

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF SEPTEMBER 9, 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)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF SEPTEMBER 9, 2021
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

- Motion: **IV. Approval of Minutes**
- A. Approval of August 19, 2021 Special Board Meeting Minutes
(The Board will be asked to review and approve the minutes of August 19, 2021 Special Board Meeting)
 - B. Approval of August 19, 2021 Regular Board Meeting Minutes
(The Board will be asked to review and approve the minutes of August 19, 2021 Regular Board Meeting)
- 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
- Info/Motion: **VII. Business**
- A. Board Governance Manual Additions
(The Board will consider approval of the additions)
- Info/Motion: B. Diversity, Equity, and Inclusion
(The Board will continue discussing DEI initiatives)
- Resolution/Motion: C. Resolution No. 2170-0921 Approving a Mandatory COVID-19 Vaccination or Test Policy
(The Board will consider approval of the Resolution)
- Info/Motion: **VIII. Approval of Checks**
- A. Checks for September 9, 2021 - Fund No. 3418 & 3423
(The Board will be asked to approve the September 3, 2020 checks)
- Info: **IX. Future Agenda Items**

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF SEPTEMBER 9, 2021
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

September 23, 2021

Health Care Benefits Review
Consent Decree Quarterly Report

October 7, 2021

Regional PSL Program Update
Regional FOG Program Update

X. Adjournment

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on September 23, 2021 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 SPECIAL MEETING OF AUGUST 19, 2021
 TIME OF SPECIAL MEETING: 5:00 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 5:00 P.M.
- II. Roll Call:** Present: Christian-Smith*, Gilbert-Snyder*, Merrill, Miller*,
 O’Keefe*
 Absent: None
 Others Present: Paul Soo, Senior Civil Engineer
 Angelica Pe Benito, Office of District Counsel*
**via video-conference*

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

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

IV. Business

- A. Meyers Nave AB1825 & AB1661 Sexual Harassment and Abusive Conduct Prevention Training and Education for Local Officials and Staff
 Meyers Nave provided two hours of training and education as required by AB1825 & AB1661.

V. Adjournment

The meeting was adjourned at 6:54 P.M. The next meeting of the District Board of Directors will be held on August 19, 2021 at 7:00 P.M. immediately following this special meeting at the District Board Room, 7500 Schmidt Lane, El Cerrito, California.

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
SPECIAL MEETING OF AUGUST 19, 2021
TIME OF SPECIAL MEETING: 5:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

Rex Delizo
STEGE SANITARY DISTRICT
Secretary

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF AUGUST 19, 2021
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

*****MINUTES*****

- I. Call To Order:** President O’Keefe called the meeting to order at 7:00 P.M.
- II. Roll Call:** Present: Christian-Smith*, Gilbert-Snyder*, Merrill, Miller*, O’Keefe*
- Absent: None
- Others Present: Paul Soo, Senior Civil Engineer
 Kristopher Kokotaylo, District Counsel*
- *via video-conference*

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

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

IV. Approval of Minutes

A. Approval of July 29, 2021 Board Meeting Minutes

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

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

NOES: None

ABSTAIN: None

ABSENT: None

V. Communications

A. Oral Communications

1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF AUGUST 19, 2021
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

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

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

b. City & Community Meetings

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

B. Written Communications

There were no items to consider.

VI. Reports of Staff and Officers

A. Attorney's Report

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

B. Engineer's Report

1. Monthly Maintenance Summary Report

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

2. Monthly Report of Sewer Replacements and Repairs

The Engineer reported no invoices were paid in July.

VII. Business

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

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF AUGUST 19, 2021
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MOTION: By Merrill, seconded by Gilbert-Snyder, to approve Resolution No. 2169-0821 Approving Amendment No. 5 to the Legal Services Agreement with Meyers Nave and Authorizing the President of the Board to Execute the Amendment

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

B. COVID Vaccinations

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

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

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

VIII. Monthly Financial Statements

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

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF AUGUST 19, 2021
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

IX. Approval of Checks

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

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

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

CLOSED SESSION

Conference with Legal Counsel—Anticipated Litigation

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

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

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

X. Future Agenda Items

September 9, 2021

CSDA Conference – Attendee Reports

Diversity, Equity, and Inclusion

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

+COVID Vaccination Policy

September 23, 2021

Health Care Benefits Review

Consent Decree Quarterly Report

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF AUGUST 19, 2021
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

XI. Adjournment

The meeting was adjourned at 8:58 P.M. The next meeting of the District Board of Directors will be held on Thursday, September 9, 2021 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary

BOARD GOVERNANCE MANUAL ADDITIONS

ISSUE:

The Board will consider adding a Public Hearing procedure and District Counsel Performance Evaluation and Review to the Board Governance Manual.

FISCAL IMPACT:

The fiscal impact of adding to the Board Governance Manual is minimal.

STRATEGIC PLAN:

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

GOAL 5: Maintain and Improve Community Outreach and Communication

BACKGROUND:

The Board would like to review and consider additions to the Board Governance Manual as follows:

21. Public Hearings. The general procedure for public hearings will be as follows:

- a. Presentation (by manager or consultant)*
- b. Opportunity for Board questions*
- c. Open Public Hearing*
- d. Invite public to make statements, ask questions, or give comments*
- e. Close Public Hearing*
- f. (If Proposition 218 public hearing, announce written submissions)*
- g. Invite Board to make any final comments*
- h. Open consideration of Ordinance/Resolution*

27. District Counsel Performance Evaluation and Review. The Board will periodically review the performance of the District Counsel 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.

RECOMMENDATION:

Approve the additions to Board Governance Manual.

ALTERNATIVES:

1. Make amendments and approve as amended.
2. Take no action and provide staff further direction.

ATTACHMENTS:

None.

DIVERSITY, EQUITY, AND INCLUSION (DEI) – BOARD OF DIRECTOR’S OUTREACH

ISSUE:

The Board will continue discussions to consider 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.

At the Board meeting held on June 3, 2021, the Board continued their discussion by reviewing and discussing the results of an anonymous employee survey conducted with staff by the Manager. The Board asked the Manager to thank the staff for their helpful feedback. The Board will bring back ideas for outreach material to use to help recruit underrepresented groups to become candidates for future appointments and/or District elections.

At the Board meeting held on July 8, 2021, the Board continued their discussion by considering a draft Board of Director’s Information Sheet, Board recruitment checklist, sample cover letter, and sample press release to use as outreach material to help recruit from underrepresented groups to be candidates for future appointments and/or District elections.

At the Board meeting held on July 29, 2021, the Board continued their discussion by having District Counsel report on several questions and clarifications and reviewing the items from the Board recruitment checklist.

On August 6, 2021, the Manager gave a presentation to the Rotary Club of Richmond CA that, in attempt to encourage interest, included a slide on the Board of Directors and candidate requirements for a possible vacancy in the District's 2022 elections.

At the Board meeting held on August 19, 2021, the Board requested staff include the slides from a California Association of Sanitation Agencies (CASA) conference DEI presentation for review at a future meeting .

RECOMMENDATION:

Prepare to discuss and consider Diversity, Equity, and Inclusion (DEI) initiatives including ideas on how to provide outreach that would encourage underrepresented groups to participate in the upcoming Board of Directors election in 2022.

ALTERNATIVES:

1. Provide staff further direction.

ATTACHMENTS:

- Board of Director's Information Sheet
- CASA Conference DEI presentation slides

STEGE SANITARY DISTRICT BOARD OF DIRECTORS INFORMATION SHEET

The Stege Sanitary District (District) is an independent Special District of the State of California that provides sanitary sewer services to El Cerrito, Kensington, and a portion of the Richmond Annex in Richmond. The District's mission statement is "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." The Board of Directors (Board) is the policy-making body of the District.

The Board is comprised of five (5) board members elected at large. The Board members serve staggered four-year terms with elections being held in even-numbered years. Three terms are up for election in 2022 and the remaining two terms are up for election in 2024.

The Board holds its regular meetings once or twice a month on a Thursday at 7:00pm to conduct the business of the District. The Board may also, from time to time, call special meetings to act on timely issues. Board members must attend all regular and special District meetings unless they can show good cause for their absence. Members of the public are welcome to attend all Board meetings.

Other Board requirements include the completion of:

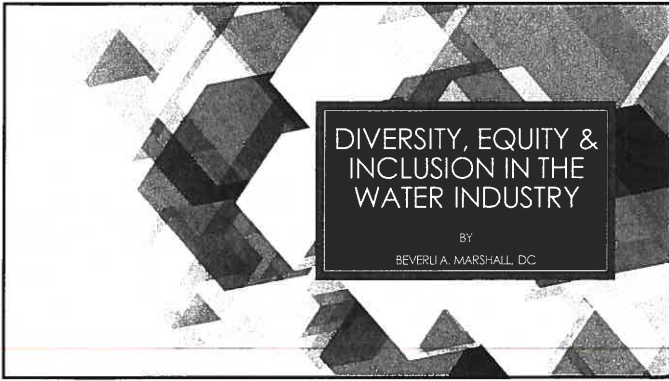
- An economic interest disclosure statement (Form 700)
- A campaign disclosure statement (Form 460 or 470)
- Mandatory AB 1234 ethics training
- Mandatory AB 1825 harassment prevention training

In addition to these requirements, there is an expectation that District Board members also participate in the following:

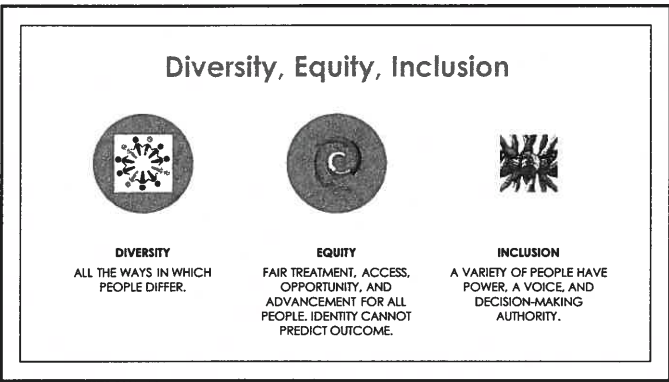
- Governance Foundation Training as required to maintain Special District Leadership Foundation's (SDLF) District of Distinction Accreditation
- Annual long range planning workshops typically on a Saturday in March
- Continuing professional education programs such as conferences and meetings of the California Association of Sanitation Agencies (CASA), the California Special Districts Association (CSDA), and other local or state organizations
- Community outreach events such as a District booth at the City of El Cerrito 4th of July Fair

A Board member of the Stege Sanitary District receives \$233.12 per meeting day of service. Board members are also reimbursed for expenses incurred when participating in approved training, conferences, and meetings. Campaign costs are not reimbursed. The District provides no healthcare, leave, pension, or other benefits to Board members.

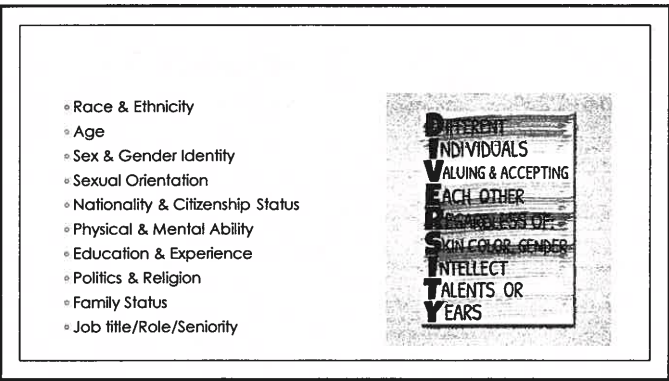
For more information, visit our website at stegesand.org. For any questions, please feel free to contact staff by emailing staff@stegesand.org or by calling (510) 524-4668.



1



2



3

Equality = everyone is given the same resources and opportunities.

Equity = allocate resources and opportunities to reach an equal outcome

4

Diversity, Equity, Inclusion = Belonging

INCLUSION
Thoughts, ideas and perspectives of all individuals matter

BELONGING
An org that empowers each individual to contribute fully, where individual talents, experiences, beliefs and values are integrated

EQUITY
Fairness and accessibility regarding and redistributing power

DIVERSITY
Multiple identities, experiences and/or perspectives

5

Why Address DEI in Water Industry?

1. Median age of operators in industry = 44.6 years old
2. Difficult to recruit skilled, certified applicants
3. Turnover is expensive = \$150k for mid-level operator
4. Lack of diversity in industry

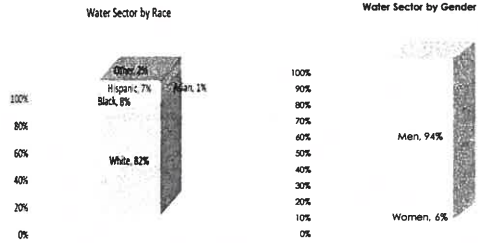
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What are the Benefits of DEI?

1. Competition for top talent
2. Encourages and supports innovation and creativity
3. Improves performance – diverse organizations outperform
4. Reduces risk – bias costs \$\$\$

7

Water Sector Demographics



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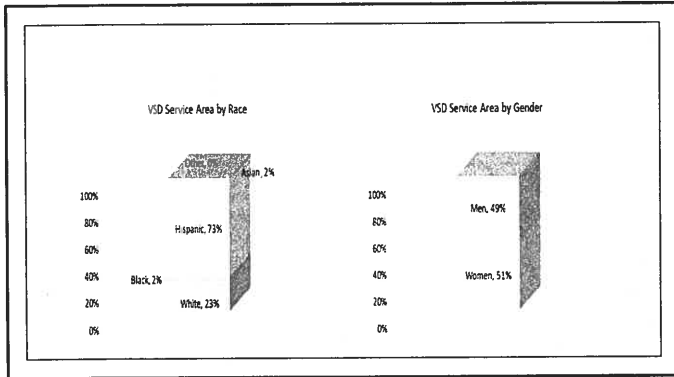
Steps in the Process

1. Get leadership buy-in
 - Educate the board, managers, supervisors

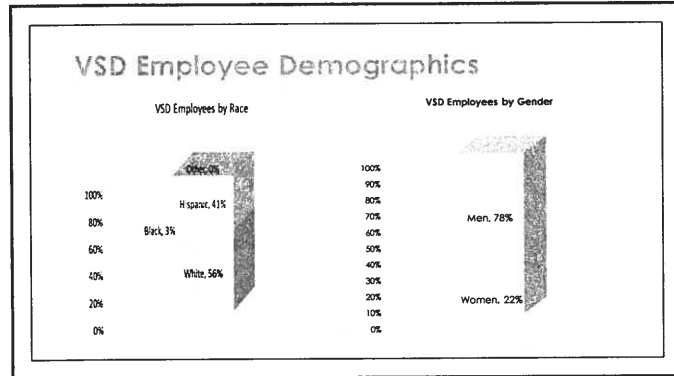
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1. Get leadership buy-in
 - Educate the board, managers, supervisors
2. Gather community demographic data

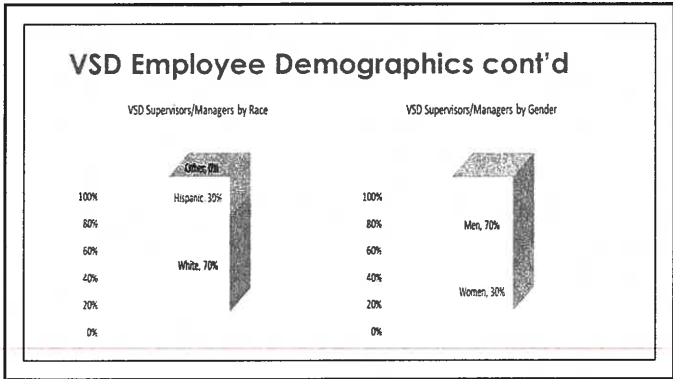
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12



13

- ### Steps in the Process
1. Get leadership buy-in
 - Educate the board, managers, supervisors
 2. Gather community demographic data
 3. Form an employee DEI committee

14

- ### Steps in the Process
1. Get leadership buy-in
 - Educate the board, managers, supervisors
 2. Gather community demographic data
 3. Form an employee DEI committee
 4. Educate committee about conscious and unconscious biases

15

Types of Bias

- Affinity
- Confirmation
- Attribution
- Conformity
- Halo/Horns/Contrast Effect
- Gender
- Age
- Beauty / Appearance
- Name
- Anchor
- Nonverbal



16

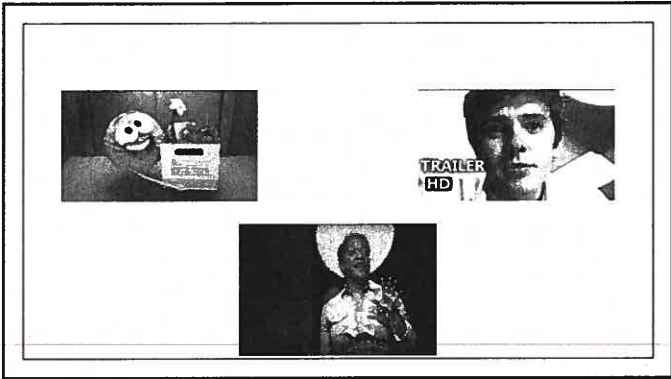
Steps in the Process

1. Get leadership buy-in
 - Educate the board, managers, supervisors
2. Gather community demographic data
3. Form an employee DEI committee
4. Educate committee about conscious and unconscious biases
5. Set clear, measurable goals

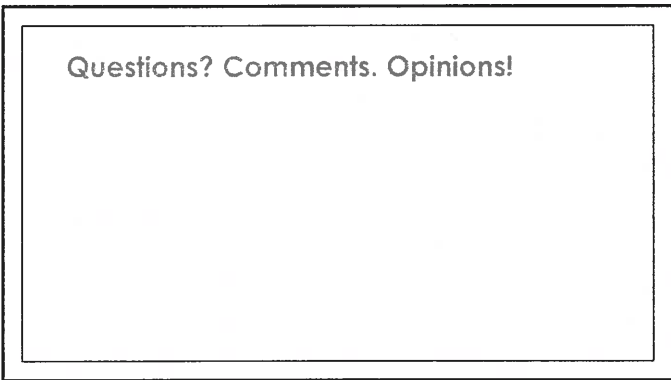
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1. Start now – there is no "right" time
2. No matter what you do, discussions will be uncomfortable
3. Some employees may choose to leave the organization
3. It is too important to ignore
4. Acknowledge controversial events – silence is alienating
5. Color blindness trivializes experiences
6. You will get it wrong! Keep trying
7. This is a marathon, not a sprint

18



19



20

RESOLUTION NO. 2170-0921 APPROVING A MANDATORY COVID-19 VACCINATION
OR TEST POLICY

ISSUE:

The Board will consider a resolution requiring COVID-19 vaccination of employees.

FISCAL IMPACT:

The fiscal impact of requiring the vaccination is still to be determined.

STRATEGIC PLAN:

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

BACKGROUND:

The District continues to encourage employees to receive the COVID-19 vaccine, require face masks indoors consistent with Health Officer Orders, maintain physical distancing, and conduct daily self-screenings before coming to work.

At the Board meeting held on August 19, 2021, faced with the growth of more transmissible COVID-19 variants affecting mainly unvaccinated individuals, the Board approved having staff prepare a policy requiring COVID vaccinations or weekly testing with all necessary legal exceptions.

Any COVID-19 vaccination mandate policy must comply with all applicable laws and should be based on guidance from the Department of Fair Employment and Housing, the U.S. Equal Employment Opportunity Commission, the Centers for Disease Control and Prevention, and state and local health authorities, as applicable. Any policy must provide reasonable accommodations as required under existing law and cannot retaliate against employees for engaging in protected activity.

RECOMMENDATION:

Approve the resolution.

ALTERNATIVES:

1. Amend the resolution and approve, as amended.
2. Take no action.

ATTACHMENTS:

- Written Comment from Employee
- Resolution No. 2170-0921

To the Honourable Board of Directors,

This letter is in regards to the recent board motion to instruct staff to draft a policy requiring mandatory Covid-19 vaccination or be subject to regular testing.

I would like to extend my sincerest appreciation to the Board for allowing staff the reasonable accommodation of regular testing in lieu of vaccination.

I support the right of all individuals who wish to vaccinate.

I support an individual's right to informed consent regarding all medical procedures performed on their own body, free from any repercussion, reprisal or retribution that affects their livelihood and the livelihood of their families. The freedom to choose what procedures happen to one's own body is a right that every person has. Certainly, this is a right all Americans have.

I believe that those who have assessed the risks and are unwilling to vaccinate should be free to do so, and therefore should be responsible for the personal consequences associated with their own free choice. This applies to staff as well as the public. Certainly this is how free civilizations have dealt with communicable diseases for hundreds of years.

New York City is now banning any unvaccinated individual from entering most indoor spaces including groceries that have seated dining areas. There are NO religious or medical exemptions for those who are unwilling or unable to vaccinate. This sets a dangerous precedent and foreshadows the endpoint of a slippery slope.

With the CDC now recommending a 3rd dose & alluding to booster shots every 8 months, it brings to question the original operating parameters of this vaccine.

On August 6, 2021, Walensky of the CDC publicly stated that "the vaccine does not stop infection or prevent transmission of the disease. If anything it is a mild therapeutic with only limited efficacy".

In closing, given the information presented – I ask the Board:

Does the Board believe that the resulting consequence of not getting this vaccination outweigh the loyalty, the talent and the service of the District employee who is unable or unwilling to take this Covid-19 vaccine? Does this unwillingness ultimately justify the employee's termination if it came to that point?

I have served the District for 10 years and have been proud to do so.
Thank you for your time and consideration.

Paul Soo, Jr.
Senior Civil Engineer

RESOLUTION NO. 2170-0921

RESOLUTION APPROVING A MANDATORY COVID-19
VACCINATION OR TEST POLICY

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

- A. The Stege Sanitary District (District) establishes and maintains personnel policies for its employees and Board Members, and these policies are subject to periodic review and amendment.
- B. As a public agency, the District has an ongoing commitment to protect the health and safety of its workforce, the community, and those served by the District.
- C. COVID-19 continues to pose a threat to the District’s employees and the community. While there has been progress in mitigating the spread of COVID-19, community transmission of COVID-19 has continued to occur and health officials are still learning more information regarding the nature of COVID-19 and how it is transmitted. New variants of COVID-19 that are more easily transmissible, including the “Delta” variant, have become more prevalent and present new risks.
- D. The Contra Costa County Health Officer, along with the Health Officers of San Francisco and Santa Clara Counties, have strongly urged employers to implement workplace COVID-19 safety policies that require their workforce to be fully-vaccinated as soon as possible.

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. The COVID-19 Vaccination, Mask, and Testing Policy for Stege Sanitary District Employees, attached hereto as Exhibit A, is hereby approved.

* * * * *

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution No. 2170-0921 was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 9th day of September 2021 by a X-X vote as follows:

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

BEATRICE O'KEEFE, President
Stege Sanitary District
Contra Costa County, California

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

EXHIBIT A

COVID-19 Vaccination, Mask, and Testing Policy For Stege Sanitary District Employees

Effective October 4, 2021, the Stege Sanitary District (“District”) is implementing a COVID-19 vaccination, mask, and testing requirement for all District employees.

All District employees are required to be fully-vaccinated against COVID-19 and to certify their vaccination status with the District (“certified vaccinated”), subject to the limited exceptions in the policy below.

This policy is issued as an emergency measure based, in part, on the following:

- 1) The strong recommendation of the Contra Costa County Health Officer that employers implement workplace COVID-19 safety policies that require their workforce to be fully-vaccinated as soon as possible.
- 2) As a public agency, the District has an ongoing commitment to protect the health and safety of its workforce, the community, and those served by the District.

This policy is in addition to all other District policies, including all District safety requirements and protocols related to COVID-19.

I. DEFINITIONS

- A. **District Employee:** For purposes of this policy, includes full-time and part-time employees, hourly employees, and elected officials.
- B. **COVID-19 Vaccine:** A vaccine to prevent COVID-19 that is: (1) administered under emergency use authorization from the Food and Drug Administration (FDA); (2) approved by the FDA; or (3) listed for emergency use by the World Health Organization. This also includes any boosters consistent with manufacturer instructions and applicable agency approval, authorization, or listing.
- C. **Fully-Vaccinated:** A District employee who has received, at least fourteen (14) days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine.
- D. **Certified Vaccinated (“CV”):** A District employee who is fully-vaccinated and has self-certified the individual’s fully-vaccinated status.
- E. **Not Certified Vaccinated (“NCV”):** A District employee who has not been Certified Vaccinated by a designated District representative.

II. LIMITED EXCEPTIONS

- A. **EXISTING AND NEW EMPLOYEES:** Any existing or new District employees

EXHIBIT A

who haven't been certified vaccinated will be required to submit to weekly COVID-19 testing, as described in Section III below, and follow mask requirements for unvaccinated individuals, as described in Section IV below, until such time as they are certified vaccinated.

- B. A District employee may request a reasonable accommodation to the COVID-19 vaccination, testing or mask requirements based on a medical exemption, disability, or sincerely-held religious belief, practice or observance. A District employee should submit such requests to the District Manager or designee who will then engage in the interactive process to determine whether a reasonable accommodation exists. After that has been completed, the District Manager or designee will then notify the District employee whether the request is approved. If a District employee's request is not approved, the District employee is required to comply with the provision for which the District employee sought an exemption.

III. WEEKLY COVID-19 TESTING AND REPORTING FOR NOT CERTIFIED VACCINATED INDIVIDUALS

All District employees who are not certified vaccinated will be required to test weekly for COVID-19 and submit documentation of COVID-19 testing results for review by the District Manager or designee each week.

- A. Beginning the week of October 4, 2021, all District employees who are Not Certified Vaccinated are required to:
 - 1) be tested for COVID-19 on a weekly basis and;
 - 2) to provide documentation of test results for the week to the District Manager or designee for review no later than Thursday at 5:00 p.m.
- B. Testing may be done on any day in the testing week beginning on Sunday. A District employee must test early enough in the testing week to allow test results to be available and submitted to the District Manager or designee by the Thursday 5 p.m. deadline.
- C. If a District employee is absent from work on a paid or unpaid leave or not scheduled to work for the entire week calculated as Sunday through Saturday, e.g., on vacation, the testing and documentation requirement is waived for that particular week.
- D. Any positive test results received by an employee should be reported immediately to their immediate supervisor or the District Manager.
- E. Only PCR (Polymerase Chain Reaction) type COVID-19 tests are acceptable (rapid or regular); no antigen or antibody tests will be accepted for this testing purpose.

EXHIBIT A

- F. A District employee will be provided up to one-hour of paid District time while on duty each week to obtain a test, including any travel time to and from the test site. A District employee must arrange the testing time in advance with their supervisor and is not authorized to leave work to obtain a COVID-19 test without their supervisor's prior approval.
- G. COVID-19 testing at no cost to a District employee will be available through Contra Costa County, the State of California, and/or a District designated provider. If a District employee chooses to be tested through another testing provider, it will be at their own cost and the District will not reimburse an employee for such tests.

IV. MASK REQUIREMENTS FOR NOT CERTIFIED VACCINATED INDIVIDUALS

While on duty, in addition to all requirements provided by Cal/OSHA, CDPH and the Contra Costa County Public Health Officer, all District employees Not Certified Vaccinated (NCV) are required to wear masks indoors at all times and outdoors within six (6) feet of any other individual. This is subject to change pursuant to changes in direction from the State, Contra Costa County, or City. The requirement to wear masks indoors are subject to the limited exceptions authorized by Cal/OSHA and CDPH which include the following:

- A. When an employee is alone in a room or alone in a vehicle.
- B. While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
- C. Employees wearing respirators required by the District and in compliance with California Code of Regulations, Title 8, Section 5144 (Respiratory Protection).
- D. Employees who cannot wear face coverings due to a medical or mental health condition or disability, hearing-impaired, or communicating with a hearing-impaired person as identified through the District's accommodation process.
- E. Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.

V. CERTIFICATION OF VACCINATION STATUS

To certify their fully-vaccinated status with the District, a District employee must submit the applicable certification form to the District Manager or designee.

VI. VACCINATION

District employees who are not fully-vaccinated may request paid time off work through the Supplemental Paid Sick Leave to obtain a COVID-19 vaccination.

VII. RESPONSIBILITIES / COMPLIANCE

EXHIBIT A

Stege Sanitary District
COVID-19 Vaccination Policy for Employees

Due to the serious risk to public health from COVID-19, any District employees who do not comply with the provisions of this policy will be subject to corrective action, up to and including discipline.

12:08 PM	STEGE SANITARY DISTRICT			
09/03/2021	Check Report			
Accrual Basis	September 9, 2021			
	Name	Memo	Amount	Num
Sep 9, 21				
	Aramark Uniform Services	Uniform Services	-559.18	27249
	Bay Alarm Company	Burglar & Fire Alarm	-629.55	27250
	CD & Power	Generator Repairs	-844.75	27251
	County of Contra Costa	Data Processing Svcs Jul 2021	-8.08	27252
	EAST BAY MUNICIPAL UTILITY DISTRICT	BACWA Membership 2022	-2,458.50	27253
	EBMUD 12374900001	Office/Shop	-209.44	27254
	EBMUD 57132800001	Office/Shop	-629.07	27255
	Enrique Reyes	T Reimb	-110.00	27256
	Exxonmobil	Gas	-78.60	27257
	Mobile Fleetcare	Vehicle Maintenance	-402.13	27258
	Nakano Landscape	Landscaping Aug 2021	-290.00	27259
	Occupational Health Centers	DOT Testing	-502.50	27260
	Pastime Hardware	Maintenance Supplies	-16.50	27261
	PG&E- #0103467151-9	Burlingame Pumpstation	-220.01	27262
	PG&E- #6675831511-4	Office/Shop	-791.06	27263
	Reliance Standard Life	Life <D Sep 2021	-72.18	27264
	Root Tamers, Inc	Root Foaming	-18,575.46	27265
	Schaaf & Wheeler	Pumpstation Design	-6,224.50	27266
	Shape Incorporated	Burlingame Repair	-1,320.00	27267
	TelePacific Communications	Office Phones	-1,135.70	27268
	U.S. Bank	Travel, Computer & Office Supplies	-971.06	27269
	Xerox Financial Services	Copier Lease Payment 8/03-9/02	-253.63	27270
Sep 9, 21			-36,301.90	

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) • Director’s Contact Info • Board Training Summ. • 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"> • Appoint Labor Negot. • CLOSED SESSION – Conf. Labor Negot. • 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 – Quarterly Claims Rpt – Manager Perf. Eval. • Board Governance Manual Approval • Long Range Planning Workshop Agenda • Service Rate Discussion • Quarterly Financial Statements • SPASPA Status Report • CASA Conference 		<ul style="list-style-type: none"> • Auditor – RFP • California Employer’s Retiree Benefit Trust (CERBT) • Service Rate Discussion • Action Plan • Consent Decree Quarterly Report • Board Training Summ. • Form 700 	<ul style="list-style-type: none"> • CLOSED SESSION – Quarterly Claims Rpt • Draft Budget • Employee Benefit Package Review • Service Rate Discussion/Approval (+ 30-day Notice) • July 4th Fair Discussion • Quarterly Financial Statements • SPASPA Status Report 	<ul style="list-style-type: none"> • CLOSED SESSION – 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 – Counsel Perf. Eval. • 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

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 • 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 	<ul style="list-style-type: none"> • CSDA Conference – Attendee Reports • Diversity, Equity, and Inclusion 	<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.	<ul style="list-style-type: none"> • Conn. Charge Report per Gov. Code 66013 • CASA Conference – Attendee Reports • CSDA Conference 	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 Benefits Review • Consent Decree Quarterly Report 	<ul style="list-style-type: none"> • CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval. • SPASPA Status Report • Quarterly Financial Statements 		