

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF JUNE 3, 2021
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

***** 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.stegesan.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@stegesan.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 Executive Order N-29-20, Board Members Christian-Smith, Gilbert-Snyder, Merrill, Miller, and O'Keefe 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)

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- Motion: **IV. Approval of Minutes**
A. Approval of May 20, 2021 Regular Board Meeting Minutes
(The Board will consider approval of the minutes of May 20, 2021 Regular Board Meeting)

- Info/Motion: **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
1. CSDA 2021 Board of Directors Election Ballot - Term 2022-2024

- Info: **VI. Reports of Staff and Officers**
A. Manager's Report
1. Draft Budget
2. Beyond the Blueprint for Industry and Business Sectors - Effective June 15 (In-person Board Meetings)

- Info/Motion: **VII. Business**
A. Review of Director's Meeting Compensation
(The Board will review the meeting compensation rate)
B. Diversity, Equity, and Inclusion
(The Board will continue discussing DEI initiatives)
C. Kids for the Bay – Watershed Action Program (WAP)
(The Board will consider continuing to fund program)

- Info/Motion: **VIII. Approval of Checks**
A. Checks for June 3, 2021 - Fund No. 3418 & 3423
(The Board will be asked to approve the June 2021 checks)

CLOSED SESSION

Conference with Labor Negotiator

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF JUNE 3, 2021
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

Gov. Code § 54957.6

Agency Designated Representative: Board President O'Keefe

Unrepresented Employee: District Manager

Info:

IX. Future Agenda Items

June 17, 2021

CLOSED SESSION – Counsel Performance Evaluation

Ordinance – Directors Meeting Compensation

Resolution – District Manager Salary

Approve Employee Salary Ranges

Approve and Adopt Final Budget

Review and Approve Incentive Award

Adopt Employee Incentive Award Goals & Objectives

Consent Decree Quarterly Report

CASA Conference

+ *Private Sewer Lateral Programs*

+ *AB 1661 Harassment Prevention Training*

July 8, 2021

CLOSED SESSION – Quarterly Claims Report

Public Hearing/Resolution – Establish and Collect Sewer Service Charges

Notice of Completion

District Investment Policy

Reimbursement Report per Gov. Code 53065.5

Quarterly Financial Statements

San Pablo Avenue Specific Plan Area Status Report

CASA Conference

Form 470

X. Adjournment

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on June 17, 2021 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF MAY 20, 2021
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

*****MINUTES*****

- I. Call To Order:** President O’Keefe called the meeting to order at 7:00 P.M.
- II. Roll Call:** Present: Christian-Smith*, Gilbert-Snyder*, Merrill, Miller*, O’Keefe*
- Absent: None
- Others Present: Rex Delizo, District Manager
 Kristopher Kokotaylo, District Counsel
 Beverly & Jay James, Residents* (for Item VI.B.4)
**via video-conference*

Agenda Items: Directors and Officers of the Board did not announce any conflicts of interest posed by items on the meeting agenda.

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

IV. Approval of Minutes

A. Approval of May 6, 2021 Board Meeting Minutes

MOTION: By Christian-Smith, seconded by Merrill, to approve the minutes of the May 6, 2021 Board Meeting

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

NOES: None

ABSTAIN: None

ABSENT: None

Item VI.B.4 was taken out of order at this time in the meeting.

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF MAY 20, 2021
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

VI. Reports of Staff and Officers

B. Manager's Report

4. Pump Station Charge – Oro Loma Sanitary District and Marina Coast Water District

The Manager reported that the additional pump station charges of Oro Loma Sanitary District and Marina Coast Water District were for newly added or acquired developments and not assessed to already existing District property owners. Kensington residents Beverly and Jay James submitted written comments via email and gave public comment remotely via Zoom respectfully requesting and giving several reasons that the District Board should not continue considering imposing the pump station surcharges. District Counsel Kokotaylo reported that any extra charge cannot be for a portion of the amount but would have to be for the full amount allocated amongst the affected property owners. The Board determined the estimated \$1.3 million to replace the Canon pump station and force main would be unreasonable to apportion to the 23 property owners and would discontinue further consideration. The Board then agreed that the areas served by pump stations should be notified the next time an agenda item for similar charges are up for consideration in the future, so they would have an opportunity to give comment early in the discussion.

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

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

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

B. Written Communications

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF MAY 20, 2021
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

There were no items to consider.

VI. Reports of Staff and Officers

A. Attorney's Report:

Kokotaylo reported on the Public Employees' Medical & Hospital Care Act (PEMHCA) requirement to pay the same amount toward health insurance premiums for both retirees and active employees, but can be subsidized separately through the use of cafeteria plans or health reimbursement arrangements (HRAs).

B. Manager's Report

1. Monthly Maintenance Summary Report

The Manager reported no significant issues on last month's maintenance activities.

2. Monthly Report of Sewer Replacements and Repairs

The Manager reported on the invoices paid in April.

3. Draft Budget

The Manager reported on the updated draft budget.

4. Pump Station Charge – Oro Loma Sanitary District and Marina Coast Water District

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

VII. Business

A. Connection Charge Calculation Report

The Board reviewed and discussed the report that indicated a 1.9% increase of the Engineering News Record's Construction Cost Index (ENR-CCI) since the last increase from November 2020. Since only 6 months had passed since the last increase, the Board agreed to table the discussion and revisit the issue in December.

MOTION: By Gilbert-Snyder, seconded by Merrill, to table the discussion on updating the connection charge until December 2021

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF MAY 20, 2021
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 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

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

- B. Resolution No. 2158-0521 Approving and Authorizing Consulting Services Agreement between the Stege Sanitary District on Behalf of the Collection System Technical Advisory Committee and Humphrey Consulting
 The Board reviewed and approved the resolution.

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve Resolution No. 2158-0521 Approving and Authorizing Consulting Services Agreement between the Stege Sanitary District on Behalf of the Collection System Technical Advisory Committee and Humphrey Consulting

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

VIII. Financial Statements – May 2020

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

The financial items were reviewed by the Board.

IX. Approval of Checks

- A. Checks for May 20, 2021 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by Christian-Smith, to pay the bills,

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF MAY 20, 2021
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 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

Check Nos. 27089 through 27113 in the amount of \$184,115.52

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

CLOSED SESSION

Public Employment Performance Evaluation

Gov. Code § 54957

Title: District Manager

Conference with Labor Negotiator

Gov. Code § 54957.6

Agency Designated Representative: Board President O’Keefe

Unrepresented Employee: District Manager

The Board entered into closed session at 8:21 P.M. and returned to open session at 9:47 P.M. President O’Keefe announced the Board had taken no reportable actions.

X. Future Agenda Items

June 3, 2021

Draft Budget

Review Directors Meeting Compensation

District Working Capital and Reserve Policy

Approve Project Plans and Specifications (+CEQA)

CASA Conference

Diversity, Equity, and Inclusion

+ *In-person Board Meetings*

+ *CLOSED SESSION – Conference with Labor Negotiator*

June 17, 2021

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF MAY 20, 2021
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

CLOSED SESSION – Counsel Performance Evaluation
Ordinance – Directors Meeting Compensation
Notice of Completion
Approve Employee Salary Ranges
Approve and Adopt Final Budget
Review and Approve Incentive Award
Adopt Employee Incentive Award Goals & Objectives
Consent Decree Quarterly Report
CASA Conference
+ *Private Sewer Lateral Programs*
+ *AB 1661 Harassment Prevention Training*

XI. Adjournment

The meeting was adjourned at 9:52 P.M. The next meeting of the District Board of Directors will be held on Thursday, June 3, 2021 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary



**California Special
Districts Association**

Districts Stronger Together

CSDA 2021 Board of Directors Election Ballot - Term 2022-2024

Seat A - Bay Area Network

Each of CSDA's six (6) networks has three seats on the Board and the candidates are either a board member or management-level employee of a member district located in your Network. Each Regular Member (district) in good standing shall be entitled to vote for one (1) person to represent its Network in Seat A.

The deadline to complete your voting through the system is July 16, 2020 at 5:00 pm.

Please vote for your choice

Choose **one** of the following candidates (candidate information and statements sheets attached)

- Chad Davisson*
- Cheryl Sudduth
- Ric Lohman

*Incumbent

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2021 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Chad Davisson _____

District/Company: Ironhouse Sanitary District _____

Title: General Manager _____

Elected/Appointed/Staff: Staff _____

Length of Service with District: 6-years _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

I am currently a Boardmember of CSDA, I serve as the Chair of the Professional Development
Committee, am a member of the CSDA Finance Committee and serve on the SDRMA Board.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

I have been involved with the California Assoc. of Sanitation Agencies, serving on the State Leg.
Committee, as well as the California Water Environment Association.

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

I have worked closely with Contra Costa LAFCo, participating in the Municipal Service Review process,
as well as chairing the East CC County Water Management Association looking at regional Water sustainability.

4. List civic organization involvement:

I am on the Executive Committee for the Contra Costa Chapter of CSDA. I also serve on the Exec Committee
of the Bay Area Consortium of Water and Wastewater Education, as well as teach college level Water and
Wastewater Courses preparing the future industry workforce.

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**

My name is Chad Davisson. I am asking for your support in my efforts running for re-election to the CSDA Board of Directors. It has been my privilege to have spent my entire 35-year career serving California Special Districts. I have built my career in the field of water and wastewater, working for different Districts throughout California. I am currently the General Manager of Ironhouse Sanitary District in Contra Costa County.

Reflecting back on my career in Special Districts, I have had the unique opportunity to see first-hand, the value these singly focused agencies have in delivering our services efficiently and cost effectively, while maintaining the highest service levels. Building my career from entry level to executive management within Special Districts has given me both an understanding of day-to-day operational and resource needs as well as providing me with a deeper understanding of what I believe is critically important to an organization in terms of organizational culture and support of our communities.

I am passionate about issues of organizational sustainability and succession planning, fiscal responsibility and workforce diversity. As a current CSDA Board member, I am currently the chair of the Professional Development Committee and a member of the Fiscal Committee. Participation on these committees provides me the opportunity to work with the CSDA staff to develop relevant, cutting edge professional development content to educate and assist our Special District members.

Serving on the Executive Committee for the Contra Costa Chapter of CSDA, I have worked with my colleagues to interactively provide interesting, relevant content to our local Special District members on a myriad of important local issues.

Again, it has been an honor to serve on the CSDA Board and I appreciate your consideration in my re-election to a second term.

Respectfully,

Chad Davisson

General Manager, Ironhouse Sanitary District





**California Special
Districts Association**
Districts Stronger Together

2021 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Cheryl Sudduth

District/Company: West County Wastewater

Title: Board of Directors, President

Elected/Appointed/Staff: Elected

Length of Service with District: 3 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Yes; I have attended nearly all of the CSDA in-person and virtual events and workshops over the past few years.

I also attend the Contra Costa County and Alameda County quarterly meetings & events. Prior to the pandemic, I attended all in-person meetings.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

Yes; I am actively involved with ACWA, W.E.L.L., CA-HI NAACP Statewide Environmental & Climate Justice Committee, AWWA, AWWEE and Women in Water & Wastewater,

Black Women in Science & Engineering (BWISE), Nat'l Society Hispanic Engineers, Nat'l Disability Council, CA Disability Council, CA Diversity Council

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Vice-Chair WCA, appointed Commissioner of the CCC Racial Justice Oversight Body, Board of Sups Equity Task Force, Dist Atty Juvenile Justice Task Force

Community Advisory Bd: Senator Padilla (prev. Sen. Harris), Senator Feinstein, Rep. DeSaulnier, Rep. Lee, WCCUSD Parent Advisory Board, Albany Unified BPAG

4. List civic organization involvement:

ACLU-ABNEB Board, CCC Budget Justice Coalition SC, CC Immigration Rights Alliance SC, Racial Justice Coalition SC, Reimagine Public Safety CC SC, NAACP Legal Redress Comm

Climate Reality Project, Climate 350 Contra Costa, Contra Costa County Climate Leaders (4CL), Community for a Better Environment (CBE), Sierra Club, Sunflower Alliance

****Candidate Statement –** Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**

Cheryl Sudduth

CANDIDATE STATEMENT

At a time when our society continues to grapple with its deep ambivalence towards the freedoms, rights and humanities of people who may look, act, think and love differently from one another, there should be one constant that should never be at stake - access to clean, safe, affordable water & sewage systems. Our communities have been complacently standing by for fair treatment in a system that views equity as a *balancing* act rather than a must for all.

I spend my days in contracting, compliance and procurement, living my life with a strong ethical framework and approach all business and personal matters with unwavering integrity and diplomacy.

As an environmental scientist, I believe action, not talk, will help us make forward progress, which is why I lead by example. In addition to WCW Board President, I am also an ACLU Board Member, an appointed Commissioner of the CCC Racial Justice Oversight Body & Member of CA-HI Statewide Conference NAACP Environmental & Climate Justice Committee, as well as many environmental justice groups.

I am confident I possess the *right* blend of business acumen, political knowledge, technical expertise, *listening*, commUNITY involvement, relationship building, creative solution solving, consensus building, and balancing various stakeholder interests to positively serve the CSDA and it would be my honor to do so.

Throughout my career and my life, I have been unafraid to '*do the work*' - *whatever it takes* to take on righteous fights against systemic injustices. I will work tirelessly to ensure every Californian has access to clean, affordable water and sewage systems. *This is what I do.* The same passion, courage, humanity and commitment to justice I have carried in all of my social justice work, I will bring to this Board. ***Anyone can fill a position; I am and have been committed to do the work...***

I humbly ask for your support and your vote. Gracias.



2021 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Ric Lohman

District/Company: Montara Water and Sanitary District

Title: Director, Secretary

Elected/Appointed/Staff: Elected

Length of Service with District: 3 years. 13 with Granada Comm. Serv. Dist.

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Former president and current member of San Mateo County CSDA Chapter.

Attend state conferences

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

Member of ACWA, Cal-LAFCo, CASA

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Current LAFCo representative for county Special Districts. Member Coastside Sewer

Authority JPA 15 years. Former member Midcoast Community Council

4. List civic organization involvement:

Director, California State Parks Assoc., Resource Conservation District SOI Committee.

Active in County infrastructure and Sea Level Rise committees.

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**

Candidate Statement

Ric Lohman

Open Seat A on the BAY NETWORK Board

Dear Bay Network Colleagues,

I have a unique position in our Special Districts on the San Mateo County Coastside. I currently serve on the Montara Water and Sanitary District and manage both water and sewage issues. This area is also unique in that the three Sanitary agencies work together through a complex facilities-sharing agreement. I have served the local public in elected positions for over 25 years. These positions have been challenging, since much of our area is in San Mateo County's unincorporated region. I have had to deal with County laws and processes, demands from the City of Half Moon Bay, and the needs of our local unincorporated citizens. I have also been active in our county LAFCo for years, defending 7 attempts to merge local districts out of existence.

I feel that smaller districts have been under-represented in regional Boards, and their needs are different than the larger districts that are traditionally represented on our regional and state boards. Even though we are a small district, we still have to deal with all the larger issues, such as, affordable housing developments, sea level rise, ocean pollution, and regulators.

I would like to bring my broad political skills to our regional network and represent the often under-represented districts. I feel our smaller districts have unique issues in staffing, funding, and compliance that are often overlooked by the larger districts

I would appreciate your vote in the upcoming election.

Looking forward to seeing everyone live again in Monterey in the Fall.

Sincerely,

Ric Lohman



DRAFT BUDGET

STEGE SANITARY DISTRICT

District Manager/Engineer:
Rex Delizo, P.E.

District Counsel:
Kristopher Kokotaylo

Board of Directors:
Juliet Christian-Smith
Paul Gilbert-Snyder
Dwight Merrill
Alan C. Miller
Beatrice R. O'Keefe

Memorandum

To: Board of Directors

From: Rex Delizo, District Manager

Date: June 17, 2021

Re: Budget for Fiscal Year 2021-22

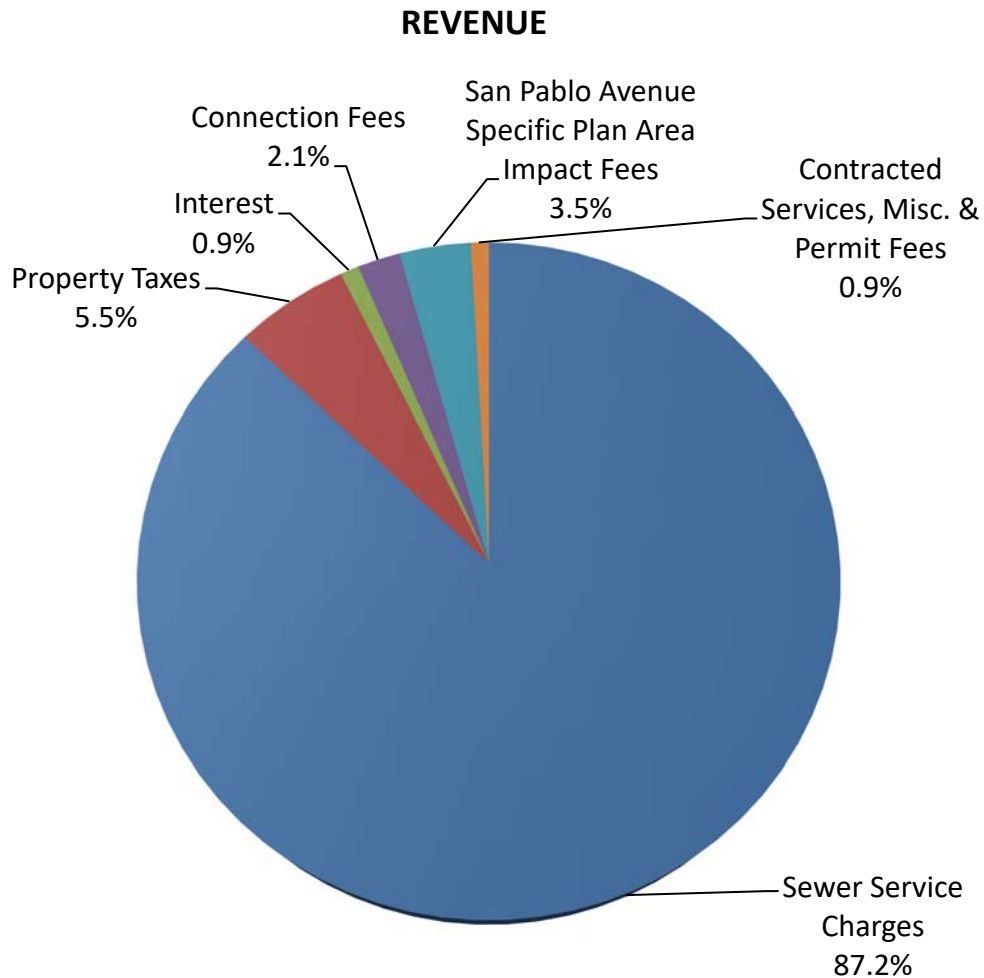
The Fiscal Year (FY) 2021-22 budget is presented for review and consideration by the Board of Directors. The budget includes all revenue and expenses for FY 2021-22 including supplemental data regarding fund target levels.

DRAFT BUDGET

BUDGET OVERVIEW

Revenue

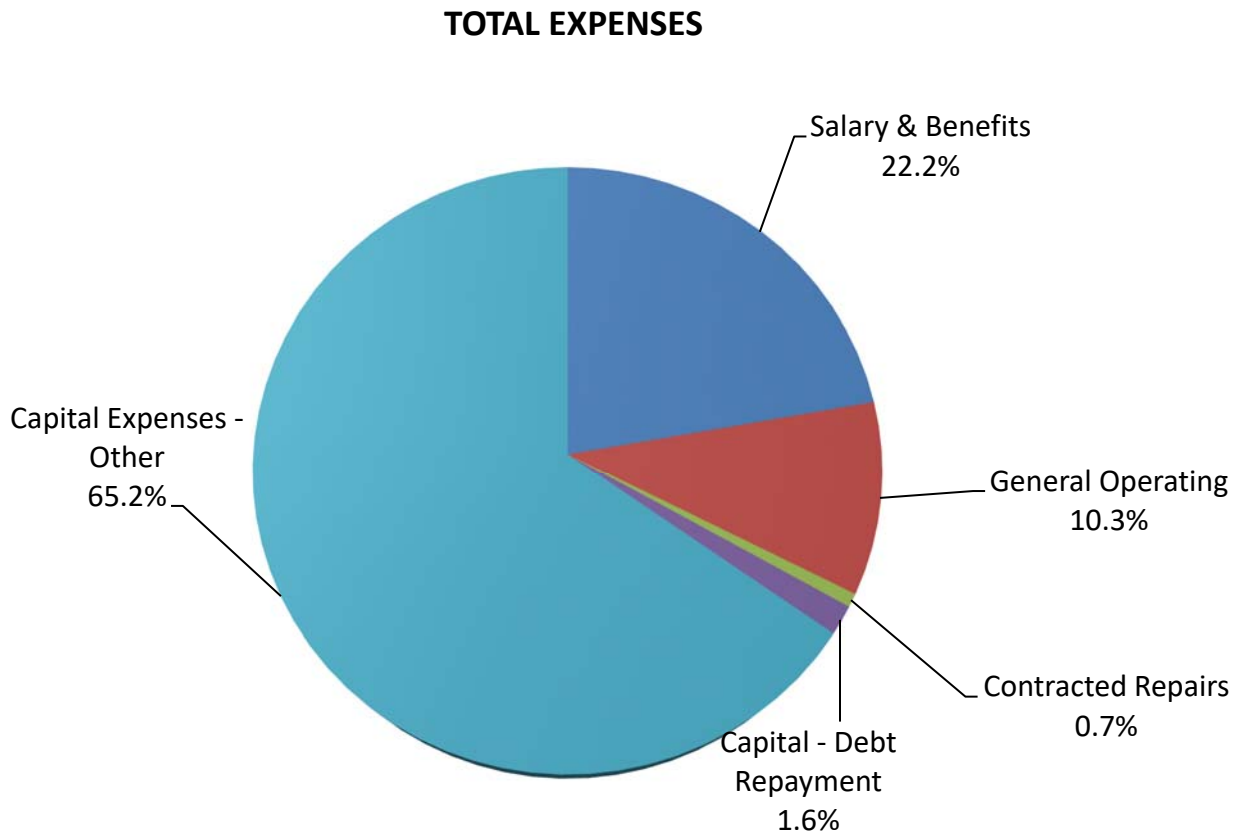
The FY 2021-22 budget includes \$7,226,000 in revenue, exclusive of the transfer of funds. The budget estimates service charge revenue at \$6,298,000 (87.2% of total revenue), property tax at \$400,000 (5.5%), interest income at \$65,000 (0.9%), connection fees at \$150,000 (2.1%), San Pablo Avenue Specific Plan Area Impact Fees at \$250,000 (3.5%), and contracted services, miscellaneous income and permit fees at \$63,000 (0.9%).



DRAFT BUDGET

Expenses

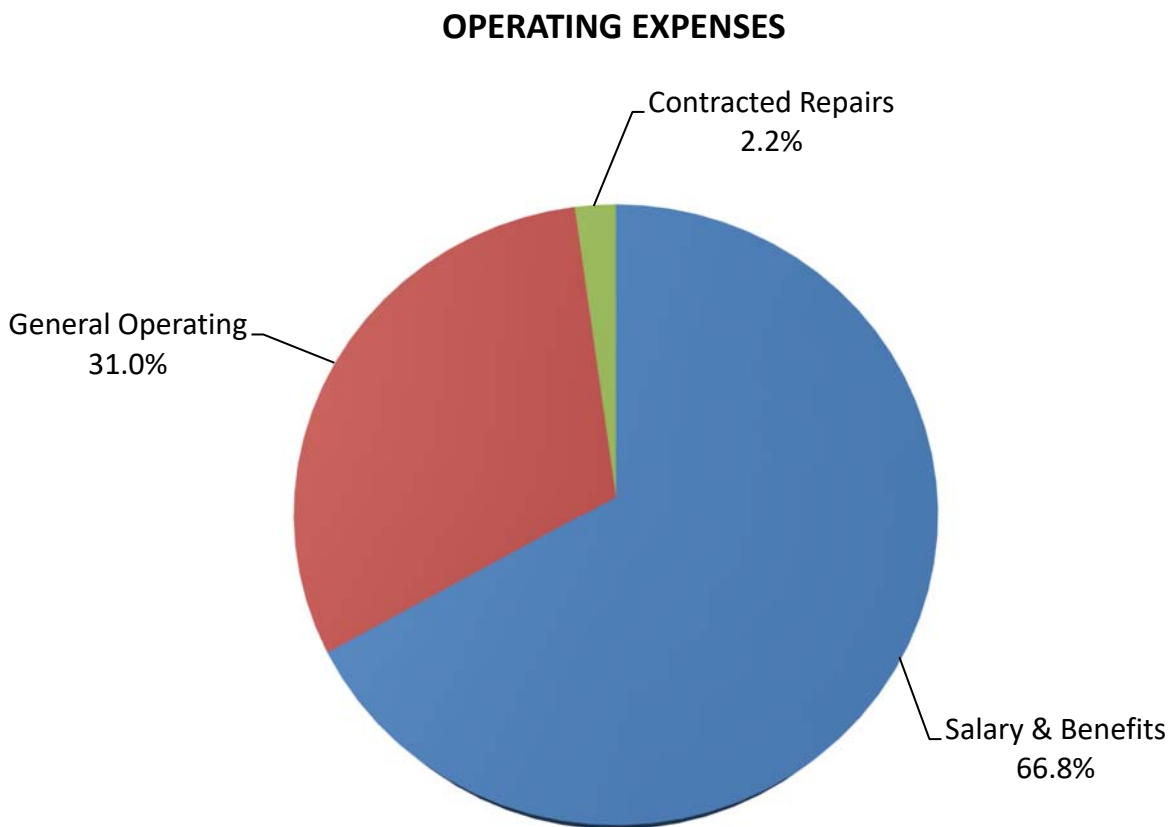
The Total Operating and Capital Expenses for FY 2021-22 amounts to \$9,453,836. Salary and benefit expenses are budgeted at \$2,098,021 (22.2% of total budget), operating and general expenses at \$972,615 (10.3%), debt repayment at \$148,200 (1.6%), repairs at \$68,000 (0.7%), and capital expenses (excluding debt) at \$6,167,000 (65.2%).



The budget estimates a deficit of \$2,227,836 of which \$1,000,000 will transfer from the SPASPA Impact Fee Fund and the remaining \$1,227,836 will transfer from the Working Capital and Reserve Fund.

DRAFT BUDGET

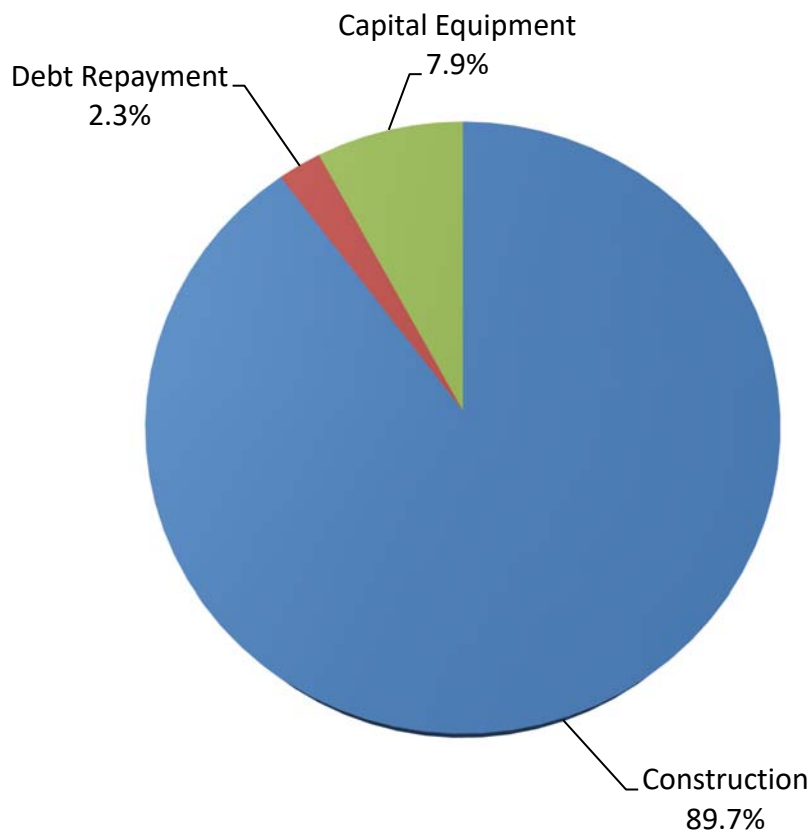
The Operating Expenses for FY 2021-22 total \$3,138,636. The budget includes all operations, maintenance, and administrative expenses. The budget also includes the funding of the annual required contribution for “other post-employment benefits” or retiree health care funding. No additional staff is requested in this budget. Salary and benefit expenses are budgeted at \$2,098,021 (66.8%) of the operating budget. The operating and general expenses are budgeted at \$972,615 (31.0%) and contracted repairs at \$68,000 (2.2%).



DRAFT BUDGET

The Capital Expenses for FY 2021-22 total \$6,315,200. Construction costs total \$5,667,000 (89.7%) which includes \$3,057,000 for the annual sewer rehabilitation project, \$1,000,000 for San Pablo Avenue Specific Plan Area (SPASPA) sewer upsizing (funded by the SPASPA Impact Fee Fund), \$1,000,000 to replace force mains for both the Burlingame Pump Station and the Canon Pump Station, \$500,000 for targeted I/I reduction construction costs, \$50,000 for interceptor cleaning, \$50,000 for manhole adjustments, and \$10,000 for capital work on the administration building (funded by the Building Reserve Fund). Two (2) annual debt service payments for outstanding State Revolving Fund (SRF) loans total \$148,200 (2.3%) and capital equipment expenses total \$500,000 (7.9%).

CAPITAL EXPENSES



DRAFT BUDGET

BUDGET CONTENTS

The budget detail sheets are similar to those used in previous years and show the budget amounts for the previous and upcoming fiscal year. A brief description of the exhibits attached to the budget detail sheets is as follows:

1. Revenue and Expenses Summary (Exhibits A & B). This information shows current sources of revenue, expenses, and compares them with the forecasts for proposed revenue and expenses for the upcoming fiscal year.
2. Budget Composite (Exhibit C). This item shows the allocation of expenses by the two District departments (Operations and Administration).
3. Reconciliation of Fund Balances (Exhibit D). This table shows the allocation of revenue to and expenses from the various funds of the District as well as internal fund transfers necessary to meet the targeted balances established by the Board.
4. 10 Year Financial Model. The spreadsheet and graph indicate the estimated operating and capital expenses, and how the financial state of the District is affected. Planned sewer service charge rates to support District expenses and target balances are also projected for the period shown.

DRAFT BUDGET

FISCAL YEAR BUDGET

(Ref: Exhibits A-D & Detail Sheets)

Revenue

The District's principal revenue source is the annual sewer service charge which is allocated equally into both the Operation Fund (\$3,149,000) and the Capital Fund (\$3,149,000). The sewer service charge rate is based on the April 2019 Sewer Rate Study prepared by public finance consulting firm, Lechowicz & Tseng Municipal Consultants, and approved by the Board on April 25, 2019.

The total amount of interest revenue of \$65,000, split between both the Operation Fund and the Capital Fund, is ~24% less than last fiscal year due to the expectation of low interest rates. Expected revenue from miscellaneous income is set at \$21,000, permit and inspection fees at \$12,000, and contracted services at \$30,000, all of which are the average amounts over the last several years. Property tax revenue remains at \$400,000 based on recent trends exclusive of unpredictable redevelopment assessment pass-through payments. District wide connection fee revenue is projected to be \$150,000 and the San Pablo Avenue Specific Plan Area Impact Fee revenue is estimated at \$250,000 in anticipation of proposed developments per the City of El Cerrito San Pablo Avenue Corridor - Major Projects Report.

Operating Expenses

The proposed operating budget for FY 2021-22 of \$3,138,636 represents an 4% increase versus last year's budget of \$3,031,811. Salary (\$1,429,460) and benefits (\$668,561) combined is 67% of the operating budget which is the same percentage as last fiscal year, but distributed differently. This is due to the Board, in December 2020, approving the elimination of the Flexible Benefit Plan contribution amount of \$1866 and corresponding cash out amount of \$1000 and, instead, paying for employee health care coverage up to the Kaiser rate, or a cash in lieu amount of \$500, and increasing all employee salaries and salary ranges by \$1000.

DRAFT BUDGET

Salary and Benefits as Percentage of Operating Budget

Fiscal Year	Operating Budget (\$)	Salary (\$)	%	Benefits (\$)	%	Salary & Benefits (\$)	%
2021-22	3,138,636	1,429,460	46%	668,561	21%	2,098,021	67%
2020-21	3,063,711	1,247,160	41%	790,810	26%	2,037,970	67%
2019-20	2,955,871	1,209,460	41%	779,670	26%	1,989,130	67%
2018-19	2,724,330	1,156,060	42%	615,060	23%	1,771,120	65%
2017-18	2,489,790	1,118,130	45%	578,800	23%	1,696,930	68%
2016-17	2,425,190	1,065,310	44%	561,920	23%	1,627,230	67%
2015-16	2,286,512	1,002,990	44%	524,880	23%	1,527,870	67%
2014-15	2,543,260	1,000,320	39%	504,900	20%	1,505,220	59%
2013-14	2,395,531	981,249	41%	484,499	20%	1,465,748	61%
2012-13	2,285,059	949,687	42%	428,082	19%	1,377,770	60%

The retiree health “contribution” to fully fund the annual required contribution (ARC) as determined by the latest Actuarial Analysis of Retiree Health Benefits as of June 30, 2020 is \$22,072. Actual payments to retirees are anticipated to be about \$23,363, including administrative fees. When payments are higher than the ARC, the Board has typically decided to make the payments without receiving any disbursement of the difference from the California Employers' Retiree Benefit Trust (CERBT) Fund. Therefore, the retiree medical amount budgeted to transfer to/from the CERBT fund is \$0.

Contracted main line repair expenses are included as part of the operating expenses and increased slightly to \$68,000 which is consistent with the projections from the Sewer Rate Study.

Operating budget items notably different from the previous budget include:

- re-allocating the previous flexible benefit (cafeteria) plan contribution amount toward health care premiums and salaries, as approved by the Board in December 2020,
- adding \$3200 to retiree health care premiums for the benefit increase from \$280/mo. to \$324.48/mo., as approved by the Board in February 2021,
- adding \$2000 for security system monitoring of the detached garage,
- removing \$30,000 for election expenses that is only budgeted for even year elections, and
- adding \$37,900 (20%) to liability and property insurance as recommended by California Sanitation Risk Management Authority (CSRMA) due to market pressure created by wildfires,

DRAFT BUDGET

storms, civil disorders, 'social inflation' (more litigation, more plaintiff-friendly judgements, and larger jury awards reflecting public sentiment more than actual damage), and the added uncertainty of the COVID-19 pandemic.

Capital Expenses

The capital equipment expense of \$500,000 includes \$150,000 for the installation of flow meters at each sub-basin to assess the system's response to rehabilitation work completed since the inception of the Consent decree in 2011. Also included is \$350,000 for the replacement of a 2002 sewer rodder truck which is at the end of its useful life.

The capital budget includes \$50,000 for manhole adjustments based on anticipated paving projects in El Cerrito, Richmond and Kensington, \$50,000 for large interceptor cleaning by a professional services contract, and \$10,000 to spend the Building Reserve Fund for capital work on the Administration Building, if needed.

The Standard Sewer Rehabilitation (Pipe-bursting) Project, at a budget amount of \$3,057,000, continues to be the primary means of flexible and efficient main line replacement. This amount has been increased by 7% (\$190,000) over last year's budget, based on the projection of the Sewer Rate Study, to adequately fund the aggressive schedule of collection system rehabilitation required by the USEPA Consent Decree. Also included is \$1,000,000 for San Pablo Avenue Specific Plan Area (SPASPA) sewer upsizing to accommodate anticipated development along San Pablo Avenue which is solely funded by the SPASPA Impact Fee, \$1,000,000 to replace force mains for both the Burlingame Pump Station and the Canon Pump Station, and \$500,000 for targeted I/I reduction construction to replace leaky sewer lines in high I/I areas using reserve funds.

Fund Balances (Ref: Exhibit D)

Exhibit D presents the reconciliation of fund balances for FY 2021-22, based on the projected ending balances estimated for June 30, 2021. The table shows the allocation of revenue and expenses to and from the respective funds, produces the year-end balance of each fund, and compares each fund balance to its target balance.

The Operating Target Balance is equal to 60% of budgeted operating and maintenance costs. This is the District's rough costs from May to December to reflect the lag in the collection of tax revenue and also provides a built-in mechanism to adjust for inflationary increases. The Operating Target Balance for FY 2021-22 is calculated to be \$1,883,182.

DRAFT BUDGET

The Capital Target Balance is equal to the 3-year rolling average of the annual capital cost (i.e. average of the previous, current, and future year capital cost) plus the annual debt service cost. This is to ensure that the District will have adequate funds available on an annual basis to conduct sewer pipeline replacements or in case of an emergency such as an earthquake and also provides a built-in mechanism to adjust for inflationary increases. The Capital Target Balance for FY 2021-22 is calculated to be \$4,455,793.

Based on the budgeted figures as shown, the total fund balance at the end of FY 2021-22 is projected to be about \$90,000 (1.4%) more than the total target balance. Note that this amount is based on planned expenditures for FY 2020-21. Actual expenditures will not be finalized until after July. But as shown, the information indicates that the District continues to be financially prudent.

FY 2020-21 BUDGET PERFORMANCE

The final expenses for FY 2020-21 have not been settled, but staff is confident that the total operating expenses should be less than the budgeted amount. Several significant unencumbered balances which will not be fully expended include operating supplies (such as rods, augers, hoses, and nozzles), professional services (such as technical/legal support, litigation expenses, and flow monitoring modeling), election expenses, penalties & fines, and, due to pandemic restrictions, travel and conference expenses. No other operating expenses are expected to be of material variance to the budgeted amounts.

Similarly, total capital expenses are expected to be less than the budgeted amount since some capital expenses will not be expended in FY 2020-21. The budget amounts for the San Pablo Avenue Specific Plan Upgrades (\$1,000,000) and Pump Station Force mains (\$1,000,000) will not be expended until FY 2021-22. The budget amount for a fuel tank (\$65,000) will not be expended since it was determined to not be cost effective due to regulatory requirements and restrictions. Manhole adjustments (\$50,000) was not fully expended due to the lack of paving projects by the City of El Cerrito, City of Richmond, and Kensington requiring this level of work. No other capital expenses are expected to be of material variance to the budgeted amounts.

DRAFT BUDGET

FUTURE COSTS

The operating expenses included in this budget are similar to what can be expected in the near future. The capital expense to fund collection system rehabilitation will continue to gradually rise over the next ten years to reflect inflation and fund the gradual ramp up of work as required by the USEPA Consent Decree and as projected in the Sewer Rate Study.

DRAFT BUDGET

EXHIBIT A

STEGE SANITARY DISTRICT REVENUE SUMMARY

FISCAL YEAR 2021-2022

ITEM	Fiscal Year 2020-2021 Budget	Fiscal Year 2021-2022 Budget	% Change
REVENUE			
I. SEWER OPERATION FUND (3418)			
Non Operating Income:			
Interest	\$ 70,000	\$ 50,000	-29%
Miscellaneous	\$ 21,000	\$ 21,000	0%
Operating Income:			
Permit & Inspection Fees	\$ 15,000	\$ 12,000	-20%
Sewer Service Charges	\$ 2,789,000	\$ 3,149,000	13%
Contracted Services	\$ 30,000	\$ 30,000	0%
Subtotal	\$ 2,925,000	\$ 3,262,000	12%
II. CAPITAL FUND (3423)			
Non-Operating Income:			
Interest	\$ 15,000	\$ 15,000	0%
Operating Income:			
Property Tax	\$ 400,000	\$ 400,000	0%
Capital Service Charges	\$ 2,901,000	\$ 3,149,000	9%
Connection Fees	\$ 150,000	\$ 150,000	0%
San Pablo Ave. Impact Fee	\$ 250,000	\$ 250,000	0%
Subtotal	\$ 3,716,000	\$ 3,964,000	7%
TOTAL REVENUE	\$ 6,641,000	\$ 7,226,000	9%

DRAFT BUDGET

EXHIBIT B

STEGE SANITARY DISTRICT EXPENSE SUMMARY

FISCAL YEAR 2021-2022

ITEM	Fiscal Year 2020-2021 Budget	Fiscal Year 2021-2022 Budget	% Change
EXPENSES			
I. OPERATING EXPENSES:			
Dept 41 - Maintenance/Engineering	\$ 2,078,676	\$ 2,159,348	4%
Dept 41 - Pump Stations	\$ 16,460	\$ 16,460	0%
Dept 41 - Contracted Repairs	\$ 66,000	\$ 68,000	3%
Dept 45 - General & Administration	\$ 870,675	\$ 894,828	3%
SUBTOTAL OPERATING EXPENSES	\$ 3,031,811	\$ 3,138,636	4%
II. CAPITAL EXPENSES:			
Dept 41 - Capital Equipment	\$ 314,000	\$ 500,000	59%
Dept 41 - Debt Repayment (SRF)	\$ 148,200	\$ 148,200	0%
Dept 41 - Sewer Rehabilitation	\$ 4,977,000	\$ 5,667,000	14%
SUBTOTAL CAPITAL EXPENSES	\$ 5,439,200	\$ 6,315,200	16%
TOTAL	\$ 8,471,011	\$ 9,453,836	12%
OTHER EXPENSES:			
Transfer from Capital Fund	\$ -	\$ -	0%
Retiree Medical Fund	\$ -	\$ -	0%
SUBTOTAL OTHER EXPENSES	\$ -	\$ -	0%
TOTAL EXPENSES	\$ 8,471,011	\$ 9,453,836	12%

STEGE SANITARY DISTRICT TRANSFER TO/(FROM) RESERVES

FISCAL YEAR 2021-2022

ITEM	Fiscal Year 2020-2021 Budget	Fiscal Year 2021-2022 Budget	% Change
REVENUE	\$ 6,641,000	\$ 7,226,000	9%
EXPENSES	\$ (8,471,011)	\$ (9,453,836)	12%
SUBTOTAL	\$ (1,830,011)	\$ (2,227,836)	
TRANSFER TO/(FROM) RESERVES	\$ (1,830,011)	\$ (2,227,836)	

DRAFT BUDGET

EXHIBIT C

STEGE SANITARY DISTRICT BUDGET - COMPOSITE

FISCAL YEAR 2021-2022

ITEM	FISCAL YEAR	FISCAL YEAR	% Change	OPERATIONS	GENERAL & ADMIN.
	2020-2021 BUDGET	2021-2022 BUDGET			
OPERATING EXPENSES:					
010 Salaries & Wages	\$ 1,247,160	\$ 1,429,460	15%	\$ 1,189,460	\$ 240,000
020 Employee Benefits	\$ 790,810	\$ 668,561	-15%	\$ 517,521	\$ 151,040
030 Directors' Expenses	\$ 39,731	\$ 39,888	0%	\$ -	\$ 39,888
040 Election Expense	\$ 30,000	\$ -	-100%	\$ -	\$ -
060 Gasoline, Oil, Fuel	\$ 22,000	\$ 22,000	0%	\$ 22,000	\$ -
070 Insurance	\$ 182,000	\$ 219,900	21%	\$ 15,000	\$ 204,900
080 Memberships	\$ 18,100	\$ 18,100	0%	\$ 3,000	\$ 15,100
090 Office Expense	\$ 10,100	\$ 10,100	0%	\$ -	\$ 10,100
100 Operating Supplies	\$ 40,000	\$ 40,000	0%	\$ 40,000	\$ -
110 Contractual Services	\$ 98,100	\$ 98,100	0%	\$ 98,100	\$ -
120 Professional Services	\$ 202,600	\$ 202,600	0%	\$ 129,000	\$ 73,600
130 Printing & Publications	\$ 29,000	\$ 29,000	0%	\$ -	\$ 29,000
140 Rents & Leases	\$ 1,800	\$ 1,800	0%	\$ 1,000	\$ 800
150 Repairs & Maintenance	\$ 116,700	\$ 116,700	0%	\$ 101,700	\$ 15,000
160 Revenue Collection Expenses	\$ 14,600	\$ 14,600	0%	\$ -	\$ 14,600
170 Travel & Meetings	\$ 18,500	\$ 18,500	0%	\$ 14,000	\$ 4,500
190 Utilities	\$ 39,200	\$ 41,200	5%	\$ 7,000	\$ 34,200
200 Other Expenses	\$ 62,100	\$ 62,100	0%	\$ -	\$ 62,100
203 First Aid Supplies	\$ 500	\$ 500	0%	\$ 500	\$ -
204 Safety Equipment and Gloves	\$ 4,500	\$ 4,500	0%	\$ 4,500	\$ -
205 Uniforms and Boots	\$ 12,500	\$ 15,317	23%	\$ 15,317	\$ -
206 Safety Incentive Program	\$ 1,250	\$ 1,250	0%	\$ 1,250	\$ -
207 Contracted Repairs	\$ 66,000	\$ 68,000	3%	\$ 68,000	\$ -
410 Pump Stations	\$ 16,460	\$ 16,460	0%	\$ 16,460	\$ -
TOTAL OPERATING EXPENSES	\$ 3,063,711	\$ 3,138,636	2%	\$ 2,243,808	\$ 894,828
CAPITAL EXPENSES:					
650 DEBT REPAYMENT	\$ 148,200	\$ 148,200	0%	\$ 148,200	\$ -
300 CAPITAL EQUIPMENT	\$ 314,000	\$ 500,000	59%	\$ 500,000	\$ -
400 CONSTRUCTION	\$ 4,977,000	\$ 5,667,000	14%	\$ 5,667,000	\$ -
TOTAL CAPITAL EXPENSES	\$ 5,439,200	\$ 6,315,200	16%	\$ 6,315,200	\$ -
TRANSFER TO CAPITAL FUND		\$ -		\$ -	\$ -
TOTAL BUDGET	\$ 8,502,911	\$ 9,453,836	11%	\$ 8,559,008	\$ 894,828

DRAFT BUDGET

DETAIL SHEET

**STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - OPERATIONS**

FISCAL YEAR 2021-2022

ITEM	Fiscal Year 2020-2021 Budget	Fiscal Year 2021-2022 Budget	% Change
010 SALARIES AND WAGES			
011 Engineering Salaries	\$ 476,400	\$ 553,900	16%
011.6 Cell Phone (3)	2,160	2,160	0%
012 Collection System Salaries	453,200	541,900	20%
012.6 Cell Phone (5)	3,600	3,600	0%
013 Overtime - Service Calls	15,400	15,400	0%
014 Overtime - Engineering/Inspection	500	500	0%
015 Standby	51,000	60,000	18%
017 Performance Incentive	12,000	12,000	0%
TOTAL SALARIES AND WAGES	\$ 1,014,260	\$ 1,189,460	17%
020 EMPLOYEE BENEFITS			
021 Retirement	\$ 341,290	\$ 321,350	-6%
021a Deferred Comp Match Cafeteria Plan	25,440	25,440	0%
022 Health Care Premiums & Admin Fees	480	72,581	15021%
023 Life Insurance/Dental/LTD	13,920	15,840	14%
024 Workers' Compensation Insurance	18,300	19,200	5%
025 Unemployment Insurance	5,400	5,700	6%
026 Medicare	19,600	20,200	3%
027 Cash in Lieu (Dependent Care & Medical) Retiree Medical & ARC	179,136	24,000	-87%
'028 Retiree Medical (AnnReq'dContrib ARC)	-	-	0%
'029 Retiree Health Care Premium	10,300	11,900	16%
030 Social Security (On Call Maintenance)	1,000	1,310	31%
TOTAL EMPLOYEE BENEFITS	\$ 614,866	\$ 517,521	-16%
MAINTENANCE			
060 GAS, OIL AND FUEL	\$ 22,000	\$ 22,000	0%
070 CLAIMS	15,000	15,000	0%
080 MEMBERSHIPS	3,000	3,000	0%
100 OPERATING SUPPLIES			
101 Rods and Augers	5,000	5,000	0%
102 Chemicals	1,000	1,000	0%
104 Hose and Nozzles	25,000	25,000	0%
105 Emergency Readiness	500	500	0%
107 Engineering and Inspection Supplies	2,000	2,000	0%
108 Computer/Supplies	6,500	6,500	0%
Forward totals to next page	80,000	80,000	0%

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - OPERATIONS

FISCAL YEAR 2021-2022

ITEM	Fiscal Year 2020-2021 Budget	Fiscal Year 2021-2022 Budget	% Change
Totals from previous page	\$ 80,000	\$ 80,000	0%
110 CONTRACTUAL SERVICES			
111 Phone Service (Answering Service)	\$ 1,200	\$ 1,200	0%
112 Manhole Level Monitors	2,500	2,500	0%
115 Sewer Root Foaming	75,000	75,000	0%
116 Radio and Test Equipment Maintenance	500	500	0%
117 Utility Marking Service	3,000	3,000	0%
118 DOT Regulatory Compliance	900	900	0%
119 Collection System JPA	15,000	15,000	0%
120 PROFESSIONAL SERVICES			
121 Technical/Legal Support	\$ 107,000	\$ 107,000	0%
122 Safety Consultant	1,000	1,000	0%
123 Flow Monitoring Modeling	15,000	15,000	0%
124 Enforcement	6,000	6,000	0%
140 RENTS AND LEASES	1,000	1,000	0%
150 REPAIRS AND MAINTENANCE			
151 Vehicle Maintenance	\$ 40,000	\$ 40,000	0%
152 Equipment and Shop Maintenance	9,000	9,000	0%
153 Sewer Materials			
a. Pipe and Fittings	4,000	4,000	0%
b. Manholes	4,500	4,500	0%
c. Castings	1,000	1,000	0%
154 Emergency Sewer Replacement	12,500	12,500	0%
156 Building Maintenance	1,800	1,800	0%
157 Janitorial Services	4,500	4,500	0%
158 Yard Maintenance	2,400	2,400	0%
159 Refuse Service	4,750	4,750	0%
159a Refuse Service-Vactor	2,250	2,250	0%
160 Video Inspection Equipment Repair	15,000	15,000	0%
170 TRAVEL AND MEETINGS			
171 Training and Testing	\$ 3,000	\$ 3,000	0%
173 Travel Reimbursement	6,000	6,000	0%
174 Meetings and Conference	5,000	5,000	0%
Forward totals to next page	\$ 423,800	\$ 423,800	0%

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - OPERATIONS

FISCAL YEAR 2021-2022

ITEM	Fiscal Year 2020-2021 Budget	Fiscal Year 2021-2022 Budget	% Change
Totals from previous page	\$ 423,800	\$ 423,800	0%
193 WATER - HYDRO FLUSHER	\$ 7,000	\$ 7,000	0%
203 FIRST AID SUPPLIES	500	500	0%
204 SAFETY EQUIPMENT AND GLOVES	4,500	4,500	0%
205 UNIFORMS AND BOOTS	12,500	15,317	23%
206 SAFETY INCENTIVE PROGRAM	1,250	1,250	0%
TOTAL MAINTENANCE/ENGINEERING	\$ 449,550	\$ 452,367	1%
41.2 BURLINGAME PUMP STATION			
150 Repairs (Contracted)	\$ 4,000	\$ 4,000	0%
150a Annual Inspection	2,500	2,500	0%
151 Electricity	900	900	0%
152 Telemetry	350	350	0%
153 Maintenance and Landscaping	960	960	0%
41.4 CANON PUMP STATION			
150 Repairs (Contracted)	4,000	4,000	0%
150a Annual Inspection	2,500	2,500	0%
151 Electricity	900	900	0%
152 Telephone/Telemetry	350	350	0%
TOTAL PUMP STATIONS	\$ 16,460	\$ 16,460	0%
207 CONTRACTED REPAIRS	66,000	68,000	3%
TOTAL - MAINT/ENG EMPLOYEE SALARIES	\$ 1,014,260	\$ 1,189,460	17%
TOTAL - MAINT/ENG EMPLOYEE BENEFITS	614,866	517,521	-16%
TOTAL OTHER MAINTENANCE/ENGINEERING	449,550	452,367	1%
TOTAL - PUMP STATIONS	16,460	16,460	0%
TOTAL CONTRACTED REPAIRS	66,000	68,000	3%
TOTAL OPERATIONS	\$ 2,161,136	\$ 2,243,808	4%

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT

ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL

FISCAL YEAR 2021-2022

ITEM	Fiscal Year 2020-2021 Budget	Fiscal Year 2021-2022 Budget	% Change
010 SALARIES AND WAGES			
011 Administration Salaries	\$ 197,500	\$ 236,500	20%
017 Performance Incentive	3,500	3,500	0%
TOTAL - SALARIES & WAGES	\$ 201,000	\$ 240,000	19%
020 EMPLOYEE BENEFITS			
021 Retirement	\$ 99,770	\$ 97,300	-2%
021a Deferred Comp Match	6,000	6,000	0%
Cafeteria Plan			
022 Health Care Premiums & Admin Fees	360	19,800	5400%
023 Life Insurance/Dental/LTD	1,980	2,160	9%
024 Workers' Compensation Insurance	4,000	4,200	5%
025 Unemployment Insurance	500	500	0%
026 Medicare	6,750	7,480	11%
027 Cash in Lieu (Dependent Care & Medical)	44,784	-	-100%
Retiree Medical			
'028 Retiree Medical (AnnReq'dContrib(ARC))	-	-	0%
'029 Retiree Health Care Premiums	10,300	11,900	16%
029a Social Security	1,500	1,700	13%
TOTAL - EMPLOYEE BENEFITS	\$ 175,944	\$ 151,040	-14%
GENERAL EXPENSES			
030 DIRECTORS' EXPENSES			
031 Board Meeting Compensation	\$ 22,231	\$ 22,388	1%
032 Travel Reimbursement	10,000	10,000	0%
033 Meetings & Conference	6,500	6,500	0%
034 Training	1,000	1,000	0%
TOTAL - DIRECTORS' EXPENSES	\$ 39,731	\$ 39,888	0%
040 ELECTION EXPENSES	\$ 30,000	\$ -	-100%
070 INSURANCE			
071 Liability and Property Insurance	\$ 189,500	\$ 227,400	20%
072 Dividends (CREDIT)	(22,500)	(22,500)	0%
080 MEMBERSHIPS			
081 Memberships	\$ 15,000	\$ 15,000	0%
082 Memberships - Board	100	100	0%
Forward totals to next page	251,831	259,888	3%

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT

ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL

FISCAL YEAR 2021-2022

ITEM	Fiscal Year 2020-2021 Budget	Fiscal Year 2021-2022 Budget	% Change
Totals from previous page	\$ 251,831	\$ 259,888	3%
090 OFFICE EXPENSES			
091 Stationery, Postage, Supplies	\$ 4,000	\$ 4,000	0%
092 Subscriptions	5,000	5,000	0%
094 Public Notice Postage	400	400	0%
096 Bank Charges	700	700	0%
120 PROFESSIONAL SERVICES			
121 Legal Services	\$ 35,000	\$ 35,000	0%
123 Audit and Special Reports	20,000	20,000	0%
124 Resources Consultant	5,000	5,000	0%
125 Administrative Support	2,500	2,500	0%
126 Labor Relations/HR Training	100	100	0%
127 Litigation Expenses	5,000	5,000	0%
129 ADP Payroll Expenses	6,000	6,000	0%
130 PRINTING AND PUBLICATIONS			
131 Meetings and Hearings Notices	\$ 1,000	\$ 1,000	0%
132 Newsletters	20,000	20,000	0%
133 Publications (Ordinances & Notices)	7,500	7,500	0%
134 Job Advertising	500	500	0%
140 RENTS AND LEASES	\$ 800	\$ 800	0%
150 BUILDING REPAIRS AND MAINTENANCE			
151 Administration Offices	\$ 9,000	\$ 9,000	0%
155 Office Equipment	6,000	6,000	0%
Forward totals to next page	380,331	388,388	2%

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT

ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL

FISCAL YEAR 2021-2022

ITEM	Fiscal Year 2020-2021 Budget	Fiscal Year 2021-2022 Budget	% Change
Totals from previous page	\$ 380,331	\$ 388,388	2%
160 REVENUE COLLECTION EXPENSES			
161 EBMUD	\$ 600	\$ 600	0%
162 CCC Assessment Collection Fees	14,000	14,000	0%
170 TRAVEL AND MEETINGS			
173 Travel Reimbursement	\$ 1,500	\$ 1,500	0%
174 Meetings and Conferences	3,000	3,000	0%
190 UTILITIES			0%
191 Gas and Electricity	\$ 13,000	\$ 13,000	0%
192 Telephone & Computer Internet	12,500	12,500	0%
193 Water	4,200	4,200	0%
194 Security System	2,500	4,500	80%
200 OTHER EXPENSES			
201 Miscellaneous	\$ 5,000	\$ 5,000	0%
202 Property Taxes	100	100	0%
203 LAFCO Net Cost Apportionment	4,000	4,000	0%
204 Public Outreach	18,000	18,000	0%
205 Penalties & Fines	35,000	35,000	0%
TOTAL - GENERAL EXPENSES	\$ 493,731	\$ 503,788	2%
TOTAL - ADMIN. EMPLOYEE SALARIES	\$ 201,000	\$ 240,000	19%
TOTAL - ADMIN. EMPLOYEE BENEFITS	\$ 175,944	\$ 151,040	-14%
TOTAL - ADMINISTRATION & GENERAL	\$ 870,675	\$ 894,828	3%
TOTAL OPERATIONS & ADMIN. (3418)	\$ 3,031,811	\$ 3,138,636	4%

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT

ACCOUNT NO. 41 - CAPITAL EQUIPMENT EXPENSES

FISCAL YEAR 2021-2022

ITEM	Fiscal Year 2020-2021 Budget	Fiscal Year 2021-2022 Budget	% Change
CAPITAL EQUIPMENT EXPENSES			
300 CAPITAL OPERATIONS (3421)			
315 Flow Meters	\$ 150,000	\$ 150,000	0%
319 Manhole Level Monitors	15,000	-	-100%
324 Vehicle Replacement	-	350,000	100%
328 Generator	50,000	-	-100%
329 Security Fence Burlingame PS	34,000	-	-100%
330 Fuel Tank	65,000	-	-100%
Sub-Total Capital Operations	\$ 314,000	\$ 500,000	59%
TOTAL - CAPITAL EQUIPMENT EXPENSES (3421)	\$ 314,000	\$ 500,000	59%

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - CAPITAL EXPENSES

FISCAL YEAR 2021-2022

ITEM	Fiscal Year 2020-2021 Budget	Fiscal Year 2021-2022 Budget	% Change
411 MANHOLES			
Manhole Adjustments	\$ 50,000	\$ 50,000	0%
428 RENEWAL & REPLACEMENT			
a. Interceptor Cleaning	\$ 50,000	\$ 50,000	0%
b. Pump Station Rehab	-	-	0%
c. Admin Building	10,000	10,000	0%
SUB TOTAL (428)	\$ 60,000	\$ 60,000	0%
434 STANDARD SEWER REHABILITATION (3423)			
a. Construction Costs	\$ 2,867,000	\$ 3,057,000	7%
d. San Pablo Ave. Specific Plan Upgrades	1,000,000	1,000,000	0%
e. Pumpstation Forcemains	1,000,000	1,000,000	0%
f. Targeted I/I Reduction Construction Costs		500,000	0%
SUB-TOTAL (434)	\$ 4,867,000	\$ 5,557,000	14%
436 STANDARD SEWER REHABILITATION (3423)			
a. Grant Program			
TOTAL CONSTRUCTION COSTS (400s)	\$ 4,977,000	\$ 5,667,000	14%
650 DEBT REPAYMENT (SRF LOANS)			
a. Repayment Project 99201	104,300	104,300	0%
b. Repayment Project 02203	43,900	43,900	0%
TOTAL DEBT REPAYMENT (650)	\$ 148,200	\$ 148,200	0%
TOTAL CAPITAL EXPENSES (400-650)	\$ 5,439,200	\$ 6,315,200	16%

DRAFT BUDGET

EXHIBIT D

STEGE SANITARY DISTRICT FISCAL YEAR 2021-2022 RECONCILIATION OF FUND BALANCES

	FISCAL YEAR 2021-2022 BUDGET	3418 OPERATIONS FUND	3423 CAPITAL FUND
Total Fund Balances As of 6/30/2021 (est.)	\$ 8,655,079	\$ 1,804,766	\$ 6,850,313
OPERATING FUND			
REVENUE			
Contracted Services	\$ 30,000	\$ 30,000	
Interest Income	\$ 50,000	\$ 50,000	
Permit, Inspection Fees	\$ 12,000	\$ 12,000	
Sewer Service Charges	\$ 3,149,000	\$ 3,149,000	
Miscellaneous	\$ 21,000	\$ 21,000	
Subtotal	\$ 3,262,000	\$ 3,262,000	
EXPENSES			
General & Administration	\$ (894,828)	\$ (894,828)	
Operating/Pump Stations	\$ (2,243,808)	\$ (2,243,808)	
Subtotal	\$ (3,138,636)	\$ (3,138,636)	
Net Gain (Loss)*	\$ 123,364	\$ 123,364	
CAPITAL FUND			
REVENUE			
Property Tax Collection	\$ 400,000		\$ 400,000
Capital Service Charges	\$ 3,149,000		\$ 3,149,000
San Pablo Impact Fee	\$ 250,000		\$ 250,000
Interest Income	\$ 15,000		\$ 15,000
Connection Fees	\$ 150,000		\$ 150,000
Subtotal	\$ 3,964,000		\$ 3,964,000
EXPENSES			
Capital Equipment	\$ (500,000)		\$ (500,000)
Construction	\$ (5,667,000)		\$ (5,667,000)
Debt Repayment (SRF Loan)	\$ (148,200)		\$ (148,200)
Subtotal	\$ (6,315,200)		\$ (6,315,200)
Net Gain (Loss)*	\$ (2,351,200)		\$ (2,351,200)
Fund Balances			
Before transfers	\$ 6,427,243	\$ 1,928,130	\$ 4,499,113
Transfers between Reserves		\$ (44,948)	\$ 44,948
*Used from Reserves			
Fund Balances As of 6/30/2022 (est.)	\$ 6,427,243	\$ 1,883,182	\$ 4,544,061
TARGET BALANCE	\$ 6,338,975	\$ 1,883,182	\$ 4,455,793

(60% of annual O&M) (3Yr Avg. of Capital Costs)

DRAFT BUDGET

STEGE SANITARY DISTRICT - 10 YEAR FINANCIAL MODEL (\$ THOUSAND)

FISCAL YEAR ENDING	(1) ANNUAL DEBT SERVICE	(2) DISTRICT O&M COSTS	(3) SYSTEM REHAB.	(4) CAPITAL EQUIP COSTS	(5) OTHER CAP COSTS	(6) TOTAL COSTS (1) thru (5)	(7) MONTH USER CHARGE	(8) TOTAL REVENUE	(9) CASH FLOW (8)-(6)	(10) FUND INTEREST	(11) FUND BALANCE	(12) TARGET BALANCE	(13) RESERVE RATIO (11)/(6)
2021	148	3064	2977	314	0	6503	25.33	6641	138	85	8655	6221	1.25
2022	148	3139	5667	500	0	9454	28.42	7226	-2228	65	6427	6339	0.92
2023	44	3235	3259	200	110	6848	31.92	7473	625	17	7052	6874	0.94
2024	44	3332	3473	445	910	8204	35.75	8222	18	17	7070	6110	0.86
2025	44	3419	3594	80	130	7266	28.50	6657	-609	17	6461	6249	0.97
2026	44	3508	3719	10	100	7381	30.50	7094	-287	17	6174	6010	0.88
2027	0	3609	3850	70	75	7604	33.00	7639	35	17	6209	6160	0.81
2028	0	3682	3983	60	75	7800	35.50	8183	383	17	6592	6427	0.80
2029	0	3806	4122	345	75	8348	37.50	8620	272	17	6864	6756	0.79
2030	0	3882	4265	150	340	8638	38.50	8830	193	10	7056	6961	0.79
2031	0	3990	4414	95	90	8589	38.50	8833	244	10	7300	7226	0.82

DRAFT BUDGET

Fund Balance vs. Target Balance for FY 2021-22





TOMÁS J. ARAGÓN, M.D., Dr.P.H.
State Public Health Officer & Director

State of California—Health and Human
 Services Agency
**California Department of
 Public Health**



GAVIN NEWSOM
Governor

May 21, 2021

TO: All Californians

SUBJECT: Beyond the Blueprint for Industry and Business Sectors - Effective June 15

Related Materials: Beyond the Blueprint Q&A

When California fully reopens the economy, the state will move beyond the Blueprint for a Safer Economy. Beginning June 15, all sectors listed in the current Blueprint Activities and Business Tiers Chart may return to usual operations (with the limited exceptions noted below for Mega Events) based on the following general public health recommendations:

	Restrictions Applying to Indoor & Outdoor Settings
Vaccine Verification / Negative Testing	Required for Indoor mega events Recommended for Outdoor mega events
Capacity Limitations	No restrictions
Physical Distancing	No restrictions for attendees, customers and guests
Masking	Follow current CDPH Guidance for Face Coverings
Travelers	Follow CDC recommendations and CDPH Travel Advisory

Employers are subject to the Cal/OSHA COVID-19 Prevention Emergency Temporary Standards (ETS), if applicable to them.

Limited Exceptions for Mega Events:

Mega Events are characterized by large crowds greater than 5,000 (indoors) and 10,000 (outdoors) attendees. Mega Events may have either assigned or unassigned seating, and may be either general admission or gated, ticketed and permitted events.

Mega Events are considered higher risk for COVID transmission because:

- Participants and attendees are spending extensive periods of time physically close to large numbers of people they don't usually interact with.
 - The frequency and total duration of close contact between attendees is increased, thereby increasing the risk that respiratory particles will be transmitted between attendees and participants.
 - They draw from beyond the nearby community and will often draw attendees and participants from other states and countries who may be infected with more infectious COVID variants.
 - Effective contact tracing may be difficult given the number of potential uncontrolled mixing between groups and attendees and the nature of the events.
- **For Indoor Mega Events (example: conventions/conferences/expos/sporting events and concerts):**
 - In addition to the general public health recommendations:
 - Verification of fully vaccinated status** or pre-entry negative test* result is required of all attendees.
 - Information will be prominently placed on all communications, including the reservation and ticketing systems, to ensure guests are aware of testing and vaccination requirements (including acceptable modes of verification).
 - Attendees must follow CDPH Guidance for Face Coverings.
 - **For Outdoor Mega Events (example: music or food festivals/car shows/large endurance events and marathons/parades/sporting events and concerts):**
 - In addition to the general public health recommendations:
 - Verification of fully vaccinated status or pre-entry negative test result is strongly recommended for all attendees. Attendees who do not verify vaccination status should be asked to wear face coverings.
 - Attendees must follow CDPH Guidance for Face Coverings.
 - Information will be prominently placed on all communications, including the reservation and ticketing systems, to ensure guests are aware that the State strongly recommends that they be fully vaccinated, obtain a negative COVID-19 test prior to attending the event, or wear a face covering.
 - Venues are required to make available masks for all attendees.
 - **Additional recommendations for sponsors of Mega Events:**
 - Encourage everyone to get vaccinated when eligible.
 - Facilitate increased ventilation of indoor spaces (i.e., open all windows and doors to increase natural air flow), following current CDPH and CalOSHA guidance.
 - Encourage everyone to sign up for CA Notify as an added layer of protection for themselves and the community to receive alerts when they have been in close contact with someone who tests positive for COVID-19.
 - Convey the risk of attending large crowded events where the vaccine status of others in attendance may be unknown to the individuals.

- Convey the risk of attending large crowded events for populations that may not currently be eligible for vaccination, or may be immunocompromised and whose vaccine protection may be incomplete.
- Encourage all venues along any parade or event route to provide outdoor spaces for eating/drinking /congregating to reduce the risk of transmission in indoor settings.

The requirements and recommendations for negative testings / vaccine verification will be in place effective **June 15, 2021 through October 1, 2021**. The state will assess conditions by September 1, 2021, to determine whether updated requirements or recommendations are needed beyond October 1, 2021.

CDPH will continue to provide updated guidance for youth, healthcare and high-risk congregate settings.

* Pre-entry negative testing

1. Definition: Testing must be conducted within 72 hours before event start time (both PCR and antigen are acceptable). Results of the test must be available prior to entry into the event or venue.
2. Verification: The following are acceptable as proof of a negative COVID-19 test result: printed document (from the test provider or laboratory) OR an email or text message displayed on a phone from the test provider or laboratory. The information should include person's name, type of test performed, and negative test result (date of test must be within prior 72 hours). Businesses and venue operators may also utilize self-attestation at point of registration, during ticket purchase or on the day of the event prior to entry into the venue.

** Fully vaccinated

1. Definition: See current CDPH Guidance for Fully Vaccinated Persons for definitions, acceptable vaccines, and updates on additional vaccines as they are approved.
2. Verification: The following are acceptable as proof of full vaccination: Vaccination card (which includes name of person vaccinated, type of vaccine provided and date last dose administered) OR a photo of a vaccination card as a separate document OR a photo of the attendee's vaccine card stored on a phone or electronic device OR documentation of vaccination from a healthcare provider. Businesses and venue operators may also utilize self-attestation at point of registration, during ticket purchase or on the day of the event prior to entry into the venue.

Originally Published on May 21, 2021

California Department of Public Health
PO Box, 997377, MS 0500, Sacramento, CA 95899-7377
Department Website ([cdph.ca.gov](https://www.cdph.ca.gov))



REVIEW OF DIRECTORS' COMPENSATION RATE

ISSUE:

The Board annually reviews the compensation that Directors receive for their attendance at District-related meetings.

FISCAL IMPACT:

The fiscal impact would depend on the amount of the change, if any, to the compensation rate. A cost-of-living increase applied to meeting fees since the last increase in April 2020 would increase expenses by 4.1% (April CPI-W) or about \$1000 total for one year.

STRATEGIC PLAN:

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

WORK PLAN ITEM "b": Annually review employee salary and benefits by July of each year and conduct a survey vs. comparable agencies by June 2023 and at least every five (5) years thereafter

BACKGROUND:

Meeting fees for Directors are based on amendments to the Sanitary District Act that became effective in 2001. At that time, the Board increased the meeting fees paid to Directors by taking the doubly conservative approach that the 5% allowable increase per year was not compounded and based the calculation on the 1986 fee of \$100 per meeting day. This resulted in a fee of \$165 per meeting day in 2001.

The Board's history of meeting fees is as follows:

YEAR	RATE	APR CPI-W	RATE ADJUSTED TO 2021
1986	\$100	109.4	\$276.32
2001	\$165	184.9	\$269.76
2004	\$190	194.7	\$295.00
2008	\$196	217.913	\$271.90
2012	\$200	236.626	\$255.50
2015	\$205	252.875	\$245.06
2017	\$215	268.896	\$241.70
2018	\$222.31	278.039	\$241.70
2020	\$232.12	290.304	\$241.70
2021		302.294	

A comparison of meeting fees for comparable agencies is as follows:

COMPARABLE AGENCY	CURRENT RATE
Ross Valley SD	\$314.00
West County SD	\$265.35
Oro Loma SD	\$260.00
Las Gallinas Valley SD	\$252.70
Mt. View SD	\$235.00
Castro Valley SD	\$230.00
West Bay SD	\$230.00
Central Marin SA	\$225.00
Novato SD	\$225.00
Napa SD	\$218.00
West Valley SD	\$210.00
Rodeo SD	\$175.00
Ironhouse SD	\$170.00
AVERAGE	\$231.54
MEDIAN	\$230.00
STEGE SD (CURRENT)	\$232.12
STEGE SD (APR CPI-W)	\$241.70

The cost-of-living increase for the past year is 4.1% (April CPI-W) which would increase the Directors' compensation rate from \$232.12 to \$241.70 per meeting day and would increase total District expenses by about \$1000 total for one year.

RECOMMENDATION:

Direct staff to prepare an ordinance to increase the Directors' compensation rate to \$241.70 based on the cost-of-living increase for the past year of 4.1% (April CPI-W).

ALTERNATIVES:

1. Direct staff to prepare an ordinance for a different Directors' compensation rate.
2. Take no action and keep the existing Directors' compensation rate the same.

ATTACHMENTS:

None

DIVERSITY, EQUITY, AND INCLUSION (DEI)

ISSUE:

The Board will continue discussions on Diversity, Equity, and Inclusion (DEI) initiatives.

FISCAL IMPACT:

The fiscal impact to discuss and consider DEI is minimal, but the resulting initiatives may have a fiscal impact that is yet to be determined.

STRATEGIC PLAN:

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

BACKGROUND:

At the Board meeting held on April 1, 2021, the Board began discussing their individual experiences with Diversity, Equity, and Inclusion (DEI) and would like to continue the conversation and discussion on a regular basis moving forward on how they, as individuals and as a District, could contribute to the furthering of DEI initiatives.

At the Board meeting held on May 6, 2021, the Board continued their discussion and decided to bring back a draft DEI policy of values that they would like to implement for consideration at a future meeting.

The Manager conducted an anonymous DEI survey of staff. Both the survey and the survey results are attached for the Board's consideration.

RECOMMENDATION:

Prepare to discuss and consider Diversity, Equity, and Inclusion (DEI) initiatives.

ALTERNATIVES:

1. Provide staff further direction.

ATTACHMENTS:

- Diversity, Equity, and Inclusion (DEI) Initiatives – Summary of Survey Results
- Diversity, Equity, and Inclusion (DEI) Initiatives – Sample Survey

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Anonymous Diversity, Equity, and Inclusion (DEI) Initiatives Survey Results

Statement	Strongly Disagree	Disagree	Neither Agree or Disagree	Agree	Strongly Agree
I believe employees who are different from others are treated fairly at our workplace.	-	-	20%	50%	30%
People of every culture and background are respected and valued here.	-	-	20%	70%	10%
I am comfortable talking about my background and cultural experiences with my coworkers.	-	-	-	80%	20%
Employees of different backgrounds interact well with one another.	-	-	10%	70%	20%
I feel included and respected here at our workplace.	-	-	30%	30%	40%
If I had a concern about harassment or discrimination, I know where and how to report that concern.	-	-	10%	70%	20%
Our workplace demonstrates a commitment to meeting the needs of employees requiring accommodations.	-	-	10%	80%	10%
Our workplace enables me to balance my work and personal life.	-	-	-	80%	20%

Any comments or suggestions to help improve and promote Diversity, Equity, and Inclusion at our workplace:

- *We serve Kensington, Richmond Annex, and El Cerrito. Shouldn't there be Board representation from each area?*
- *Staff is diverse, unlike the Board.*
- *Best to keep religious and political matters to ourselves.*
- *Where is the diversity at the Board level?*
- *Keep political views to self because it makes people uncomfortable.*
- *We need diversity of race of the Board members.*
- *I believe DEI is NOT an issue at all at the staff level. I've never felt threatened due to my diversity. Spending time or resources towards DEI initiatives is superfluous, asinine, and an absolute waste of District funds. DEI programs do more to purposely foment division and conflict instead of purportedly help with cohesion of this organization. This ideology serves to provide a solution to a problem that does not exist, and inadvertently has to CREATE THE PROBLEM in order to justify existence. All DEI initiatives should be immediately disregarded and should not be entertained.*

Diversity, Equity, and Inclusion (DEI) Initiatives Survey

DIVERSITY is the presence of differences that may include race, gender, religion, sexual orientation, ethnicity, nationality, socioeconomic status, language, (dis)ability, age, religious commitment, or political perspective.

EQUITY is the fair treatment, access, opportunity, and advancement for all people, while at the same time striving to identify and eliminate barriers that have prevented the full participation of some groups.

INCLUSION is the act of creating environments in which any individual or group can be and feel welcomed, respected, supported, and valued to fully participate.

THESE RESPONSES WILL BE KEPT ANONYMOUS AND CONFIDENTIAL

I believe employees who are different from others are treated fairly at our workplace.

Strongly Disagree Disagree Neither Agree or Disagree Agree Strongly Agree

People of every culture and background are respected and valued here.

Strongly Disagree Disagree Neither Agree or Disagree Agree Strongly Agree

I am comfortable talking about my background and cultural experiences with my coworkers.

Strongly Disagree Disagree Neither Agree or Disagree Agree Strongly Agree

Employees of different backgrounds interact well with one another.

Strongly Disagree Disagree Neither Agree or Disagree Agree Strongly Agree

I feel included and respected here at our workplace.

Strongly Disagree Disagree Neither Agree or Disagree Agree Strongly Agree

If I had a concern about harassment or discrimination, I know where and how to report that concern.

Strongly Disagree Disagree Neither Agree or Disagree Agree Strongly Agree

Our workplace demonstrates a commitment to meeting the needs of employees requiring accommodations.

Strongly Disagree Disagree Neither Agree or Disagree Agree Strongly Agree

Our workplace enables me to balance my work and personal life.

Strongly Disagree Disagree Neither Agree or Disagree Agree Strongly Agree

Any comments or suggestions to help improve and promote Diversity, Equity, and Inclusion at our workplace:

KIDS FOR THE BAY - WATERSHED ACTION PROGRAM (WAP)

ISSUE:

The Board will consider supporting the KIDS for the BAY Watershed Action Program (WAP) for the 2021-22 School Year.

FISCAL IMPACT:

The proposal is for \$12,000.

STRATEGIC PLAN:

GOAL 5: Maintain and Improve Community Outreach and Communication

WORK PLAN ITEM “g”: Work cooperatively with other agencies within and around our service area

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:

With the ongoing partnership of the Stege Sanitary District, KIDS for the BAY (KftB) has successfully provided the WAP to schools in the Stege Sanitary District area since 2009. KftB is requesting continued support for the WAP for the coming school year at the \$12,000 level to continue the partnership and continue to deliver the program within the District.

The KftB WAP also fulfills one of the Outreach/Best Practices Requirements of the Special District Leadership Foundation (SDLF) District Transparency Certificate of Excellence. The WAP is considered a Special Community Engagement Project that promotes community engagement within our District.

RECOMMENDATION:

Approve \$12,000 to fund the KIDS for the BAY WAP for the 2021-22 School Year.

ALTERNATIVES:

1. Approve funding at a different amount.
2. Take no action and provide staff further direction.
3. Reject funding the program.

ATTACHMENTS:

Kids for the Bay - Watershed Action Program Proposal (*Provided at the meeting, if available*)

10:22 AM	STEGE SANITARY DISTRICT			
06/01/2021	Check Report			
Accrual Basis	June 3, 2021			
	Name	Memo	Amount	Num
Jun 3, 21				
	Aramark Uniform Services	Uniform Service	-270.10	27114
	CCP Industries	Gloves	-314.88	27115
	CCSDA	Membership Fee 2021-2022	-100.00	27116
	EBMUD 16792342421	Wet Weather Facilities Charge	-413.10	27117
	Meyers Nave	Legal Services	-2,695.51	27118
	Mobile Fleetcare	Vehicle Maintenance	-772.26	27119
	Nakano Landscape	Landscaping May 2021	-290.00	27120
	Rosalie Blazej	Summer 2021 Newsletter	-980.00	27121
	Xerox Financial Services	Copier Lease Payment 5/03-6/02	-91.14	27122
Jun 3, 21			-5,926.99	

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JANUARY 2021	FEBRUARY 2021	MARCH 2021	APRIL 2021	MAY 2021	JUNE 2021
1/1 & 1/18 HOLIDAY CASA Winter Conf. Jan 27-28, Virtual Event	2/15 HOLIDAY CASA Policy Forum Feb ???, Wash, DC	AB 1234 Training (even years)		5/31 HOLIDAY AB 1661 Training (odd years)	6/9 Safety and Recognition Awards Luncheon
1/7/2021 – 7:00 P.M.	2/11/2021 – 7:00 P.M.	3/6/2021 – 9:00 A.M.	4/1/2021 – 7:00 P.M.	5/6/2021 – 7:00 P.M.	6/3/2021 – 7:00 P.M.
<ul style="list-style-type: none"> • Board Governance Manual Review • Long Range Planning Workshop Agenda • Service Rate Discussion • District of Distinction (even years) • Board Training Summ. • Director’s Contact Info • CASA Conference 	<ul style="list-style-type: none"> • Actuarial Analysis of Retiree Health Benefits Report (even years) • Long Range Planning Workshop Agenda • Service Rate Discussion • Performance Report • Board Training Summ. • CASA Conf. + Attendee Reports • Form 700 	<u>9AM Meeting Time</u> <ul style="list-style-type: none"> • Long Range Planning Workshop <ul style="list-style-type: none"> – 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. • Diversity, Equity, and Inclusion 	<ul style="list-style-type: none"> • Draft Budget • Board Training Summ. • July 4th Fair Discussion • Review of Comparable Agencies • Diversity, Equity, and Inclusion 	<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 • Diversity, Equity, and Inclusion
1/21/2021 – 7:00 P.M.		3/18/2021 – 7:00 P.M.	4/15/2021 – 7:00 P.M.	5/20/2021 – 7:00 P.M.	6/17/2021 – 7:00 P.M.
<ul style="list-style-type: none"> • CLOSED SESSION <ul style="list-style-type: none"> – Quarterly Claims Rpt – Manager Perf. Eval. • Board Governance Manual Approval • Resolution for Disposal of Surplus Property • Quarterly Financial Statements • Long Range Planning Workshop Agenda • Service Rate Discussion • CASA Conference • SPASPA Status Report 		<ul style="list-style-type: none"> • Auditor – RFP • California Employer’s Retiree Benefit Trust (CERBT) • Consent Decree Quarterly Report • Service Rate Discussion • Board Training Summ. • Form 700 	<ul style="list-style-type: none"> • CLOSED SESSION <ul style="list-style-type: none"> – Quarterly Claims Rpt • Employee Benefit Package • Quarterly Financial Statements • Draft Budget • Service Rate Discussion/Approval (+ 30-day Notice) • July 4th Fair Discussion • SPASPA Status Report 	<ul style="list-style-type: none"> • CLOSED SESSION <ul style="list-style-type: none"> – Manager Perf. Eval. – Conf. Labor Negot. • Resolution Ordering Board Election (even years) • Connection Charge • Draft Budget • July 4th Fair Discussion • Service Rate Discussion/Approval (+ 30-day Notice) 	<ul style="list-style-type: none"> • CLOSED SESSION <ul style="list-style-type: none"> – Counsel Perf. Eval. • Resolution Approve/Adopt Budget • Resolution Salary of District Manager • Resolution Employee Salary Ranges • Review and Approve Incentive Award • Adopt Incentive Award Goals & Objectives • July 4th Fair Discussion • CD Quarterly Report • CASA Conference

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JULY 2021	AUGUST 2021	SEPTEMBER 2021	OCTOBER 2021	NOVEMBER 2021	DECEMBER 2021
7/5 HOLIDAY 4 th of July Fair Booth	CASA Annual Conf. Aug 11-13, San Diego CSDA Annual Conf. Aug 30-Sep 1, Monterey	9/6 HOLIDAY		11/25-26 HOLIDAY	12/9 HOLIDAY LUNCHEON 12/24 & 12/31 HOLIDAY
7/8/2021 – 7:00 P.M.	8/19/2021 – 7:00 P.M.	9/9/2021 – 7:00 P.M.	10/7/2021 – 7:00 P.M.	11/11/2021 – 7:00 P.M.	12/9/2021 – 2:00 P.M.
<ul style="list-style-type: none"> • July 4th Fair Debrief • CASA Conference • CSDA Conference • Form 470 • Diversity, Equity, and Inclusion 	<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 Conference – Attendee Reports • CSDA Conference 	<ul style="list-style-type: none"> • CSDA Conference – 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 	<u>2PM Meeting Time</u> <ul style="list-style-type: none"> • Fiscal Year Financial Audit • Resolution Certifying Election Results (even years) • Emergency Contact Update • Meeting Calendar • Consent Decree Quarterly Report • CASA Conference • Pension + OPEB UAL Reports • Nomination & Election of Officers
7/29/2021 – 7:00 P.M.		9/23/2021 – 7:00 P.M.	10/21/2021 – 7:00 P.M.		
<ul style="list-style-type: none"> • CLOSED SESSION – Quarterly Claims Rpt • 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 • Quarterly Financial Statements • Candidate filing period (even years) • SPASPA Status Report • CASA Conference • CSDA Conference • Form 470 		<ul style="list-style-type: none"> • Health Care Premiums Review • Consent Decree Quarterly Report 	<ul style="list-style-type: none"> • CLOSED SESSION – Quarterly Claims Rpt • SPASPA Status Report • Quarterly Financial Statements 		