calendar year shall file a California Fair Political Practices Commission Form 470 - Officeholder and Candidate Campaign Statement available at the Fair Political Practices Commission website (www.fppc.ca.gov). This statement is used to declare that the candidate/officeholder has no intention of receiving or spending \$2,000 or more in a calendar year.

In most cases, July 31 is the filing deadline. To ensure current regulations and deadlines are met, Directors shall refer to the Fair Political Practices Commission website (www.fppc.ca.gov) and Contra Costa County website (www.cocovote.us) for up to date rules and filing schedules.

SECTION 11

BOARD MEMBER COMPENSATION POLICY

It is the policy of the Stege Sanitary District Board of Directors that Board members will be compensated for attendance at all Board meetings, in accordance with Section 2.9 of the District Code of Regulations. Board members will not be compensated for attendance at CASA, City Council, City Council Committee, Neighborhood Council, other Special District Meetings, or Special District Association Meetings. Compensation will consist of meeting fees consistent with current law and will not include any health, pension or other benefit.

The current Directors' fees payable to members of the Board of Directors of the Stege Sanitary District is \$233.12 per meeting day of service.

(Ordinance No. 2165-0721)

SECTION 12

POLICY PROHIBITING ACCEPTANCE OF GRATUITIES

Board members shall not accept gratuities offered or presented except for trivial items of negligible commercial value, such as a hat, cap, note pad, pen, blotter, calendar or other item that does not exceed \$25.

Gifts that are offered should be refused; gifts that are delivered shall be returned if possible, and gifts that cannot be returned should be donated to the District for disposition.

One area that is often troublesome is the acceptance of meal invitations. Inexpensive, working meals (such as lunch) for the purpose of discussion of business related to the District may be acceptable; however, Board members are cautioned that these events shall be kept as infrequent as possible.

To ensure current regulations are met, Directors shall refer to the Fair Political Practices Commission website (www.fppc.ca.gov) for up to date rules regarding limits on gifts.

SECTION 13

ATTENDANCE AT MEETINGS, SEMINARS AND CONFERENCES POLICY

It shall be the policy of the Board of Directors of the Stege Sanitary District to encourage its members to maintain and enhance their directorship and committee skills through attendance at Board approved meetings, seminars and conferences determined to have value for that purpose.

(Ordinance No. 1456-0189)

SECTION 14

EXPENSE REIMBURSEMENT POLICY

If time permits, Directors shall seek Board approval before attending meetings, seminars, and conferences for which reimbursement is sought. District staff attendance at such function shall be preapproved by the Manager and within the constraints of the appropriate budget.

All Directors and staff who claim reimbursement of travel expenses shall be responsible for maintaining and submitting a record of travel expenses incurred on behalf of the District and, where required, for documenting said costs.

Meal and incidental expenses shall be reimbursed at amounts that do not exceed the Internal Revenue Service (IRS) standards established for the location in which the expenses were incurred.

District procedures regarding reimbursement of personal expenses related to travel on District business should be reviewed and updated periodically.

It shall be the policy of the Stege Sanitary District to reimburse travel expense claims for its Directors and staff, in conformance with all applicable District policies and procedures, and appropriate procedures shall be established.

(Ordinance No. 1762-0501)

SECTION 15

REQUIRED BOARD TRAINING COURSES

The Board of Directors of the Stege Sanitary District shall, at a minimum, take the required training courses as follows:

- AB 1234 Ethics Training every 2 Years, as required by law
- AB 1825 Harassment Prevention Training every 2 Years, as required by law
- Governance Training every 5 Years, as required to maintain Special District Leadership Foundation's District of Distinction Accreditation

The Board of Directors of the Stege Sanitary District are encouraged to complete all four modules of the California Special Districts Association (CSDA) Special District Leadership Academy as follows:

- Module 1: Governance Foundations
- Module 2: Setting Direction & Community Leadership
- Module 3: Board's Role in Finance & Fiscal Accountability
- Module 4: Board's Role in Human Resources

The Board of Directors has determined that qualifying for the Special Districts Leadership Foundation's (SDLF) District awards, known as *District of Distinction* and *District Transparency Certificate of Excellence*, the individual award for Directors, known as the *Certificate in Special District Governance*, and for Managers, known as the *Certified Special District Manager*, are a significant benefit to the District. That is because the work done to qualify for these awards demonstrates our belief in and commitment to professional, transparent, and proven governing principles when conducting the business of the District.

To facilitate the continuing achievement of these awards, the District will reimburse reasonable expenses incurred by individuals attending the training and other requirements required by the SDLF. Individuals planning to attend this training should get advance approval of the Board.

SECTION 16

PUBLIC RELATIONS POLICY

It is the policy of the Stege Sanitary District Board of Directors that: 1) customers should be periodically informed about District business, and 2) any requests from the media (print, audio, or video) regarding District affairs shall be directed to the District Manager.

District newsletters are a means of conveying this information, and newsletters should be sent to all known customers. There should be two newsletters each year, and the target transmittal dates are May and November. These dates provide an even spacing of six months between letters and the May date allows for informing customers about budget information for the next fiscal year, including service charge changes.

Other means of conveying this information include through the District website, email, participating in community events such as the 4th of July Fair, and social media and online communities such as Facebook, Twitter, Nextdoor, and Yelp.

SECTION 17

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

It is the policy of the District that employment practices and conditions shall be free of unlawful discrimination on the basis of race, religion, color, national origin, ancestry, pregnancy, childbirth, medical condition, physical or mental disability, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military or veteran status, political affiliation, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act of the California Family Rights Act), domestic violence victim status, or any other basis as defined and protected by federal or state law (collectively, “protected categories”). This policy covers District employees, applicants, volunteers, and elected or appointed officials.

(Resolution No. 2144-0820 – Amended Personnel Policy)

SECTION 18

DISCRIMINATION AND HARASSMENT PREVENTION POLICY

The District is committed to providing a work environment free from discrimination and harassment. This includes discrimination and harassment based on a “protected category,” as defined above. Discrimination and harassment are prohibited by the District and may result in disciplinary action, up to and including dismissal.

Accordingly, the District adopts this anti-discrimination and anti-harassment policy or Discrimination and Harassment Prevention Policy (“DHP Policy”) to encourage professional and respectful behavior and prevent discriminatory and harassing conduct in the workplace. The District also prohibits retaliation against a person who engages in activities protected under this policy (“protected activities”). Reporting, or assisting in reporting, suspected violations of this policy and cooperating in investigations or proceedings arising out of a violation of this policy are considered “protected activities.”

This DHP Policy covers District employees, applicants, and elected or appointed officials. As used in this DHP Policy only, the term “employee” includes contractors and volunteers in the

workplace. The DHP Policy extends to conduct with a connection to an employee's work, even when the conduct takes place away from District premises. In addition, discrimination or harassment carried out by persons with whom the District has a business, service, or professional relationship is prohibited and may result in termination of the business relationship, or other appropriate response as determined by the District.

All employees, applicants, and elected or appointed officials are expected to assume responsibility for maintaining a work environment that is free from discrimination, harassment, and retaliation. Employees, applicants, and elected or appointed officials are encouraged to promptly report conduct that they believe violates this policy so that the District has an opportunity to address and resolve any concerns. Managers and supervisors are required to promptly report conduct that they believe violates this policy. We are committed to responding to alleged violations of this policy in a timely and fair manner and to taking appropriate action aimed at ending the prohibited conduct.

- A. Prohibited Discrimination. As used in this policy, discrimination is defined as the unequal treatment of an employee or applicant in any aspect of employment, including discrimination based solely, or in part, on the employee's, or applicant's protected category. Discrimination also includes unequal treatment based upon the employee or applicant's association with a member of these protected categories. Discrimination may include, but is not necessarily limited to:
 1. Hostile or demeaning behavior towards applicants or employees because of their protected category;
 2. Allowing the applicant's or employee's protected category to be a factor in hiring, promotion, compensation or other employment-related decisions unless otherwise permitted by applicable law; and
 3. Providing unwarranted assistance or withholding work-related assistance, cooperation, and/or information to applicants or employees because of their protected category.

- B. Prohibited Harassment. As used in this policy, harassment is defined as disrespectful or unprofessional conduct, including disrespectful or unprofessional conduct based on any of the protected categories listed above. Harassment in employment may take many different forms including:
 1. Verbal conduct such as epithets, derogatory comments, threats, gestures, teasing, slurs or unwanted jokes or comments.
 2. Visual conduct such as the posting or distribution of offensive posters, symbols, cartoons, drawings, photographs, or emails.

3. Physical conduct such as physically threatening another person, assault, offensive touching, impeding or blocking movement, restraint, or physical interference with normal work or movement.
- C. Sexual Harassment. As used in this policy, sexual harassment is defined as harassment based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, and gender expression, or conduct of a sexual nature. It may include any of the actions described as harassment above, as well as other unwelcome sex-based conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, or other verbal or physical conduct of a sexual nature. Sexually harassing conduct need not be motivated by sexual desire and may include situations that began as reciprocal relationships, but that later cease to be reciprocal.

Sexual harassment is generally categorized into two types:

1. Quid Pro Quo Sexual Harassment (“this for that”)
 - a) Submission to sexual conduct is made either explicitly or implicitly as a term or a condition of an individual's employment.
 - b) Submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual.
2. Hostile Work Environment Sexual Harassment
 - a) Conduct of a sexual nature or on the basis of sex by any person in the workplace that unreasonably interferes with an employee's work performance and/or creates an intimidating, hostile or otherwise offensive working environment.

Examples of such conduct include:

 - Unwelcome sexual advances, flirtation, teasing, sexually suggestive or obscene letters, invitations, notes, emails, voicemails or gifts.
 - Sex, gender or sexual orientation-related comments, slurs, jokes, remarks or epithets.
 - Leering, obscene or vulgar gestures or making sexual gestures.
 - Displaying or distributing sexually suggestive or derogatory objects pictures, cartoons, or posters or any such items.
 - Impeding or blocking movement, unwelcome touching or assaulting others.
 - Any sexual advances that are unwelcome as well as reprisals or threats after a negative response to sexual advances.

- Conduct or comments consistently targeted at one gender, even if the content is not sexual.

D. No Retaliation: Employees should feel free to report valid claims of unlawful harassment without fear of retaliation of any kind. The District will not retaliate against or tolerate retaliation against employees for making any complaint of unlawful harassment in good faith, or against any employee for cooperating in an investigation.

1. As used in this policy, “retaliation” is defined as any adverse employment action taken against an employee because the employee engaged in any protected activity, as defined above.
2. “Adverse employment action” is conduct or an action that materially affects the terms and conditions of the employee’s employment status or is reasonably likely to deter the employee from engaging in protected activity. Even actions that do not result in a direct loss of compensation may be regarded as an adverse employment action when considered in the totality of the circumstances.
3. Examples of retaliation under this policy include but are not limited to: demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusing to promote or consider for promotion because of reporting a violation of this policy; harassing another employee for filing a complaint; denying employment opportunities because of making a complaint or for cooperating in an investigation; changing someone’s work assignments for identifying harassment or other forms of discrimination in the workplace; treating people differently such as denying an accommodation; or not talking to an employee when otherwise required by job duties, or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

E. Harassment and Abusive Conduct Prevention Training. All District employees are required to participate in sexual harassment and abusive conduct prevention training. The training will also cover other types of prohibited harassment, such as harassment based on gender identity, gender expression, and sexual orientation. Supervisory employees are required to take two hours of training under this section every two years. Non-supervisory employees are required to take one hour of training every two years. The District will make this training available to employees during regular working hours at no cost to the employee. Records of these training activities will be maintained in District files.

- F. Employee Response. Any employee who believes he or she has been unlawfully harassed or discriminated against should promptly report it orally or in writing to the employee's supervisor or the District Manager. An employee is not required to complain first to a supervisor if that person is the individual who is harassing and/or engaging in discriminatory action against the employee. Instead, the employee may report the harassment/discrimination to the District Manager. If the District Manager is the harassing and/or discriminating actor, the employee may report the harassment/discrimination to the President of the Board of Directors. When notified of a potential violation of the DHP Policy, the President of the Board of Directors will consult with District Counsel.
- G. Supervisor Duty to Report. All managers and supervisors are required to promptly report conduct that they believe violates the District's DHP Policy so that the District has an opportunity to address and resolve any concerns. The District is committed to responding to alleged violations of this policy in a timely and fair manner and to take appropriate action aimed at ending the prohibited conduct.
- H. Complaint & Investigation Procedure: The District will take an affirmative role to protect its employees from discrimination, harassment, and retaliation. Any employee or applicant who experiences or witnesses behavior that they believe violates this policy is encouraged to:
1. Identify the offensive behavior to the offending employee or other person and request that the behavior cease.
 2. Report the offensive behavior either orally or in writing to the employee's supervisor or manager or the District Manager. Any manager or supervisor who receives a complaint of harassment or discrimination must immediately report the complaint to the District Manager. If the District Manager is the subject of the complaint of harassment or discrimination, the manager or supervisor must report the complaint to the President of the Board of Directors.
 3. The District Manager or his/her designee will promptly look into the facts and circumstances of any alleged violation, as appropriate. As provided above, the President of the Board of Directors will perform this duty if the District Manager is the subject of the complaint.
 4. The District shall initiate an investigation where it has reason to believe that conduct in violation of this DHP policy has occurred. All investigations will be timely, thorough, fair, and completed by qualified personnel.
 - i. To the extent possible, the District will endeavor to keep the reporting of the applicant or employee's concerns confidential; however,

complete confidentiality cannot be guaranteed when it interferes with the District's ability to fulfill its obligations under this policy.

- ii. All employees are required to cooperate fully with any investigation.
5. Upon completion of the investigation, if the misconduct is substantiated, the District will take appropriate remedial action, as provided below, to prevent and correct misconduct and unlawful behavior, up to and including formal discipline where warranted.
- I. Filing External Complaints: Employees and applicants may file formal complaints of discrimination, harassment, or retaliation with the agencies listed below. Individuals who wish to pursue filing with these agencies should contact them directly to obtain further information about their processes and time limits.

California Department of Fair Employment and Housing

2218 Kausen Drive, Suite 100 Elk Grove, CA 95758

800-884-1684 (voice), 800-700-2320 (TTY) or California's Relay Service at

711 contact.center@dfeh.ca.gov

<https://www.dfeh.ca.gov>

U.S. Equal Employment Opportunity Commission

450 Golden Gate Avenue 5 West,

P.O. Box 36025

San Francisco, CA 94102-3661

1-800-669-4000 or 510-735-8909 (Deaf/hard-of-hearing callers only)

<http://www.eeoc.gov/employees>

J. Remedial Action:

1. If harassment or discrimination is found to have occurred in violation of District policy, the District shall take action to ensure or confirm that the harassment or discrimination is stopped. The District shall take whatever measures are reasonably necessary to ensure its workplaces remain free from unlawful discrimination or harassment.
2. The District shall maintain a complaint procedure to provide an avenue for complaints, investigations, and appropriate remediation. Employees are encouraged to utilize the complaint process described in subsection (H) above if they experience unlawful discrimination or harassment. The complaint process shall be available and disseminated to all District employees.
3. Employees found to have engaged in discrimination or harassment covered by this DHP Policy may be subject to disciplinary action, up to and including termination of employment.

4. Employees found to have been dishonest or uncooperative during an investigation into allegations of discrimination or harassment may be subject to disciplinary action, up to and including termination of employment.
 5. This DHP Policy shall not be construed to create a private or independent right of action against the District, or any of its employees or officials. The District reserves the right to interpret and apply this policy to provide greater protection than what is afforded under existing federal and state law.
- K. Obligation of Employees. Employees are responsible for knowing the District's policy on anti-discrimination and anti-harassment; refraining from discriminatory behavior, including harassment; reporting incidents of discrimination in a timely fashion; cooperating with any investigation concerning allegations of discrimination; and maintaining confidentiality concerning any such investigation.

(Resolution No. 2144-0820 – Amended Personnel Policy)

SECTION 19

DISTRICT ELECTIONS POLICY

The Stege Sanitary District Board of Directors is comprised of five (5) Directors elected at large and serving staggered four (4) year terms with elections being held on even-numbered years.

California Elections Code Section 10505 requires a general district election be held in each special district to choose a successor for each elective officer whose term will expire on the first Friday in December following the election to be held on the first Tuesday after the first Monday in November in each even-numbered year.

As allowed in California Elections Code Section 10400, District elections shall be consolidated with the statewide general elections to reduce costs and achieve greater voter participation.

As set forth in California Elections Code Section 10520, the District shall reimburse the county for the actual costs incurred by the county elections official in conducting the election for the District.

As set forth in California Elections Code Section 13307, before a nominating period opens, the District Board must determine whether a charge shall be levied against each candidate

submitting a candidate's statement to be sent to the voters; determine the number of words, may estimate the cost; and determine whether the estimate must be paid in advance.

As set forth in California Elections Code Section 12112, the election official of the principal county shall publish a notice of the election once in a newspaper of general circulation in the District.

After the election, upon receipt of the statement of the election official declaring the elected candidate(s), the Board Secretary shall immediately notify each winning candidate.

At the first Board Meeting, which shall occur after the county elections official declares the elected candidate or elected candidates, the District Board of Directors shall adopt a Resolution certifying the election results. The Resolution shall direct the Secretary of the Stege Sanitary District to enter on the official records of the Stege Sanitary District, the Resolution certifying the results of the election, showing: 1) the whole number of ballots cast in the Stege Sanitary District; 2) the names of the persons voted for; 3) for what office each person was voted for; 4) the number of votes given at each precinct to each person and 5) the total number of votes given to each person. The Resolution shall also direct the Secretary of the Stege Sanitary District to deliver to each of the persons so elected a certified copy of the Resolution signed by the Secretary and authenticated.

Pursuant to California Elections Code Section 10554, elected candidates take office at noon on the first Friday in December following the District election. Each elective officer shall take the official oath and execute any bond required prior to taking office. All Directors elected shall be inducted into the respective office after taking the Oath of Office.

SECTION 20

CHECK APPROVAL POLICY

All Stege checks shall be signed by the District Manager and then reviewed and approved by the Board. After approval by the Board, the Board President (or his/her designee) will review each check for correlation with the name and amount on the Check Report before signing the check. Time critical payments, where there is not time for Board review and approval, shall be reviewed and approved by the Board President (or his/her designee).

SECTION 21

POLICY PROHIBITING DISCUSSION WITH BIDDERS

Directors shall not discuss District projects or bids with any potential bidders. Any inquiries regarding District projects or procurements shall be referred to the District Manager or staff, with the District Manager's permission, for appropriate handling and response.

SECTION 22

LEGISLATIVE ADVOCACY POLICY

Although the expenditure of public funds for the purpose of supporting or opposing a ballot measure or candidate is prohibited, the expenditure of public funds is allowed to advocate for or against proposed legislation or regulatory actions which will affect the public agency expending the funds.

It is the policy of the District to proactively monitor and advocate for legislation affecting the District. Monitoring legislation is a shared function of the Board of Directors and District Manager or designated staff. This process involves interaction with local, state, and federal government entities both in regard to specific items of legislation and to promote positive intergovernmental relationships. Accordingly, involvement and participation in local, regional, state, and national organizations such as the California Special Districts Association (CSDA) and the California Association of Sanitation Agencies (CASA) is encouraged and supported by the District. Generally, the District will not address matters that are not pertinent to the District's mission statement, such as social issues or international relations issues.

Legislative issues affecting the District shall be added to a board meeting agenda for formal direction from the Board of Directors. Legislative position letters shall typically state whether the District is in the position of "support", "support if amended", "oppose", or "oppose unless amended", and shall include justification for the recommended action. If possible, the letter shall include examples of how the bill would specifically affect the District, e.g. "the funding the District will lose due to this bill could pay for X capital improvements." The District may also choose to provide a letter of concern or interest regarding a legislative issue without taking a formal position.

SECTION 23

BOARD HANDBOOK

(Under Separate Cover)

SECTION 24

DISTRICT ORDINANCE CODE

(Under Separate Cover)

DRAFT LONG RANGE PLANNING WORKSHOP AGENDA

ISSUE:

The Board will consider the draft long range planning workshop agenda.

FISCAL IMPACT:

The fiscal impact to review the agenda is minimal.

STRATEGIC PLAN:

GOAL 2: Maintain and Improve Infrastructure

GOAL 3: Ensure Financial Stability and Efficiency

BACKGROUND:

The Board has a Long Range Planning Workshop scheduled for March 5, 2022. The draft agenda for the workshop is ready for review and input from the Board.

RECOMMENDATION:

Review the agenda and suggest changes and/or additions.

ALTERNATIVES:

1. Postpone the review of the agenda for any changes and/or additions until the next meeting.
2. Cancel the Long Range Planning Workshop.

ATTACHMENTS:

Draft Long Range Planning Agenda

Stege Sanitary District
DRAFT Long Range Planning Workshop Agenda
Saturday, March 4, 2023 @9:00am

TIME	TOPIC
9:00 AM	<i>Review of Agenda & Last Action Plan</i>
9:15 AM	Past 5 Years Expenditures Review [0.5 hr.]
9:30 AM	The Board will review and discuss trends from the past 5 years.
9:45 AM	USEPA Consent Decree Progress and Planning [1.0 hr.]
10:00 AM	The Board will review and discuss the progress
10:15 AM	and planning of the USEPA Consent Decree.
10:30 AM	
10:45 AM	<i>Break</i>
11:00 AM	San Pablo Ave. Specific Plan Area (SPASPA) Progress and Planning [1.0 hr.]
11:15 AM	The Board will review and discuss the progress
11:30 AM	and planning of the San Pablo Ave. Specific Plan Area.
11:45 AM	
12:00 PM	<i>Lunch</i>
12:15 PM	
12:30 PM	Strategic Plan [0.5 hr.]
12:45 PM	The Board will review and discuss the plan.
1:00 PM	Structure of Future Board Meetings [1.0hr.]
1:15 PM	The Board will consider the possible use of committee meetings, consent agendas, and
1:30 PM	brainstorm other ideas to speed up meetings.
1:45 PM	
2:00 PM	<i>Break</i>
2:15 PM	
2:30 PM	Individual Self Assessment of Governance
2:45 PM	Review & Discussion [1.0 hr.]
3:00 PM	
3:15 PM	<i>Wrap Up, Review, Action Items</i>

RESOLUTION NO. 2221-0123 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 JANUARY 19 PURSUANT TO AB 361

ISSUE:

The Board will consider a resolution making necessary findings to continue to meet remotely for another 30-day period pursuant to Assembly Bill 361 (AB 361).

FISCAL IMPACT:

The fiscal impact to continue to meet remotely is minimal.

STRATEGIC PLAN:

GOAL 4: Provide a Safe and Rewarding Work Environment that Recognizes the Worth and Value of Employees

BACKGROUND:

On September 16, 2021, Governor Gavin Newsom signed AB 361 which allows public agencies to continue to meet remotely when there is a declared State of Emergency and pursuant to certain procedural requirements. AB 361 essentially allows the District to continue to meet remotely under similar circumstances as under the Governor's Executive Order N-29-20, allowing local agencies to meet remotely. The teleconferencing provisions of Executive Order N-29-20 expired on September 30.

AB 361 allows the following:

- While maintaining transparency and public access, local agencies would be able to meet remotely during a declared state of emergency
- While agencies would still be required to post agendas and meeting information, agencies would not be required to post meeting notices and/or agendas at all teleconference locations when remotely meeting during an emergency
- While the public must continue to have access to the remote meeting and provided the ability to make public comment, agencies would not be required to make all remote meeting sites accessible to the public, nor include the remote location details in the meeting notice or agenda during a declared state of emergency
- Additionally, agency board members would not be required to be at remote sites within the territorial bounds of the agency during a declared state of emergency

Since September 23, 2021, pursuant to AB 361, the Board has approved recurring resolutions authorizing remote teleconferenced meetings for a 30-day period.

Pursuant to AB 361, a draft resolution to extend remote teleconferenced meetings for another 30-day period is attached for the Board's consideration.

RECOMMENDATION:

Approve the resolution.

ALTERNATIVES:

1. Take no action and meet in-person.
2. Amend the resolution and approve, as amended.

ATTACHMENTS:

- Resolution No. 2221-0123

RESOLUTION NO. 2221-0123

RESOLUTION 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 JANUARY 19 PURSUANT TO AB 361

The Directors of the Stege Sanitary District (District) find and determine as follows:

- A. All meetings of the District are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District conduct its business; and.
- B. On March 4, 2020, Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State prepare for a broader spread of the novel coronavirus disease 2019 (COVID-19).
- C. On March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow local legislative bodies to conduct meetings telephonically or by other means.
- D. As a result of Executive Order N-29-20, staff set up virtual options for all Board meetings.
- E. On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which, effective September 30, 2021, ends the provisions of Executive Order N-29-20 that allows local legislative bodies to conduct meetings telephonically or by other means.
- F. On September 16, 2021, the Governor signed AB 361 (2021) which allows for local legislative bodies and advisory bodies to continue to conduct meetings via teleconferencing under specified conditions and includes a requirement that the Board make specified findings. AB 361 (2021) took effect immediately.

- G. AB 361 (2021) requires that the Governor declare a State of Emergency pursuant to Government Code section 8625.
- H. AB 361 (2021) further requires that state or local officials have imposed or recommended measures to promote social distancing, or, requires that the legislative body determines that meeting in person would present imminent risks to the health and safety of attendees.
- I. Such conditions now exist in the District, specifically, Governor Newsom has declared a State of Emergency due to COVID-19.
- J. Since issuing Executive Order N-08-21, the highly contagious Delta and Omicron variants of COVID-19 have emerged, causing an increase in COVID-19 cases throughout the State and Contra Costa County.
- K. On August 2, 2021, in response to the Delta variant of COVID-19, the Contra Costa County Health Officer issued an order for nearly all individuals to wear masks when inside public spaces and on September 14, 2021, issued an order requiring operators of specified dining establishments, entertainment venues and fitness facilities to restrict entry based on COVID-19 vaccination status or testing.
- L. The Centers for Disease Control and Prevention (“CDC”) continues to recommend physical distancing of at least 6 feet from others outside of the household and the Contra Costa County Health Officer strongly recommends online meetings and distancing.
- M. The highly contagious Omicron variant and sub-variants have resulted in the greatest nationwide infection rate since the beginning of the COVID-19 pandemic; and
- N. Because of the rise in cases due to the Omicron variant and other sub-variants of COVID-19, the District is concerned about the health and safety of all individuals who intend to attend Board meetings.
- O. On September 23, 2021, the Board found that the presence of COVID-19 and the increase of cases due to the Delta variant would present imminent risks to the health or safety of attendees, including the Board and staff, should the Board hold in person meetings; and

- P. The Board hereby finds that the presence of COVID-19 and the increase of cases due to the Omicron variant and sub-variants would present imminent risks to the health or safety of attendees, including the Board and staff, should the Board hold in person meetings.
- Q. The District shall ensure that its meetings comply with the provisions required by AB 361 (2021) for holding teleconferenced meetings.

In consideration of the foregoing findings and determinations, it is resolved:

1. The foregoing recitals are true and correct and are hereby incorporated by reference
2. In compliance with AB 361 (2021), and in order to continue to conduct teleconference meetings without complying with the usual teleconference meeting requirements of the Brown Act, the Board makes the following continued findings:
 - a) The Board has considered the circumstances of the state of emergency; and
 - b) The state of emergency, as declared by the Governor, continues to directly impact the ability of the Board, as well as staff and members of the public, from meeting safely in person; and
 - c) The CDC continues to recommend physical distancing of at least six feet due to COVID-19 and the Contra Costa County Health Officer strongly recommends online meetings and distancing. As a result of the presence of COVID-19 and the increase of cases due to the Omicron variant and sub-variants, meeting in person would present imminent risks to the health or safety of attendees, the Board, and staff.
3. The Board may continue to meet remotely in compliance with AB 361, in order to better ensure the health and safety of the public.
4. The Board will revisit the need to conduct meetings remotely within 30 days of the adoption of this resolution.

* * * * *

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 19th day of January 2023 by a X-X vote as follows:

AYES: BOARD MEMBERS:
NOES: BOARD MEMBERS:
ABSENT: BOARD MEMBERS:
ABSTAIN: BOARD MEMBERS:

JULIET CHRISTIAN-SMITH, President
Stege Sanitary District
Contra Costa County, California

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

STEGE SANITARY DISTRICT
Investment, Cash & Receivables Report

12:30:35 PM
01/12/2023

As of December 31, 2022

	<u>December 31, 2022</u>	<u>November 30, 2022</u>	<u>\$ Change</u>	<u>Deposits</u>	<u>Checks</u>	<u>Transfers</u>
ASSETS						
Current Assets						
Checking/Savings						
LAIF Investment Accts						
11012 · Sewer Operations- 3418	5,422,201	5,797,201	-375,000	0	0	-375,000
11014 · System Rehab- 3423	1,019,417	1,019,417	0	0	0	0
Total LAIF Investment Accts	<u>6,441,618</u>	<u>6,816,618</u>	<u>-375,000</u>	<u>0</u>	<u>0</u>	<u>-375,000</u>
Checking Accts						
100 · Mechanics Bank	4,020,405	19,847	4,000,558	4,072,872	-447,314	375,000
100 · County Cash Acct #3418	7,695	7,695	0 *	0 *	0	0
Total Checking Accts	<u>4,028,100</u>	<u>27,542</u>	<u>4,000,558</u>	<u>4,072,872</u>	<u>-447,314</u>	<u>375,000</u>
11021 · Petty Cash	250	250	0	0	0	0
Total Checking/Savings	<u>10,469,968</u>	<u>6,844,410</u>	<u>3,625,558</u>	<u>4,072,872</u>	<u>-447,314</u>	<u>0</u>
301 · Ca Employer's Retiree Benefit Trust	238,670	238,670	0	0	0	0
Total CA Employer's Retiree Benefit Trust	<u>238,670</u>	<u>238,670</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Accounts Receivable						
11072 · Accounts Receivable	111,533	111,533	0			
Total Accounts Receivable	<u>111,533</u>	<u>111,533</u>	<u>0</u>			

Note: * Reduction or Increase is based on property tax estimate.

I hereby certify that the invested funds of the Stege Sanitary District are in compliance with the investment policies of the Stege Sanitary District and provide sufficient liquidity to meet budgeted expenses for the next six month period.

Rex Delizo, District Manager

Date

STEGE SANITARY DISTRICT

Operating Statement

01/12/2023

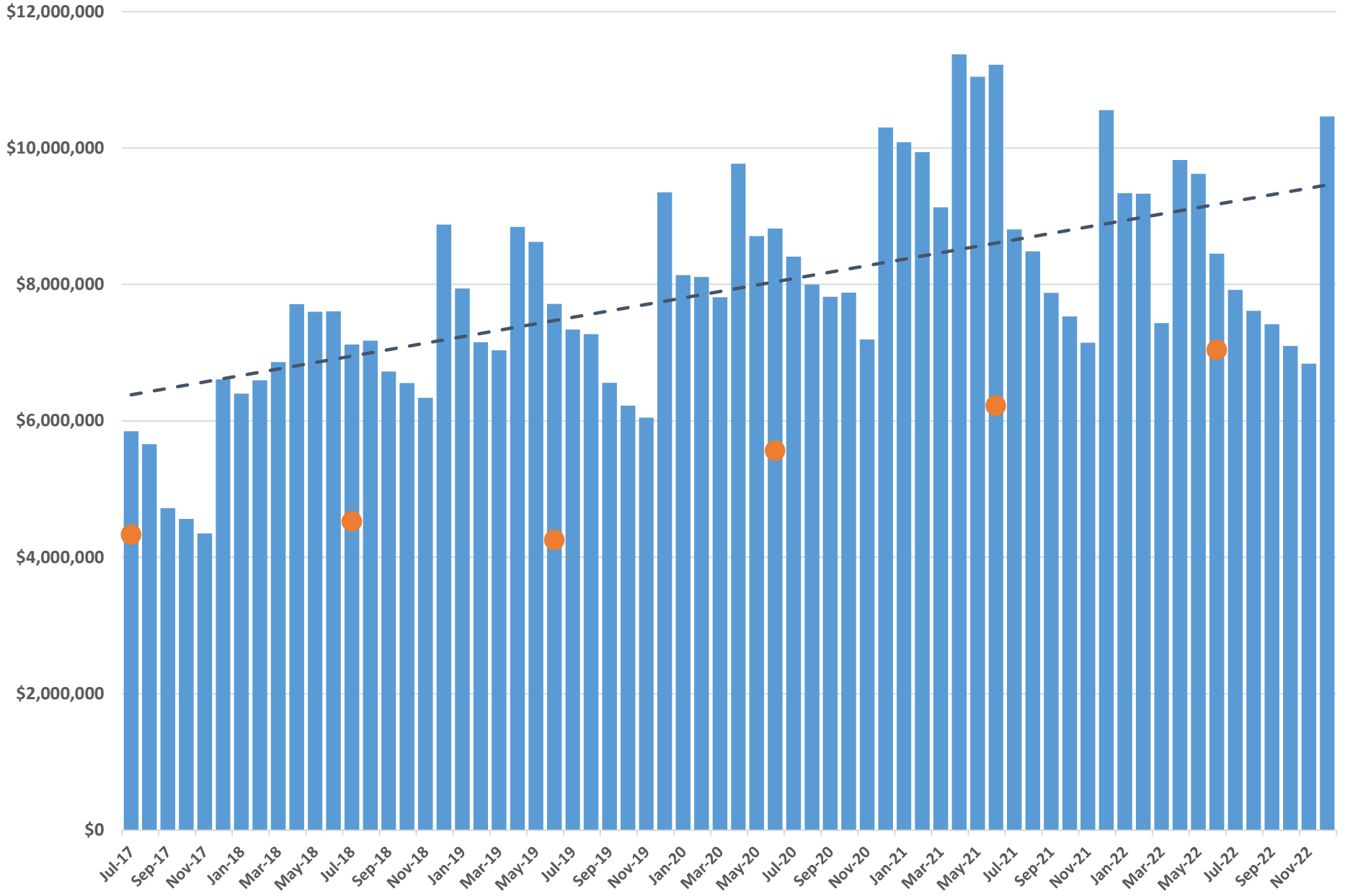
December 2022

50.68% of Fiscal year Completed

	July- December 2022	Annual Budget	% of Annual Budget
Income			
31 - OPERATING REVENUE			
31010 - Sewer Service Charges	1,843,533	3,209,000	57%
31020 - Permit & Insp. Fees	4,965	12,000	41%
31030 - Connection Fees	36,132	50,000	72%
31040 - San Pablo Impact Fee	16,301	50,000	33%
31080 - Contracted Services	-	33,000	0%
31010a - Capital Service Charges	1,843,533	3,775,000	49%
Total 31 - OPERATING REVENUE	3,744,463	7,129,000	53%
32 - NON-OPERATING REVENUE			
32050 - Interest - 3418	22,737	15,000	152%
32052 - Interest - 3423	3,635	5,000	73%
32080 - Property Taxes	318,338	500,000	64%
32085 - Insurance Dividend	-	-	0%
32090 - Miscellaneous	8,202	21,000	39%
Total 32 - NON-OPERATING REVENUE	352,911	541,000	65%
Transfer (to)/from Reserves	-	(109,643)	0%
Total Income	4,097,374	7,560,357	54%
Expense			
OPERATING EXPENSES			
Administration/General			
45-010 - Salaries & Wages	123,060	255,300	48%
45-020 - Employee Benefits	97,485	141,506	69%
45-029 - Retiree Health	5,736	13,600	42%
45-030 - Directors Expenses	16,913	41,007	41%
45-070 - Insurance	95,841	250,400	38%
Administration - Other	86,381	291,000	30%
Total Administration	425,416	992,813	43%
Maintenance/Engineering			
41-010 - Salaries & Wages	629,632	1,260,660	50%
41-020 - Employee Benefits	217,660	521,701	42%
41-029 - Retiree Health	5,557	15,556	36%
41-100 - Operating Supplies	803	40,000	2%
41-110 - Contractual Services	24,685	101,300	24%
41-207 - Contracted Repairs	45,725	70,000	65%
Maintenance- Other	126,456	286,257	44%
Total Maintenance/Engineering	1,050,519	2,295,474	46%
Pump Stations	38,673	40,020	97%
Total OPERATING EXPENSES	1,514,607	3,328,307	46%
CAPITAL			
41-650 - Debt Repayment (SRF Loans)	43,939	43,900	100%
Construction Projects	-	3,833,150	0%
Outlay(Maintenance/Engineering)	188,093	355,000	53%
Total CAPITAL	232,031	4,232,050	5%
Total Expense	1,746,639	7,560,357	23%
Net	2,350,735	0	

Monthly Cash on Hand vs. Target Balance

Unrestricted Cash On Hand Target Balance - - - Cash On Hand Trendline





MALIA M. COHEN

California State Controller

LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE

Agency Name	STEGE SANITARY DISTRICT
Account Number	70-07-002

As of 01/13/2023, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 12/31/2022.

Earnings Ratio		.00005680946709337
Interest Rate		2.07%
Dollar Day Total	\$	636,301,003.83
Quarter End Principal Balance	\$	6,441,617.69
Quarterly Interest Earned	\$	36,147.92



Market Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Balance	\$238,670.24	\$257,402.70
Contribution	0.00	0.00
Disbursement	0.00	0.00
Transfer In	0.00	0.00
Transfer Out	0.00	0.00
Investment Earnings	16,358.70	(2,317.43)
Administrative Expenses	(31.07)	(63.62)
Investment Expense	(22.68)	(46.46)
Other	0.00	0.00
Ending Balance	\$254,975.19	\$254,975.19
FY End Contrib per GASB 74 Para 22	0.00	0.00
FY End Disbursement Accrual	0.00	0.00
Grand Total	\$254,975.19	\$254,975.19

Unit Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Units	13,382.297	13,382.297
Unit Purchases from Contributions	0.000	0.000
Unit Sales for Withdrawals	0.000	0.000
Unit Transfer In	0.000	0.000
Unit Transfer Out	0.000	0.000
Ending Units	13,382.297	13,382.297
Period Beginning Unit Value	17.834803	19.234593
Period Ending Unit Value	19.053193	19.053193

Please note the Grand Total is your actual fund account balance at the end of the period, including all contributions per GASB 74 paragraph 22 and accrued disbursements. Please review your statement promptly. All information contained in your statement will be considered true and accurate unless you contact us within 30 days of receipt of this statement. If you have questions about the validity of this information, please contact CERBT4U@calpers.ca.gov.

Statement of Transaction Detail for the Quarter Ending 12/31/2022

Stege Sanitary District

Entity #: SKB0-2595946637



Date	Description	Amount	Unit Value	Units	Check/Wire	Notes
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Client Contact:
CERBT4U@CalPERS.ca.gov

12:32 PM	STEGE SANITARY DISTRICT			
01/12/2023	Check Report			
Accrual Basis	January 19, 2023			
		Memo	Amount	Num
Jan 19, 23				
	APB Engineering	Repair 1875 Carlson	-4,850.00	27975
	Aramark Uniform Services	Uniform Services	-627.17	27976
	Chavan & Associates, LLP	2021-2022 Audit	-6,625.00	27977
	Clark Pest Control	Pest Control	-153.00	27978
	County Clerk	868 Bates Ave	-26.00	27979
	CSRMA	Pooled Liab Ins 12/31/2022-2023	-161,175.00	27980
	CWEA	Renewal Bondoc, Reyes, Perez	-499.00	27981
	D'Arcy & Harty Construcion	Retainage Sewer Rehab Proj 21204	-42,144.47	27982
	Direct Line	Answering Service November & December	-339.84	27983
	Dormatech Mechanical Systems, INC	HVAC Maintenance	-880.00	27984
	East Bay Sanitary Co., Inc.	Garbage Jan-Feb 2023	-864.24	27985
	East Bay Times	Newspaper Subscription	-667.10	27986
	EBMUD 12374900001	Office/Shop	-166.38	27987
	EBMUD 39830388387	Hydrant Meter	-1,275.24	27988
	EBMUD 57132800001	Office/Shop	-660.68	27989
	EBMUD 92526846174	Hydrant Meter	-590.45	27990
	Enrique Reyes	Raingear Reimb	-183.31	27991
	Exxonmobil	Gas	-405.97	27992
	Gierlich-Mitchell Inc	Manhole Monittor Float	-2,758.38	27993
	Mosto Construction	Repair 846 Arlington Blvd	-6,965.00	27994
	Nakano Landscape	Landscaping Dec 2022	-290.00	27995
	Pac Machine Co. Inc	FM CAM	-66.15	27996
	Pastime Hardware	Maintenance Supplies	-8.24	27997
	PG&E- #0103467151-9	Burlingame Pump Station	-95.12	27998
	PG&E- #0607499583-5	Canon Pump Station	-86.42	27999
	PG&E- #6675831511-4	Office/Shop	-1,555.80	28000
	Plaza Auto Service, Inc	Vehicle Maintenance	-570.29	28001

		Memo	Amount	Num
	Schaaf & Wheeler	Canon Pump Station Design	-190.00	28002
	Sewer Connection Inc.	7927 Terrace Dr. PSL Loan Program	-6,600.00	28003
	Sewer Works, Inc..	868 Bates Ave. PSL Loan Program	-8,000.00	28004
	SWRCB	Waste Discharge Annual Fees	-3,453.00	28005
	TelePacific Communications	Office Phones	-1,176.76	28006
	Thomson Reuters West	California Safety Code	-1,168.70	28007
	Universal Building Services	Janitorial Service Dec	-423.00	28008
Jan 19, 23			-255,539.71	

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JANUARY 2023	FEBRUARY 2023	MARCH 2023	APRIL 2023	MAY 2023	JUNE 2023
1/2 & 1/16 HOLIDAY	2/20 HOLIDAY			5/29 HOLIDAY	6/19 HOLIDAY
CASA Winter Conf. Jan 25-27, Palm Springs	CASA Policy Forum Feb 27-Mar. 1, Wash, DC				
1/19/2023 – 7:00 P.M.	2/2/2023 – 7:00 P.M.	3/4/2023 – 9:00 A.M.	4/6/2023 – 7:00 P.M.	5/4/2023 – 7:00 P.M.	6/1/2023 – 7:00 P.M.
<ul style="list-style-type: none"> • Board Governance Manual Review • Service Rate Discussion • Long Range Planning Workshop Agenda • Director’s Contact Info • Board Training Summ. • CASA Conference • Quarterly Financial Statements • SPASPA Status Report • CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval. 	<ul style="list-style-type: none"> • Actuarial Analysis of Retiree Health Benefits Report (even years) • Performance Report (every 3 years) • District of Distinction • Service Rate Discussion • Long Range Planning Workshop Agenda • Board Training Summ. • CASA Conference • CASA Conference Attendee Reports 	<p><u>9AM MEETING TIME</u></p> <ul style="list-style-type: none"> • Long Range Planning Workshop – Past 5 yrs. Expenditures Review – Self-Assessment of Governance – Strategic Plan Review 	<ul style="list-style-type: none"> • Service Rate Discussion/ Approval (& 30-day Notice) • Board Training Summ. 	<ul style="list-style-type: none"> • Appoint Labor Negot. • Draft Budget • Board Training Summ. • July 4th Fair Discussion • Review of Comparable Agencies • CLOSED SESSION – Conf. Labor Negot. 	<ul style="list-style-type: none"> • Draft Budget • Review Directors’ Meeting Compensation • District Working Capital and Reserve Policy • Approve Project Plans and Specs (+CEQA) • July 4th Fair Discussion • CASA Conference
	2/16/2023 – 7:00 P.M.	3/16/2023 – 7:00 P.M.	4/20/2023 – 7:00 P.M.	5/18/2023 – 7:00 P.M.	6/15/2023 – 7:00 P.M.
	<ul style="list-style-type: none"> • Board Governance Manual Approval • Long Range Planning Workshop Agenda • Service Rate Discussion • Form 700 	<ul style="list-style-type: none"> • Auditor – RFP • California Employer’s Retiree Benefit Trust (CERBT) • Service Rate Discussion • Action Plan • Board Training Summ. • Consent Decree Quarterly Report • CASA Conference Attendee Reports • Form 700 	<ul style="list-style-type: none"> • Draft Budget • Employee Benefit Package Review • Service Rate Discussion/Approval (+ 30-day Notice) • July 4th Fair Discussion • Quarterly Financial Statements • SPASPA Status Report • CLOSED SESSION – Quarterly Claims Rpt 	<ul style="list-style-type: none"> • Resolution Ordering Board Election (even years) • Draft Budget • July 4th Fair Discussion • Service Rate Discussion/Approval (+ 30-day Notice) • CLOSED SESSION – Manager Perf. Eval. – Conf. Labor Negot. 	<ul style="list-style-type: none"> • Resolution Salary of District Manager • Resolution Employee Salary Ranges • Resolution Approve/Adopt Budget • Review and Approve Incentive Award • Adopt Incentive Award Goals & Objectives • July 4th Fair Discussion • CD Quarterly Report • CASA Conference • CLOSED SESSION – Counsel Perf. Eval.

STEGE SANITARY DISTRICT

BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JULY 2023	AUGUST 2023	SEPTEMBER 2023	OCTOBER 2023	NOVEMBER 2023	DECEMBER 2023
7/4 HOLIDAY 4 th of July Fair Booth	CASA Annual Conf. Aug 9-11, San Diego CSDA Annual Conf. Aug 28-31, Monterey	9/4 HOLIDAY Board Training AB 1234 (even years) AB 1661 (odd years)		11/23-24 HOLIDAY	12/7 HOLIDAY LUNCHEON 12/25 HOLIDAY
7/6/2023 – 7:00 P.M.	8/17/2023 – 7:00 P.M.	9/7/2023 – 7:00 P.M.	10/5/2023 – 7:00 P.M.	11/9/2023 – 7:00 P.M.	12/7/2023 – 2:00 P.M.
<ul style="list-style-type: none"> • July 4th Fair Debrief • CASA/CSDA Conf. 	<ul style="list-style-type: none"> • Select Actuary for Analysis of Retiree Health Benefits (odd years) • Quarterly (FY End) Financial Statements • Conn. Charge Report per Gov. Code 66013 • CASA/CSDA Conf. 	<ul style="list-style-type: none"> • CASA/CSDA Conf. Attendee Reports 	<ul style="list-style-type: none"> • Regional PSL Program Update • Regional FOG Program Update 	<ul style="list-style-type: none"> • Proposed Meeting Calendar • Board Officer Succession Plan • CASA Conference 	<p><u>2PM MEETING TIME</u></p> <ul style="list-style-type: none"> • Fiscal Year Financial Audit • Resolution Certifying Election Results (even years) • Connection Charge Review • Emergency Contact Update • Meeting Calendar • Consent Decree Quarterly Report • CASA Conference • Pension + OPEB UAL Reports • Nomination & Election of Officers
7/20/2023 – 7:00 P.M.		9/21/2023 – 7:00 P.M.	10/19/2023 – 7:00 P.M.		
<ul style="list-style-type: none"> • Hearing +Res./Ord. – Establish and Collect Sewer Service Charges – Director Meeting Compensation • Resolution Filing Notice of Completion • District Investment Policy • Reimb. Report per Gov. Code 53065.5 • Candidate filing period (even years) • Quarterly Financial Statements • SPASPA Status Report • CASA/CSDA Conf. • Form 470 • CLOSED SESSION – Quarterly Claims Rpt 		<ul style="list-style-type: none"> • Health Care Benefits Review • Consent Decree Quarterly Report 	<ul style="list-style-type: none"> • Quarterly Financial Statements • SPASPA Status Report • CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval. 		