

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF JULY 21, 2022
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.)

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 JULY 21, 2022
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Hearing/
Ordinance
/Motion:

PUBLIC HEARING – ORDINANCE NO. 2199-0722 ORDINANCE APPROVING INCREASE IN DIRECTORS’ FEES

(The Board will hold a hearing to increase Director’s fees from \$233.12 per meeting day to \$244.78 per meeting day and consider approval of Ordinance 2199-0722)

Hearing/
Resolution
/Motion:

PUBLIC HEARING – RESOLUTION NO. 2200-0722 ACCEPTING REPORT ON SEWER SERVICE CHARGES AND ELECTING TO COLLECT SEWER SERVICE CHARGES ON THE TAX ROLL

(The Board will hold a hearing to collect sewer service charges for the fiscal year 2022-2023 on the tax roll of Contra Costa County and consider approval of Resolution 2200-0722)

Motion:

IV. Approval of Minutes

A. Approval of July 7, 2022 Board Meeting Minutes

(The Board will be asked to review and approve the minutes of July 7, 2022 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

Info:

VI. Reports of Staff and Officers

A. Attorney’s Report

B. Manager’s Report

1. Monthly Maintenance Summary Report

2. Monthly Report of Sewer Replacements and Repairs

3. San Pablo Avenue Specific Plan Status Report

4. Reimbursement Report per Government Code 53065.5

5. Form 460/470 – Candidate Campaign Statement

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF JULY 21, 2022
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

6. Candidate Filing Period
7. 2022 California Association of Sanitation Agencies (CASA) Conference
 - August 10-12, 2022 – 67th Annual Conference, Squaw Creek, CA
8. 2022 California Special Districts Association (CSDA) Conference
 - August 22-25, 2022 – Annual Conference, Palm Springs, CA

VII. Business

- Info/Motion: A. District Investment Policy
(The Board will review the District Investment Policy)
- Resolution/Motion: B. Resolution No. 2201-0722 Accepting Completion of Work and Filing Notice of Completion for the Standard Sewer Rehabilitation Project No. 21201
(The Board will consider approving the resolution)
- Resolution/Motion: C. Resolution No. 2202-0722 Finding that there is a Proclaimed State of Emergency; Finding that Meeting in Person Would Present Imminent Risks to the Health or Safety of Attendees as a Result of the State of Emergency; and Authorizing Remote Teleconferenced Meetings of the Stege Sanitary District for the 30 Day Period Beginning July 21 Pursuant to AB 361
(The Board will consider approval of the resolution)
- Info/Motion: D. Consideration of Class III Easement Encroachment – 24 San Carlos Avenue, El Cerrito, CA
(The Board will consider the easement encroachment request)

VIII. Monthly Financial Statements

- A. Monthly Investment, Cash, Receivables Report
- B. Monthly Operating Statement
- C. Local Agency Investment Fund (LAIF) Quarterly Statement
(The Board will review the reports and statements)

Info/Motion: **IX. Approval of Checks**

- A. Checks for July 21, 2021 - Fund No. 3418 & 3423
(The Board will be asked to approve the July 2021 checks)

CLOSED SESSION

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF JULY 21, 2022
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

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: 4

Jones – Government Tort Claim filed: 12/16/2020

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

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

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

Info:

X. Future Agenda Items

August 18, 2022

Quarterly (FY End) Financial Statements

Connection Charge Report per Gov. Code 66013

CASA Conference – Attendee Reports

CSDA Conference

+AB 361 – 30 Day Virtual Meeting Extension

September 1, 2022

CSDA Conference Attendee Reports

Diversity, Equity, and Inclusion

XI. Adjournment

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on August 18, 2022 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California.)

STEGE SANITARY DISTRICT
NOTICE OF PUBLIC HEARING CONCERNING
PROPOSAL TO INCREASE FEES PAYABLE TO DIRECTORS
OF THE STEGE SANITARY DISTRICT

NOTICE IS HEREBY GIVEN as follows:


The Directors of the Stege Sanitary District are considering a proposal to increase the fees payable to members of the District's Board of Directors as authorized by Senate Bill No. 1559 (Statutes of 2000, Chapter 86, effective January 1, 2001). The current fee is \$233.12 per day for attendance at meetings of the Board or services rendered as a Board Member at the request of the Board. It is proposed that fees be increased to \$244.78.

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

Date: Thursday, July 21, 2022
Time: 7:00 P.M. Regular Board of Directors' Meeting
Place: Board Meeting Room, 7500 Schmidt Lane, El Cerrito, California

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

Dated: 7/1/2022



REX DELIZO
STEGE SANITARY DISTRICT
Secretary

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ORDINANCE NO. 2199-0722

ORDINANCE APPROVING INCREASE IN DIRECTORS' FEES

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

- A. The compensation payable to Directors of the District is governed by the Sanitary District Act of 1923, Health and Safety Code Section 6489. Until January 2001, that section allowed a sanitary district director to receive a maximum fee of \$100 for each day's attendance at meetings of the District Board or for each day's service rendered as a member of the Board by request of the Board, not to exceed a total of six days in any calendar month.
- B. In 2000, the California Legislature enacted Senate Bill No. 1559 (Statutes of 2000, Chapter 86), which became effective January 1, 2001. Senate Bill No. 1559 amends Health and Safety Code Section 6489 to allow certain increases in Directors' fees if adopted by district board ordinance. A copy of Senate Bill No. 1559 is appended to this Ordinance as Exhibit "A".
- C. Pursuant to Senate Bill No. 1559, an increase in Directors' fees from \$100 per meeting day to a maximum of \$165 per meeting day was approved on February 21, 2001, and subsequently as follows:

YEAR	RATE	APR CPI-W	RATE ADJUSTED TO APR 2022 CPI-W
1986	\$100	109.4	\$294.35
2001	\$165	184.9	\$287.36
2004	\$190	194.7	\$314.25
2008	\$196	217.913	\$289.64
2012	\$200	236.626	\$272.18
2015	\$205	252.875	\$261.06
2017	\$215	268.896	\$257.48
2018	\$222.31	278.039	\$257.48
2020	\$223.88	290.304	\$248.34
2021	\$233.12	302.294	\$248.33
2022	TBD	322.021	-

- D. An increase in Director's fees from \$233.12 per meeting day to \$244.78 per meeting day is authorized as follows:

- Current Fee: \$233.12 per meeting day
- Current Fee Adopted: July 2021
- Current Fee Effective: October 2021
- No. of calendar years since last increase and the effective date of this Ordinance: 1 year
- Maximum percentage increase per calendar year: 5%
- Maximum allowable increase: $1.05 \times \$233.12 = \underline{\$244.78}$

- E. The District Board has adopted this Ordinance pursuant to the requirements of Water Code Section 20201 after a public hearing. Notice of the public hearing was given once a week for two successive weeks pursuant to Government Code Section 6066. A copy of the Notice is appended to this Ordinance as Exhibit “B”.
- F. This Ordinance is not subject to the California Environmental Quality Act, Public Resources Code Section 21000 et seq., because neither its provisions nor its implementation will have a foreseeable adverse impact on the environment.

In consideration of the foregoing findings and determinations, it is ordained as follows:

Section 1. The Directors’ fees payable to members of the Board of Directors of the Stege Sanitary District shall be increased from \$233.12 per meeting or day of service to \$244.78 per meeting or day of service as of the effective date of this Ordinance. Section 2.9 of the District Ordinance Code is amended in relevant part, with amendments in underline, to read as follows:

“2.9 BOARD MEMBER COMPENSATION AND EXPENSES

Each Director is entitled to be compensated for services as a Director at the rate of two hundred forty four dollars and seventy eight cents (\$244.78) per day for each day’s attendance at meetings of the Board and/or for each day’s service rendered

on behalf of the District at the request of the Board but not to exceed a maximum of six (6) days' compensation in any calendar month..."

Section 2. Upon adoption of this Ordinance it shall be entered into the minutes of the Board and it shall be promptly published one time in a newspaper of general circulation in the District.

Section 3. This Ordinance shall be effective sixty (60) days after its adoption by the District Board.

Section 4. Upon its effective date, this Ordinance supersedes and repeals the provisions of any prior ordinances, resolutions, motions and other orders and actions of the District Board to the extent such other provisions are inconsistent with the provisions of this Ordinance.

* * * * *

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Ordinance was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 21st day of July 2022 by a X-X vote as follows:

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

DWIGHT MERRILL, President
Stege Sanitary District
Contra Costa County, California

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

BILL NUMBER: SB 1559 CHAPTERED 07/05/00
CHAPTER 86
FILED WITH SECRETARY OF STATE JULY 5, 2000
APPROVED BY GOVERNOR JULY 5, 2000
PASSED THE ASSEMBLY JUNE 22, 2000
PASSED THE SENATE APRIL 13, 2000
INTRODUCED BY Senator Kelley
(Principal coauthor: Senator Rainey)
FEBRUARY 17, 2000

An act to amend Sections 4733 and 6489 of the Health and Safety Code, relating to water.

LEGISLATIVE COUNSEL'S DIGEST

SB 1559, Kelley. County sanitation: sanitary districts.
Existing law limits the compensation received by a county sanitation district or sanitary district board member. A board member's compensation is limited to \$100 per day for attending a district board meeting or for rendering services.
This bill would authorize the board to increase the compensation board members receive to above the \$100 per day limit pursuant to specified procedures.

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. Section 4733 of the Health and Safety Code is amended to read:

4733. (a) The district board may fix the amount of compensation per meeting to be paid each member of the board for services for each meeting attended by the member. Subject to subdivision (b), the compensation shall not exceed one hundred dollars (\$100) for each meeting of the district board attended by the member or for each day's service rendered as a member by request of the board, not exceeding a total of six days in any calendar month, together with any expenses incident thereto.

(b) The district board, by ordinance adopted pursuant to Chapter 2 (commencing with Section 20200) of Division 10 of the Water Code, may increase the compensation received by the district board members above the amount of one hundred dollars (\$100) per day.

SEC. 2. Section 6489 of the Health and Safety Code is amended to read:

6489. (a) Subject to subdivision (b), each of the members of the board shall receive compensation in an amount not to exceed one hundred dollars (\$100) per day for each day's attendance at meetings of the board or for each day's service rendered as a director by request of the board, not exceeding a total of six days in any calendar month, together with any expenses incident thereto.

(b) The district board, by ordinance adopted pursuant to Chapter 2 (commencing with Section 20200) of Division 10 of the Water Code, may increase the compensation received by board members above the amount of one hundred dollars (\$100) per day.

(c) The secretary of the sanitary board shall receive compensation to be set by the sanitary district board, which compensation shall be in lieu of any other compensation to which he or she may be entitled by reason of attendance at the meeting or meetings of the sanitary board.

STEGE SANITARY DISTRICT
NOTICE OF PUBLIC HEARING CONCERNING
PROPOSAL TO INCREASE FEES PAYABLE TO DIRECTORS
OF THE STEGE SANITARY DISTRICT

NOTICE IS HEREBY GIVEN as follows:

The Directors of the Stege Sanitary District are considering a proposal to increase the fees payable to members of the District's Board of Directors as authorized by Senate Bill No. 1559 (Statutes of 2000, Chapter 86, effective January 1, 2001). The current fee is \$233.12 per day for attendance at meetings of the Board or services rendered as a Board Member at the request of the Board. It is proposed that fees be increased to \$244.78.

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

Date: Thursday, July 21, 2022
Time: 7:00 P.M. Regular Board of Directors' Meeting
Place: Board Meeting Room, 7500 Schmidt Lane, El Cerrito, California

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

Dated: 7/1/2022

REX DELIZO
STEGE SANITARY DISTRICT
Secretary

EXHIBIT B

STEGE SANITARY DISTRICT

NOTICE OF PUBLIC HEARING CONCERNING FILING OF REPORT FOR SEWER SERVICE CHARGES AND ELECTING TO COLLECT SEWER SERVICE CHARGES ON THE TAX ROLL FOR FISCAL YEAR 2022-23

NOTICE IS HEREBY GIVEN as follows:

The Directors of the Stege Sanitary District have caused a written report to be prepared and filed with the Secretary of the Board containing a description of each parcel of real property receiving sewer service, together with the amount of the annual sewer service charge for each parcel for the Fiscal Year 2022-2023, computed in accordance with the provisions of an ordinance adopted by the Directors providing for the establishment of sewer service charges for the use of the District's sanitary sewer collection system, and to collect said sewer service charges on the Tax Roll for Fiscal Year 2022-2023.

The annual sewer service charge payable by each residential customer for Fiscal Year 2022-23 is \$383.00 for single family dwellings and \$285.00 for multi-unit dwellings. The annual sewer service charge payable for each non-residential customer for Fiscal Year 2022-23 shall be calculated at a sewer service charge rate of \$8.01 per 1000 gallons, except that in no case shall the charge be less than the applicable charge for one residential multi-unit dwelling unit.

Prior to adoption of the resolution, the Board will hold a public hearing to consider all objections or protests, if any, to the written report. The time, date and place of the public hearing is as follows:

Date: Thursday, July 21, 2022

Time: 7:00 P.M. Regular Board of Directors' Meeting

Place: Board Meeting Room, 7500 Schmidt Lane, El Cerrito, California

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

Dated: 7/1/2022



REX DELIZO
STEGE SANITARY DISTRICT
Secretary

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RESOLUTION NO. 2200-0722

RESOLUTION ACCEPTING REPORT ON SEWER SERVICE CHARGES AND
ELECTING TO COLLECT SEWER SERVICE CHARGES ON THE TAX ROLL

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

- A. The Directors of the Stege Sanitary District have adopted an ordinance providing for the establishment of sewer service charges for the use of the District's sanitary sewer collection system.
- B. In that ordinance, the Directors have provided that sewer service charges may be collected on the tax roll of Contra Costa County in accordance with the provisions of Section 5473.1 of the Health and Safety Code.
- C. Pursuant to Health and Safety Code Sections 5473 and 6520.10, charges including delinquent charges, for services provided by the District to its customers may also be collected on the tax roll of Contra Costa County.
- D. The Directors have caused a written report to be prepared and filed with the Secretary of the Board containing a description of each parcel of real property receiving sewer service, together with the amount of the charge for each parcel for the fiscal year 2022-2023 computed in accordance with the provisions of said ordinance.
- E. The Directors held a public hearing in conformance with Health and Safety Code Sections 5473.1 and 5473.2, heard and considered all objections or protests, and finds that protests were not made by the owners of a majority of separate parcels of property described in the report.

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

1. The report filed with the Board of Directors on July 21, 2022 shall stand, without material modification, as the report of sewer service charges for the fiscal year 2022-2023. Each charge described in the report is hereby levied and confirmed.

- 2. The Secretary of the Board of Directors is authorized and directed to file a copy of said report with the Auditor of Contra Costa County, and the Secretary's Certificate that the report has been finally adopted by this Board for the purpose of entering the charges onto the property tax roll.

* * * * *

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution No. 2200-0722 was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting held on the 21st day of July 2022, by a X-X vote as follows:

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

DWIGHT MERRILL, President
 Stege Sanitary District
 Contra Costa County, California

ATTEST:

REX DELIZO, Secretary
 Stege Sanitary District

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

*****MINUTES*****

I. Call To Order: President Merrill called the meeting to order at 7:00 P.M.

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

Absent: None

Others Present: Rex Delizo, District Manager

**via video-conference*

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

III. Public Comment: There was no public comment.

IV. Approval of Minutes

A. Approval of June 16, 2022 Board Meeting Minutes

MOTION: By Gilbert-Snyder, seconded by O’Keefe, to approve the minutes of the June 16, 2022 Board Meeting, as corrected

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

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 JULY 7, 2022

TIME OF MEETING: 7:00 P.M.

DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

a. July 4th Festival Debrief

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

b. City & Community Meetings

There were no reports.

B. Written Communications

1. CASA 2022 President's Memo/Designation of Representative

The Board reviewed and discussed the items proposed by CASA.

MOTION: By Miller, seconded by Gilbert-Snyder, to:

- a. Approve the slate of four nominees for the available seats on the CASA Board of Directors,
- b. Approve the 2023 CASA Annual Membership Dues Resolution No. 22-212,
- c. Designate Merrill as the official CASA voting representative with Delizo and Gilbert-Snyder as the two alternates who are authorized to exercise the District’s CASA voting rights
- d. Approve consent to transmit official CASA communications electronically rather than regular mail

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

NOES: None

ABSTAIN: None

ABSENT: None

VI. Reports of Staff and Officers

A. Manager’s Report

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

1. Incentive Award Contribution (IAC) Achievements for FY 2021-2022 with Supporting Documentation
The Manager reported on the supporting documentation for the IAC award.
2. 2022 California Association of Sanitation Agencies (CASA) Conferences
The Manager reported on the upcoming CASA conference.
3. 2022 California Special Districts Association (CSDA) Conference
The Manager reported on the upcoming CSDA conference.

VII. Business

- A. Diversity, Equity, and Inclusion (DEI) Policy
The Board discussed the draft policy and asked staff to bring the item back with minor changes at a future Board meeting.
- B. Environmentally Preferable Procurement Policy
The Board discussed the draft policy and asked staff to bring the item back with minor changes at a future Board meeting.
- C. Resolution No. 2199-0722 Finding that there is a Proclaimed State of Emergency; Finding that Meeting in Person Would Present Imminent Risks to the Health or Safety of Attendees as a Result of the State of Emergency; and Authorizing Remote Teleconferenced Meetings of the Stege Sanitary District for the 30 Day Period Beginning July 7 Pursuant to AB 361
The Board approved the resolution to make necessary findings to continue to meet remotely pursuant to Assembly Bill 361.

MOTION: By Christian-Smith, seconded by Miller, to approve Resolution No. 2199-0722 Finding that there is a Proclaimed State of Emergency; Finding that Meeting in Person Would Present Imminent Risks to the Health or Safety of Attendees as a Result of the State of Emergency; and Authorizing Remote Teleconferenced Meetings of the Stege Sanitary District for the 30 Day Period Beginning July 7 Pursuant to AB 361

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

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

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

The Board discussed and approved funding of the program for the 2022-23 school year.

MOTION: By Miller, seconded by Christian-Smith, to approve \$12,000 to fund the KIDS for the BAY Watershed Action Program (WAP) for the 2022-23 School Year

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

VIII. Approval of Checks

A. Checks for July 7, 2022 - Fund No. 3418 & 3423

MOTION: By Gilbert-Snyder, seconded by O’Keefe, to pay the bills, Check Nos. 27671 through 27723 in the amount of \$218,219.21

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
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DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

IX. Future Agenda Items

July 21, 2022

CLOSED SESSION – Quarterly Claims Report

Public Hearing/Resolution – Establish and Collect Sewer Service Charges

Public Hearing/Ordinance – Directors Meeting Compensation

Resolution – Notice of Completion

District Investment Policy

Reimbursement Report per Gov. Code 53065.5

Quarterly Financial Statements

Candidate Filing Period

San Pablo Avenue Specific Plan Area Status Report

CASA Conference

CSDA Conference

Form 470

+AB 361 – 30 Day Virtual Meeting Extension

August 18, 2022

Quarterly (FY End) Financial Statements

Connection Charge Report per Gov. Code 66013

CASA Conference – Attendee Reports

CSDA Conference

+AB 361 – 30 Day Virtual Meeting Extension

X. Adjournment

The meeting was adjourned at 8:26 P.M. The next meeting of the District Board of Directors will be held on Thursday, July 21, 2022 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

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

Rex Delizo
STEGE SANITARY DISTRICT
Secretary

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

1. ROUTINE PREVENTIVE MAINTENANCE ACTIVITIES

There were 21 normal working days	Days	Feet
Unit #10 (combo) operated:	12	64,207
Unit #11 (rodder) operated:	2	5,969
Unit #15 (video) operated:	12	16,869
Unit #16 (combo) operated:	8	20,189

	Month (feet)		Quarter (feet)		
	Planned	Unplanned	Planned	Unplanned	Remaining
Total Cleaned	60,458	29,907	190,480	43,738	0
Total Video	7,287	9,582	36,919	31,465	29,021

2. MONTHLY SERVICE CALLS

After-hour service calls: 4 Calls 3 Out

SERVICE CALLS, OVERFLOWS, AND BACKUPS

YEAR	MO	SERVICE CALLS		LATERAL PROBLEMS		STRUCTURAL MAINLINE FAILURES		MAINLINE OVERFLOWS INTO HOMES	
		CURRENT MONTH	12 MONTH AVERAGE	CURRENT MONTH	12 MONTH AVERAGE	CURRENT MONTH	TOTAL LAST 12-MOS	CURRENT MONTH	TOTAL LAST 12-MOS
2022	JUNE	11	16.2	6	8.9	0	3	0	1
CATEGORY 1 SSOs		OVERFLOWS CAUSED BY MAINLINE				OVERFLOWS RELATED TO WET WEATHER			
CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS
0	1	1	12	0	2				

3. SAFETY AND TRAINING

Safety and training meetings were conducted twice a month.

MONTHLY SERVICE CALLS

June-2022

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
6/7/2022 Tuesday 11:14 AM	171025 171024	7605 POTRERO AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THE CONGESTION TO BE THE CUSTOMER'S PROBLEM.
6/7/2022 Tuesday 11:21 AM	161401 161901	6730 POTRERO AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	MH				PUT RAPO DOWN ON THE MANHOLE.
6/8/2022 Wednesday 9:54 AM	282319 220026	6831 STOCKTON AVE. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D, E	CO	B	ST,SD,Y	EBMUD DAMAGED LAMPHOLE #282318 AND FILLED WITH ASPALT.
6/9/2022 Thursday 7:04 AM	187214 187211	2530 EDWARDS AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
6/9/2022 Thursday 12:40 PM	103317 103315	5222 PANAMA AVE. RICHMOND, CA 94804 <i>Last Call: 2/25/1991</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
6/9/2022 Thursday 4:19 PM	172525 172524	2226 PINEHURST CT. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
6/9/2022 Thursday 6:51 PM	272019 272018	KENYON AVE. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	MH				MANHOLE COVER BROKEN AND REPLACED.
6/10/2022 Friday 8:48 AM	232206 232205	226 RAMONA AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
6/12/2022 Sunday 5:10 AM	162008 162007	POTRERO AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	E				WE FOUND THIS TO BE EBMUD'S PROBLEM.
6/27/2022 Monday 10:09 AM	265317 265304	886 SHEVLIN DR. EL CERRITO, CA 94530 <i>Last Call: 2/22/2011</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C / OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
6/29/2022 Wednesday 5:50 PM	272212 272211	673 OBERLIN AVE. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	E				EBMUD WATER BREAK ON OBERLIN AVE

PROBLEM TYPE:

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

SPILL

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

SPILL

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

SPILL END

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

MAINLINE: 1

LATERAL: 6

OTHER: 4

TOTAL SERVICE CALLS: 11

MAINLINE OVERFLOW: 1

MAINLINE SURCHARGE: 0

SANITARY SEWER OVERFLOWS (SSOs) LAST 12 MONTHS

July-2022

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS	CAT*	VOL	RCVR'D	NET
9/1/2021 Wednesday 10:40 AM	231902 231901	321 RUGBY AVE. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D, W, OF	CO	B	ST	STEGE DISCOVERED SSO FROM CLEANOUT.	CAT 3	52 gallons	52 gallons	0 gallons
9/8/2021 Wednesday 7:50 AM	231602 231601	273 AMHERST AVE. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	R, W	MH	B	ST, Y	WE FOUND WIPES AND ROOTS IN THE MAIN LINE.	CAT 3	10 gallons	0 gallons	10 gallons
9/15/2021 Wednesday 2:45 PM	234303 234301	754 COVENTRY RD. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B	MH	ML	Y	DOWN STREAM NEIGHBOR'S CONTRACTOR UNHOOKED THEIR LATERAL CONNECTION.	CAT 3	25 gallons	0 gallons	25 gallons
10/20/2021 Wednesday 2:23 PM	189102 189101	2638 MIRA VISTA DR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	F,OF,R	CO	B, O	Y	WE FOUND ROOTS IN THE MAINLINE.	CAT 3	5 gallons	1 gallons	4 gallons
10/24/2021 Sunday 7:40 AM	231019 231018	464 COVENTRY RD. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	A, F, OF	MH	B,S,O	BLDG, ST,SD,Y	SOFT STOPPAGE AND HEAVY RAIN CAUSED THE M/H TO SURCHARGE.	CAT 1	14,000 gallons	0 gallons	14,000 gallons
10/24/2021 Sunday 3:02 PM	282204 282202	643 LEXINGTON AVE. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D, OF	CO	B	ST	DEBRIS IN THE MAIN FROM EBMUD.	CAT 3	5 gallons	0 gallons	5 gallons
12/30/2021 Thursday 10:10 AM	271120 271119	422 COLUSA AVE. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	F, R	MH	B	ST, Y	ROOT IN LINE CAUSED SSO	CAT 3	205 gallons	140 gallons	65 gallons
1/17/2022 Monday 5:58 PM	187218 187210	5619 JORDAN AVE. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B, E,OF	CO	ML, B	Y	EBMUD DAMAGED OUR LINE WHILE WORKING IN THE STREET.	CAT 3	25 gallons	0 gallons	25 gallons
1/29/2022 Saturday 3:25 PM	231822 231819	616 PLATEAU DR. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B, OF,R, W	LH	ML, B	Y	SSO CAUSED BY MAJOR OFFSET.	CAT 3	15 gallons	0 gallons	15 gallons
2/3/2022 Thursday 7:30 AM	151239 151238	1373 CONTRA COSTA DR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	R	MH	B	Y	CITY OF EL CERRITO PUSHED LATERAL ROOTS INTO DISTRICT LINE.	CAT 3	23 gallons	23 gallons	0 gallons
3/26/2022 Saturday 6:50 PM	251414 251403	7976 TERRACE DR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	OF	MH	ML	Y	SSO CAUSED BY COLAPSED HDPE PIPE.	CAT 2	3,432 gallons	0 gallons	3,432 gallons
5/7/2022 Saturday 1:30 PM	292102 292004	1126 RICHMOND ST. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	OF, R	MH	B	ST	SOFT STOPPAGE IN MAIN LINE. FOUND ROOTS AND RAGS IN LINE.	CAT 3	1 gallons	1 gallons	0 gallons

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS	CAT*	VOL	RCVR'D	NET
6/8/2022	282319	6831 STOCKTON AVE.	Main <input checked="" type="checkbox"/>	D, E	CO	B	ST,SD,Y	EBMUD DAMAGED LAMPHOLE #282318 AND FILLED WITH ASPALT.	CAT 3	80	80	0
Wednesday	220026	EL CERRITO, CA 94530	Lateral <input type="checkbox"/>							gallons	gallons	gallons
9:54 AM			Other <input type="checkbox"/>									

PROBLEM TYPE:

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

SPILL

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

SPILL

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

SPILL END

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

TOTAL MAINLINE SSOs: 13
MAINLINE BREAK SSOs: 4
MAINLINE SURCHARGE SSOs: 1
CATEGORY 1 SSOs: 1
SSOs INTO BUILDINGS: 1

TOTAL SSO VOLUME (GALS): 17,878
TOTAL VOLUME RECOVERED (GALS): 297
TOTAL VOLUME UNRECOVERED (GALS): 17,581

*CATEGORY 1 SSO: Discharges of untreated or partially treated wastewater of any volume resulting from an enrollees sanitary sewer system failure or flow condition that: Reach surface water and/or reach a drainage channel tributary to a surface water; or Reach a municipal separate storm sewer system and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the municipal separate storm sewer system is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or ground water infiltration basin (e.g., infiltration pit, percolation pond).

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

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

STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
June 2022

I SEWER REPLACEMENT - FY 2021-2022

A.	BUDGET ALLOCATION		\$3,057,000
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$1,652,936
C.	SEWER REPLACEMENTS PAID THIS MONTH (NO RETENTION)		
			\$0
SUBTOTAL FOR THIS MONTH			\$0
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	51.37%	\$1,570,289
E.	TOTAL 5% RETENTION HELD		\$82,647
F.	BUDGET REMAINING	45.93%	\$1,404,064
G.	PERCENTAGE OF FISCAL YEAR REMAINING	0.00%	
H.	TOTAL REPLACEMENT FOOTAGE PAID TO DATE	7,473 (\$ 221.19 /LF)	

II SEWER REPAIRS - FY 2021-2022

A.	BUDGET ALLOCATION		\$68,000
B.	PRIOR BUDGET EXPENDED		\$26,771
C.	SEWER REPAIRS PAID THIS MONTH	<u>REPAIR COST</u>	
	1 36 ANSON WAY	\$5,359	
	2 609 CANON DR	\$4,500	
	3 7712 EUREKA	\$5,700	
			\$15,559
SUBTOTAL FOR THIS MONTH			\$15,559
SUBTOTAL FOR LAST MONTH			\$26,771
D.	TOTAL BUDGET EXPENDED	62.25%	\$42,330
E.	TOTAL RETENTION HELD	0.00%	\$0
F.	BUDGET REMAINING	37.75%	\$25,670
G.	PERCENTAGE OF FISCAL YEAR REMAINING		
H.	TOTAL NUMBER OF REPAIRS PAID TO DATE	10 (\$4,233 /REPAIR)	

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

III SAN PABLO AVE SPECIFIC PLAN AREA (SPASPA) UPGRADE 2021- 2022			
A. BUDGET ALLOCATION			\$1,000,000
B. PRIOR BUDGET EXPENDED (WITH RETENTION)			\$842,889
C. SPASPA UPGRADES PAID THIS MONTH (NO RETENTION)			
1			
SUBTOTAL FOR THIS MONTH			\$0
D. TOTAL BUDGET EXPENDED (NO RETENTION)	80.07%		\$800,745
E. TOTAL 5% RETENTION HELD	5.00%		\$42,144
F. BUDGET REMAINING	15.71%		\$157,111
G. PERCENTAGE OF FISCAL YEAR REMAINING	0.00%		
H. TOTAL SPASPA UPGRADE FOOTAGE PAID TO DAT	1,985	(\$ 424.63 /LF)	

STEGE SANITARY DISTRICT

Last Revised: 7/11/2022

BOARD OF DIRECTORS SAN PABLO AVENUE SPECIFIC PLAN STATUS REPORT

PAID PROPERTIES

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

\$ 1,004,434.88

SPASPA CONSTRUCTION SPENT \$ 842,889.00
BUDGET REMAINING \$ 161,545.88

PLAN CHECK PROPERTIES (WAITING PAYMENT)

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

SAN PABLO AVENUE SPECIFIC PLAN REVIEW PROCEDURE

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

**STEGE SANITARY DISTRICT
REPORT ON EMPLOYEE REIMBURSEMENTS AS REQUIRED BY CA GOVT CODE 53065.5
FY 2021/22**

<u>CHECK NUMBER</u>	<u>CHECK DATE</u> MM/DD/YY	<u>CHECK PAID TO</u>	<u>ACTIVITY DATE</u> MM/DD/YY	<u>REIMBURSEMENT FOR</u>	<u>TRANS- PORTATION</u>	<u>HOTEL</u>	<u>MEALS</u>	<u>REGISTRATION EXPENSES</u>	<u>REPORT AMOUNT</u>
27236	08/19/21	Dwight Merrill	08/11-13/21	CASA Conference	\$ 208.96	\$ 309.98	\$ -	\$ -	\$ 518.94
GRAND TOTAL					\$ 208.96	\$ 309.98	\$ -	\$ -	\$ 518.94

California Government Code Section 53065.5

Each special district, as defined by subdivision (a) of Section 56036, shall, at least annually, disclose any reimbursement paid by the district within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. "Individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body of the district. The disclosure requirement shall be fulfilled by including the reimbursement information in a document published or printed at least annually by a date determined by that district and shall be made available for public inspection.

Who Uses Form 470:

Form 470 is for use by officeholders and candidates who:

- do not have a controlled committee;
- do not anticipate receiving contributions totaling \$2,000 or more during the calendar year; and
- do not anticipate spending \$2,000 or more during the calendar year.

Officeholders and candidates who have a controlled committee or who have raised or spent \$2,000, file the Recipient Committee Statement – Form 460.

Exceptions:

The following individuals seeking or holding office are not required to file campaign disclosure statements (Form 470 or Form 460):

- candidates for county central committee offices that do not raise or spend \$2,000 or more in a calendar year;
- officeholders whose salaries are less than \$200 per month and judicial candidates who have not made or received contributions or made expenditures during non-election years; and
- judges who do not receive contributions and who make personal expenditures of less than \$1,000 or more in non-election years.

Period Covered:

The period covered is always the calendar year (January 1 through December 31).

\$2,000 Threshold:

To determine if \$2,000 has been raised or spent, or will be raised or spent, the candidate's personal funds for the filing fee or statement of qualifications are excluded.

A campaign bank account must be established if the candidate receives contributions from other persons.

When to File:

Ensure campaign deadlines are met. Go to www.fppc.ca.gov for campaign disclosure filing schedules.

If the Form 470 is filed in connection with an election, or on or before the filing deadline for the first campaign statement required for the calendar year, no additional campaign statements need to be filed for that calendar year as long as total contributions received remain less than \$2,000 and total expenditures made remain less than \$2,000. In most cases, July 31 is the filing deadline for the first campaign statement required to be filed by officeholders and candidates not being voted upon.

The Form 470 is filed in connection with an election if it is filed with the declaration of candidacy, or as a first preelection statement in connection with an election, covering the year of the election. If, after filing Form 470, receipts or expenditures reach \$2,000 or more, see the attached Form 470 Supplement for important reporting requirements.

Where to File:

State Elections:

State officeholders, state candidates, candidates and members of CalPERS and CalSTRS, judges and judicial candidates must file the original and one copy with:

Secretary of State
Political Reform Division
1500 11th Street, Room 495
Sacramento, CA 95814
Phone (916) 653-6224
Fax (916) 653-5045
www.sos.ca.gov

Additional Copies:

A copy of the Form 470 must also be filed with the candidate's county of domicile's filing officer. CalPERS and CalSTRS board candidates must file a copy of the Form 470 with the relevant CalPERS or CalSTRS office and not the candidate's county of domicile.

Local Elections:

- Elected officers and candidates for local multi-county agencies file an original and one copy with the elections official for the county with the largest number of registered voters in the district and one copy with the candidate's county of domicile.
- Elected county officeholders and candidates for county offices file an original and one copy with the elections official for that county.
- Elected city officeholders and candidates for city offices file an original and one copy with the city clerk.

Note: A local agency may impose additional requirements.

Amendments: If you are filing an amendment to a previously filed statement, give a brief explanation of the amendment. Be sure to enter the calendar year covered by the statement you are amending and the date of election, if applicable.

This form was prepared by the Fair Political Practices Commission (FPPC). For detailed information on campaign reporting requirements and the Information Practices Act of 1977, see the FPPC Campaign Disclosure Manual.

**Officeholder and Candidate
Campaign Statement –
Short Form**

		Date Stamp	CALIFORNIA FORM 470
Date of election if applicable: (Month, Day, Year)	Amendment (Explain Below)		For Official Use Only
_____	_____		

1. Statement Covers Calendar Year 20 _____ .

2. Officeholder or Candidate Information

3. Office Sought or Held

NAME OF OFFICEHOLDER OR CANDIDATE _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

AREA CODE/DAYTIME PHONE NUMBER _____ OPTIONAL: FAX / E-MAIL ADDRESS _____

OFFICE SOUGHT OR HELD _____

JURISDICTION (LOCATION) _____

DISTRICT NUMBER (IF APPLICABLE) _____

4. Committee Information

List all committees of which you have knowledge that are primarily formed to receive contributions or to make expenditures on behalf of your candidacy.

COMMITTEE NAME AND I.D. NUMBER	COMMITTEE ADDRESS	NAME OF TREASURER

5. Verification

I declare under penalty of perjury that to the best of my knowledge I anticipate that I will receive less than \$2,000 and that I will spend less than \$2,000 during the calendar year and that I have used all reasonable diligence in preparing this statement. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on _____ DATE

By _____ SIGNATURE OF OFFICEHOLDER OR CANDIDATE

**Officeholder and Candidate
Campaign Statement
Form 470 Supplement**

<p>Amendment (Explain Below)</p> <hr/> <hr/>	<p>Date Stamp</p>	<p>CALIFORNIA FORM 470 SUPPLEMENT</p>
<p>This form is written notification that the officeholder/candidate listed below has received contributions totaling \$2,000 or more or has made expenditures of \$2,000 or more during the calendar year.</p>		<p>For Official Use Only</p>

SEE INSTRUCTIONS ON REVERSE

1. Officeholder or Candidate Information

NAME OF OFFICEHOLDER OR CANDIDATE _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

AREA CODE/DAYTIME PHONE NUMBER _____ OPTIONAL: FAX / E-MAIL ADDRESS _____

2. Office Sought

OFFICE SOUGHT _____ DISTRICT NUMBER (IF APPLICABLE) _____

DATE OF ELECTION (MONTH, DAY, YEAR) _____

3. Date Contributions Totaling \$2,000 or More Were Received or Date Expenditures of \$2,000 or More Were Made

(MONTH, DAY, YEAR)

Instructions for Completing Form 470 Supplement

Form 470 Supplement:

If an officeholder or candidate files the Form 470 for an election year and later receives contributions (including monetary and non-monetary contributions, loans, and the candidate's personal funds) totaling \$2,000 or more or makes expenditures totaling \$2,000 or more during the same calendar year, the officeholder or candidate must send a written notice within 48 hours. Use the attached Form 470 Supplement or follow the instructions below for preparing the notice.

When to File:

The notice must be sent within 48 hours of receiving contributions totaling \$2,000 or more or making expenditures of \$2,000 or more.

Method of Delivery:

The notice must be sent by guaranteed overnight delivery service, personal delivery, fax, or email. Regular mail may not be used.

Where to File:

- Secretary of State's Office;
- local filing officer with whom the officeholder/candidate is required to file the originals of his/her campaign statements; and
- each candidate seeking the same office.

Contact your filing officer for candidate addresses.

Officeholder/Candidate Information:

Enter the officeholder/candidate's full name, residential or business address and daytime telephone number.

Office Sought:

- Enter the title of the office sought;
- the district number, if any; and
- the date of the election.

Date Contributions/Expenditures Were Made or Received:

Enter the date monetary or non-monetary contributions totaling \$2,000 or more (including the candidate's personal funds) were received or the date expenditures of \$2,000 or more were made.

Amendments: If you are filing an amendment to a previously filed statement, give a brief explanation of the amendment.

Note: Once an officeholder or candidate reaches the \$2,000 threshold in receipts or expenditures, in addition to filing the Form 470 Supplement, other forms are required. See FPPC Campaign Disclosure Manual 1 for state candidates or Manual 2 for local candidates.

November 8, 2022 Election – Candidate and Measure Filing

The upcoming General Election on Tuesday, November 8, 2022 is a state and countywide election.

Key Dates

Candidate Nomination Period	July 18 – August 12, 2022
Deadline to file Arguments In Favor/Against	August 24, 2022
Deadline to file Rebuttal Arguments	August 29, 2022
Vote by Mail Mailing	October 10, 2022
Registration Deadline	October 24, 2022
Last Day to Request Vote by Mail Ballot	November 1, 2022
Election Day	November 8, 2022
Certification Deadline / Final Results	December 8, 2022

DISTRICT INVESTMENT POLICY

ISSUE:

Public agencies are required to review their investment policy annually.

FISCAL IMPACT:

The cost to review the policy during a regular Board meeting is minimal.

STRATEGIC PLAN:

GOAL 3: Ensure Financial Stability and Efficiency

WORK PLAN ITEM "i": Annually review the District's Investment Policy by July of each year

BACKGROUND:

The District investment policy is a typical policy of this type that identifies safety, liquidity and yield as the goals of investments.

RECOMMENDATION:

No changes are recommended to the policy.

ALTERNATIVES:

1. Provide staff direction.

ATTACHMENTS:

Resolution No. 2068-0716 - District Investment Policy

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RESOLUTION NO. 2068-0716

RESOLUTION REVISING RESOLUTION NO. 1928-0508,
ESTABLISHING THE INVESTMENT POLICY OF THE
STEGE SANITARY DISTRICT

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

- A. Temporarily idle public funds placed in the District's trust by its customers, should be invested to produce revenue for the District rather than remain idle.
- B. A primary duty and responsibility of the Directors of the Stege Sanitary District is to protect, preserve and maintain intact the cash and investments of the District.

In consideration of these findings and determinations, it is resolved as follows:

1. The investment policy of the Directors of the Stege Sanitary District shall be, in order of priority, to invest idle funds of the District with the basic objectives of investment safety, liquidity and yield. Investment yield shall be a consideration only after the basic requirements of safety and liquidity have been met. Consideration will also be given to the effects of the investment on the natural environment and quality of life.
2. The basic objectives of the District's investment program shall be defined as:
 - a. Investment safety – The preservation of invested capital shall be a primary concern. Risk due to interest rate fluctuations shall also be controlled by limiting the term of all fixed yield investments to not greater than two years.
 - b. Liquidity – The District's investment program shall maintain sufficient liquidity to meet cash flow needs of the District.
 - c. Yield – The District's investment shall return the maximum yield consistent with meeting the first two objectives.

3. Investing in the State Local Agency Investment Fund (LAIF) constitutes one acceptable investment strategy to meet the above basic objectives of the District's investment program.
4. The District may invest up to twenty percent (20%) of its funds in broad-index mutual funds to obtain higher yield.
5. The District Manager is hereby authorized to invest and deposit for safekeeping, as far as possible, all money belonging to, or in the custody of the District, pursuant to Section 53635 et seq. of the Government Code of the State of California, and shall submit a monthly report of investments to the Board of Directors.
6. Investments or securities so purchased with idle funds shall be kept in safe keeping in a depository in accordance with the provisions of Section 53608 of the Government Code of the State of California while they are the property of the District.

* * * * *

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

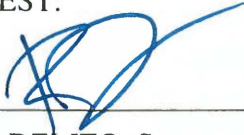
I HEREBY CERTIFY that the foregoing Resolution No. 2068-0716 was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting held on the 28th day of July 2016, by a 4-0 vote as follows:

AYES:	BOARD MEMBERS:	Gilbert-Snyder, James, Merrill, Miller
NOES:	BOARD MEMBERS:	None
ABSENT:	BOARD MEMBERS:	O'Keefe
ABSTAIN:	BOARD MEMBERS:	None



ALAN MILLER, President
Stege Sanitary District
Contra Costa County, California

ATTEST:



REX DELIZO, Secretary
Stege Sanitary District

RESOLUTION NO. 2201-0722, ACCEPTING COMPLETION OF WORK AND FILING
NOTICE OF COMPLETION FOR THE STANDARD SEWER REHABILITATION PROJECT
NO. 21201

ISSUE:

Notices of completion for construction projects must be filed with the County Recorder to initiate the formal process for subcontractors and suppliers to file liens on general contractors.

FISCAL IMPACT:

The cost of filing a notice of completion is about \$20 (if imposed by the County) and about 2 hours of staff time for preparation and travel.

STRATEGIC PLAN:

GOAL 2: Maintain and Improve Infrastructure

WORK PLAN ITEM "b": Update and implement sewer system master plan to prioritize sewer replacement, funding, and maintain a sewer system life cycle of 60+ years by June 2023 and at least every two (2) years thereafter.

BACKGROUND:

The District is required to file notices of completion on its public works projects before the 5% retention, which was withheld as security for satisfactory fulfillment of work, may be released. Project #21201 is now complete, and the notice should be filed with the County Recorder's office. Once the notice of completion is filed, the 5% retention for project #21201 shall be released no earlier than 60 days after.

RECOMMENDATION:

Approve the Resolution.

ALTERNATIVES:

1. Take no action and provide staff direction.

ATTACHMENTS:

Resolution No. 2201-0722

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RESOLUTION NO. 2201-0722

RESOLUTION ACCEPTING COMPLETION OF WORK AND
FILING NOTICE OF COMPLETION FOR THE
STANDARD SEWER REHABILITATION PROJECT NO. 21201

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

- A. The District engaged D’Arcy & Harty Construction on the 1st day of July 2021 to perform the Standard Sewer Rehabilitation Project No. 21201, and
- B. Work under Project No. 21201 is fully completed, as provided in the contract and the contract’s plans and specifications.

In consideration of the foregoing findings and determinations, it is resolved by the Board as follows:

The Directors accept the work of the Standard Sewer Rehabilitation Project No. 21201 as complete and order the filing of the Notice of Completion with the Contra Costa County Recorder’s office.

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly adopted by the Directors of the Stege Sanitary District, at its regular meeting thereof, held on the 21st of July 2022 by a X-X vote as follows:

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

DWIGHT MERRILL, President
Stege Sanitary District
Contra Costa County, California

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

RESOLUTION NO. 2202-0722 FINDING THAT THERE IS A PROCLAIMED STATE OF EMERGENCY; FINDING THAT MEETING IN PERSON WOULD PRESENT IMMINENT RISKS TO THE HEALTH OR SAFETY OF ATTENDEES AS A RESULT OF THE STATE OF EMERGENCY; AND AUTHORIZING REMOTE TELECONFERENCED MEETINGS OF THE STEGE SANITARY DISTRICT FOR THE 30 DAY PERIOD BEGINNING JULY 21 PURSUANT TO AB 361

ISSUE:

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

FISCAL IMPACT:

The fiscal impact to continue to meet remotely is minimal.

STRATEGIC PLAN:

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

BACKGROUND:

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

AB 361 allows the following:

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

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

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

RECOMMENDATION:

Approve the resolution.

ALTERNATIVES:

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

ATTACHMENTS:

- Resolution No. 2202-0722

RESOLUTION NO. 2202-0722

RESOLUTION FINDING THAT THERE IS A PROCLAIMED STATE OF EMERGENCY; FINDING THAT MEETING IN PERSON WOULD PRESENT IMMINENT RISKS TO THE HEALTH OR SAFETY OF ATTENDEES AS A RESULT OF THE STATE OF EMERGENCY; AND AUTHORIZING REMOTE TELECONFERENCED MEETINGS OF THE STEGE SANITARY DISTRICT FOR THE 30 DAY PERIOD BEGINNING JULY 21 PURSUANT TO AB 361

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

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

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

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

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

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

* * * * *

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 21st day of July 2022 by a X-X vote as follows:

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

DWIGHT MERRILL, President
Stege Sanitary District
Contra Costa County, California

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

**CONSIDERATION OF CLASS III EASEMENT ENCROACHMENT –
24 SAN CARLOS AVENUE, EL CERRITO, CA**

ISSUE:

Peter Luft, property owner of 24 San Carlos Avenue in El Cerrito, is requesting a class III easement encroachment for an existing detached garage structure that encroaches on District sewer main lines in an easement on his property in order to apply for a permit with the City of El Cerrito to convert the garage into a new accessory dwelling unit (ADU).

FISCAL IMPACT:

In order to complete any sanitary sewer main repair or replacement, the District may have to bear liability for any damage caused to this structure, if the structure is allowed to remain on top of the sewer easement.

STRATEGIC PLAN:

GOAL 2: Maintain and Improve Infrastructure

WORK PLAN ITEM “b”: Update and implement sewer system master plan to prioritize sewer replacement, funding, and maintain a sewer system life cycle of 60+ years by June 2023 and at least every two (2) years thereafter.

BACKGROUND:

Peter Luft, property owner of 24 San Carlos Avenue in El Cerrito wishes to convert the existing detached garage on his property into an ADU. However, this garage is 4 feet away from the sewer main line and therefore is within the sewer easement located on his property.

The property owner is requesting a class III easement encroachment in order to apply for a permit with the City of El Cerrito to convert the garage into a new ADU.

As per District Ordinance No. 1793-0602,

6.2 Except as provided in Section 7, Class Two and Class Three Encroachments are not authorized and shall not be maintained or permitted on District easements.

District staff considers the existing detached garage structure as a class three encroachment. In addition, the remodel improvements proposed by the property owner further exacerbates the District’s potential liability should any damage occur to this proposed ADU structure as part of regular maintenance, repair, or replacement of the existing sewer structures.

1.3 Class Three. Encroachments which will cause significant interference with District easements. Examples may include permanent structures such as buildings, swimming pools,

permanent decks, retaining walls and reinforced concrete or masonry; temporary structures which are not readily removable from the easement; also trees, heavy brush, and vegetation that prevents District access to its facilities in the easement; also any activities and conditions that are unlawful or prohibited by this Ordinance or by other applicable laws.

The sanitary sewer main is approximately 4 feet away from the structure's foundation. The sanitary sewer main is VCP clay pipe constructed in the ~1950's. The sewer main is in poor condition, having numerous longitudinal cracks along the length of the pipe.

Encroachments must be at least 5 feet from the centerline of sanitary sewer mains (outline the sewer easement), or else any plan check review will be rejected.

The District has no prior record of plan check reviews associated with this property.

RECOMMENDATION:

Reject the property owner's request for a class three encroachment.

ALTERNATIVES:

1. Propose that the homeowner remove the detached garage from the sewer easement.
2. Take no action and provide staff direction.

ATTACHMENTS:

- Property Owner Request Letter and pictures
- Sewer Vicinity Map
- Ordinance 1793-0602

Peter A. Luft
24 San Carlos Avenue
El Cerrito, CA 94530

July 7, 2022

STEGE Sanitary District
Attn: Board of Directors
7500 Schmidt Lane
El Cerrito, CA 94530

Subject: Letter of intent, and request for variance of residential ADU setback.

To whom it may concern:

I and my wife are the owners of our residence at 24 San Carlos Avenue, El Cerrito. We've recently received approval from the El Cerrito Building Department of plans for the conversion of our free-standing garage into a 325 square foot ADU (Accessory Dwelling Unit). We plan to use this space mainly as an office for my wife, but also as guest space for visiting family.

However, I've learned from STEGE Engineer Paul Soo, Jr. , that our residence is out of compliance with a main sewer line easement that runs along the property line between our garage and the adjacent, Grace Lutheran Church, at Santa Fe & Ward Avenue. In particular, our garage's setback from the main is four feet instead of the required five feet (and, interestingly, the church actually overhangs the main for a distance of 30 or 40 feet).

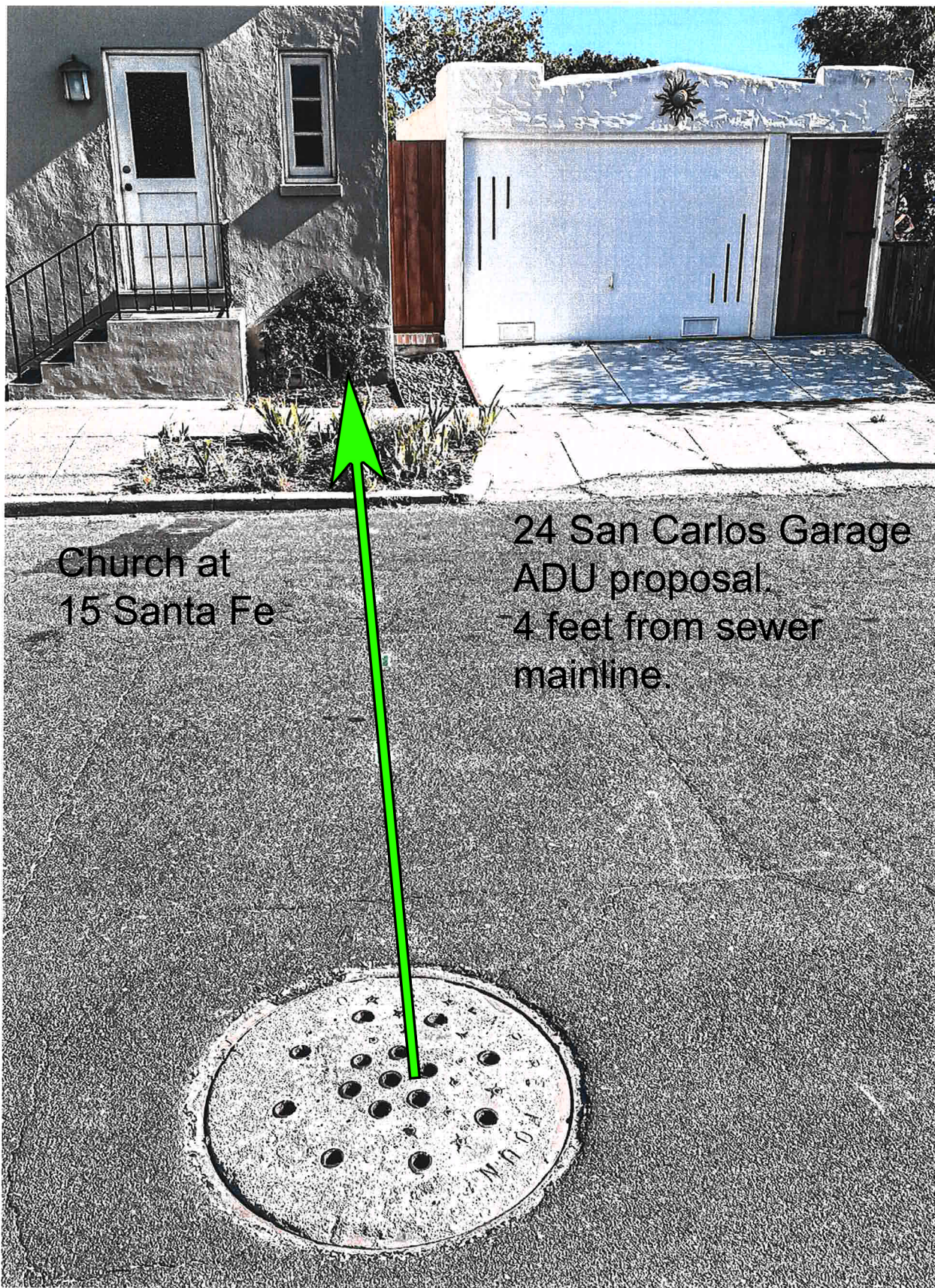
Our house and garage were built in 1936, and the church was built in 1953. It's unclear what the setback rule was at those times, or when it was first put in place. I can say that the existence of the main line easement was not disclosed to us when we purchased the property in 2001, and I'm unable to locate any reference to it in our documents.

We first learned of the main's location when we had our sewer lateral replaced in 2019. We also learned that our lateral tees into it at an accessible region, at a depth of six feet, between both adjacent structures (garage & church), and the Ward Avenue sidewalk.

Therefore, I respectfully request a variance from STEGE with respect to the five foot setback rule, such that our ADU sewer connection can be made in the above described region. Presumably, this would be a new tee connection to our lateral, just before the lateral itself tees into the main. Mr. Soo can provide additional documentation, in the form of plans and photos, for your consideration.

Thank you,

Peter A Luft



Church at
15 Santa Fe

24 San Carlos Garage
ADU proposal
4 feet from sewer
mainline.



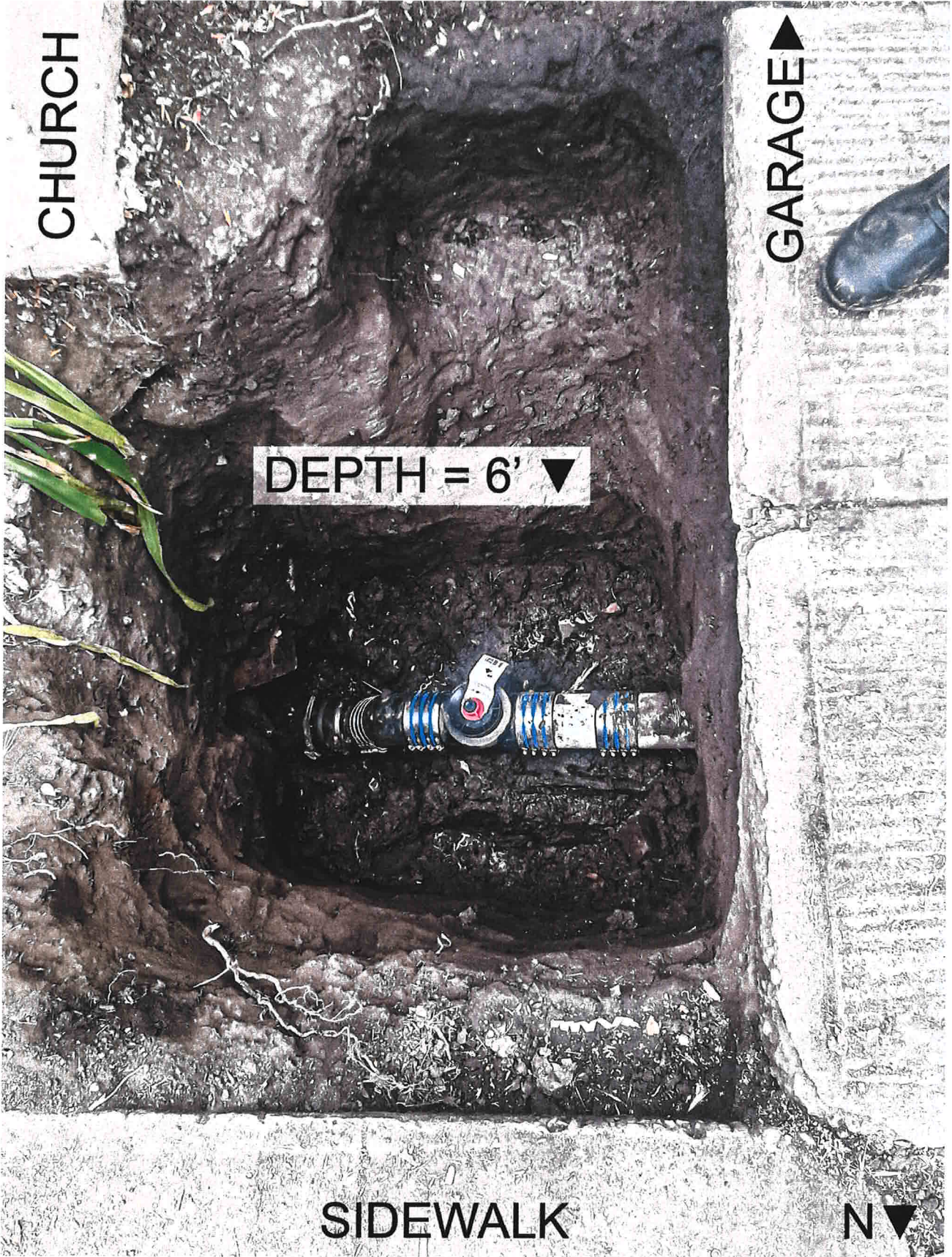
CHURCH

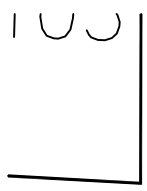
GARAGE

DEPTH = 6' ▼

SIDEWALK

N ▼





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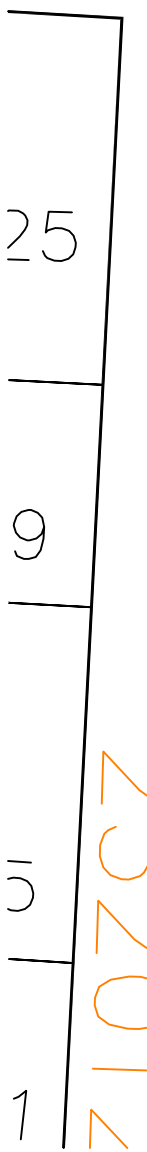
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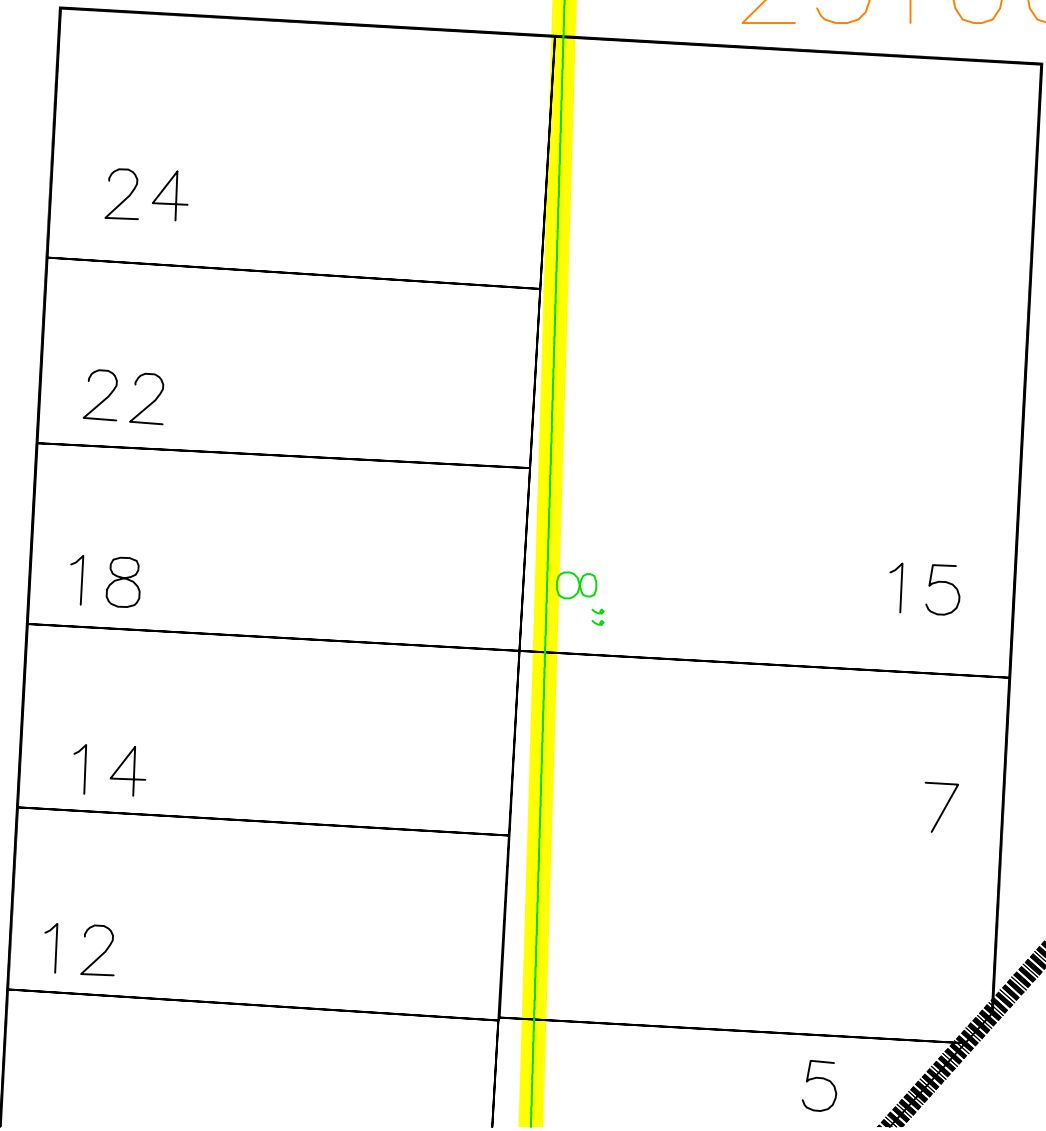
WARD 15"

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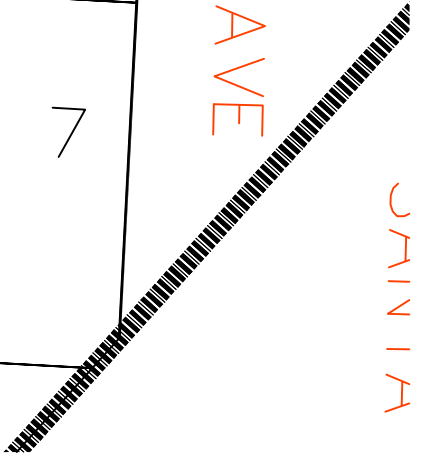
SAN CARLOS



SANTA FE AVE

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ORDINANCE NO. 1793-0602

ORDINANCE (1) AMENDING POLICIES, STANDARDS AND REQUIREMENTS
FOR DISTRICT EASEMENTS AND REGULATING EASEMENT
ENCROACHMENTS, AND (2) RESCINDING ORDINANCE NO. 1726-1299

The Board of Directors of Stege Sanitary District finds and determines:

A. On December 16, 1999, the Board adopted Ordinance No. 1726-1299, an "Ordinance Establishing Policies, Standards and Requirements for District Easements and Regulating Easement Encroachments."

B. Amendments to Ordinance No. 1726-1299 are necessary and desirable and will be best accomplished by rescinding Ordinance No. 1726-1299 in its entirety and adopting this Ordinance in its place.

In consideration of the foregoing findings and determinations,

IT IS ORDAINED by the Board of Directors of Stege Sanitary District as follows:

1. Definitions. For the purposes of this Ordinance, the following terms have the meanings specified below:

1.1 "Easement" means a property right, however created, by which the owner of the right is entitled to make specified uses of the real property of another person; "easement" include, "reserve," "sewer reserve," or "utility reserve".

1.2 "Wastewater facilities" means pipelines, pump stations, or any other structures, equipment and machinery, including appurtenances to them, which are used to collect, convey, treat, dispose of and reuse wastewater.

1.3 "Encroachment" means an activity or condition which results in interference with the rights of the owner of an easement. As used in this Ordinance with respect to District easements, there are three classes of encroachments:

Class One. Encroachments which interfere only slightly with District easements. Examples may include loose paving stones and similar landscaping features, flowerbeds, small shrubs, lawn and ground covers which do not impede normal use and operation of District wastewater facilities and may readily be removed and restored at a modest cost if access to the facilities is required.

Class Two. Encroachments which will cause significant interference with District easements but which, due to being readily removable or by virtue of District mandated safeguards and/or mitigation measures, the interference can be ameliorated to an acceptable level. Examples may include fences, gates, driveways, paving, portable or readily removable

structures, larger vegetation whose roots do not have a propensity to invade wastewater facilities, and cuts and fills.

Class Three. Encroachments which will cause significant interference with District easements. Examples may include permanent structures such as buildings, swimming pools, permanent decks, retaining walls and reinforced concrete or masonry; temporary structures which are not readily removable from the easement; also trees, heavy brush, and vegetation that prevents District access to its facilities in the easement; also any activities and conditions that are unlawful or prohibited by this Ordinance or by other applicable laws.

1.4 “Significant interference” means, with respect to encroachments on District easements, an activity or condition which has the potential to impede access to or damage District wastewater facilities or which will result in excess of one person-hour of effort by the District to use the easement for its intended purposes.

2. District Policies Concerning Easements. The following are District policies concerning easements:

2.1 Wherever feasible, District-owned wastewater facilities shall be located on lands owned by the District, public lands to which the District has largely unrestricted access or in public streets, roads, highways or other public rights of way in which, by law, the District is entitled to construct, install, operate and maintain its facilities.

2.2 District-owned wastewater facilities shall not be located and permanently installed on or in private property, unless the District has acquired an easement or easements for the facilities conforming to this Ordinance. Temporary installations may be made pursuant to a license or other similar authorization approved by the District.

2.3 The location of District wastewater facilities, as described in Section 2.1, is strongly preferred over the type of location described in Section 2.2.

2.4 In furtherance of the policy stated in Section 2.3, District wastewater facilities should not be installed in easements over private property unless:

2.4.1 Installation in a Section 2.1 location is not possible, would be impracticable or would be unduly burdensome; and

2.4.2 The District’s easement rights shall be sufficient to enable the District to operate and maintain its facilities without excessive cost or other undue difficulty.

2.5 Subject to its right to abandon or relinquish ownership of any wastewater facilities which are no longer in use and which are not required for future District

needs, the District claims that as of the effective date of this Ordinance, it has acquired and owns easement rights for all District wastewater facilities which are located in or on private property, whether or not the District's easement rights are evidenced by a recorded written instrument or other writing providing notice of the District's claimed easement rights.

3. Creation of District Easements

3.1 District easements may be created in any manner allowed by law so long as the easement has been approved and accepted by the District.

3.2 Notwithstanding Section 3.1 above, easements to be conveyed to the District should ordinarily be created by express grant or reservation in a written instrument eligible for recordation in official records of the County of Contra Costa. The form and content of the instrument shall be acceptable to the District but shall not be effective until the instrument has been duly delivered to, approved and accepted by the District.

4. Minimum Standards for Easements

4.1 Unless expressly waived by the District for good cause, an easement conveyed to the District shall be subject to the following minimum standards:

4.1.1 For the purpose of exercising its principal easement rights, the District shall also be afforded the right of ingress and egress to, from, along, on, in, above and below the surface of the land encompassed by the easement.

4.1.2 The easement shall be subject to the provisions of this Ordinance and to other rules and regulations promulgated by the District.

4.1.3. In the case of easements for pipelines, the easement shall have a horizontal width of not less than ten (10) feet

4.2 Easements shall be for the exclusive benefits of the District or they may be non-exclusive. If the easement is nonexclusive, other users of the territory encompassed by the easement shall be prohibited from interfering with the District's easement rights.

5. Unlawful Acts. It is unlawful for any person to:

5.1 Cause or permit an unauthorized encroachment on a District easement;

5.2 After notice, fail to abate or otherwise remove or discontinue any action or condition which results in an unauthorized encroachment;

5.3 Abandon any items of property, including motor vehicles, on or within a District easement;

5.4 Deposit any debris, garbage, trash, toxic substance, liquid or solid waste or other form of refuse on or within a District easement;

5.5 Cause, permit or maintain any activity or condition off or outside the territory of a District easement which causes directly or indirectly a significant interference with the District's easement rights; or

5.6 Cause or permit any activity or condition on or within a District easement which constitutes a public or private nuisance.

6. Authorized and Unauthorized Encroachments

6.1 A property owner may make use of the land over which the District has an easement if those uses do not result in significant interference with the easement.

6.2 Except as provided in Section 7, Class Two and Class Three Encroachments are not authorized and shall not be maintained or permitted on District easements.

6.3 The owner of the property over which the District has an easement and any other person who has caused or permitted an unauthorized encroachment to exist is obligated to promptly remove and eliminate the encroachment.

7. Encroachment Permits. The owner of a property over which the District has an easement who wishes to maintain a Class Two Encroachment or to obtain Grandfather Relief for a Class Three Encroachment, shall apply for and obtain a District Encroachment Permit. No permit is required for a Class One Encroachment.

7.1 The District shall establish and the applicant shall comply with such procedures as are required to process and act on the application, including payment of applicable fees, completion of approved application forms, and submission of specified information needed to evaluate the application.

7.2 An Encroachment Permit shall be issued if:

7.2.1 The applicant has fully complied with all District requirements and procedures pertaining to issuance of the Permit;

7.2.2 The applicant has accepted and agreed to all conditions upon which the Permit is proposed to be issued (see Section 8);

7.2.3 With respect to Class Two Encroachments, the District finds that as conditioned, the Permit shall ensure that the Class Two Encroachments authorized by the permit will not result in significant interference with the District's easement; and

7.2.4 With respect to Grandfathered Class Three Encroachments, the District finds that as conditioned, the Permit shall to the greatest extent

reasonably possible preserve the District's easement rights while at the same time, in the interests of fairness and substantial justice, make appropriate allowances for justifiable concerns of the property owner. (See Sections 8 and 10.) Under no circumstances shall a Class Three Encroachment be eligible for Grandfathering if:

7.2.4.1 Grandfathering could result in a violation of any statute, regulation, order or other provision of law promulgated or enacted by a federal, state or local government entity having jurisdiction over the matter in question;

7.2.4.2 Grandfathering would be materially detrimental to the public health, safety and welfare; or

7.2.4.3 Grandfathering would result in undue hardship to other persons.

8. Encroachment Permit Conditions. The District shall not issue an Encroachment Permit unless conditioned as follows:

8.1 The applicant shall be obliged to fully perform and satisfy all conditions of the Permit;

8.2 When required by the District, the applicant shall cooperate with the District and shall execute a written instrument in recordable form which, when recorded by the District, will place on public record provisions of the Permit which are intended to be known and binding upon any person who succeeds to ownership of an interest in the real property which is subject to the District's easement;

8.3 The permit shall be subject to all of the provisions of this Ordinance;

8.4 With respect to Class Two Encroachments, the Permit shall be conditioned so as to mitigate the effects of the encroachment and safeguard the District's easement rights such that the effect of the mitigation measures and safeguards shall prevent the encroachment from causing significant interference with the District's easement; and

8.5 With respect to Grandfathered Class Three Encroachments, the Permit shall include conditions, which, to the extent reasonably possible under the circumstances, will:

8.5.1 Eliminate the encroachment in due course; and

8.5.2 Until eliminated, alleviate the impacts of the encroachment on the District's easement by requiring mitigation measures and/or safeguards and/or by shifting to the property owner and/or other responsible parties

any financial detriment which may be suffered by the District due to the existence of the activity or conditions.

9. Other Regulations. By resolution of the District's Board of Directors adopted from time to time, as the Board deems necessary and appropriate, the District may promulgate and amend rules, regulations and procedures to implement the provisions of this Ordinance, including the following:

9.1 Establish rules, regulations, and procedures concerning applications for and issuance of Encroachment Permits;

9.2 Set fees and charges for District services related to easements;

9.3 List and categorize activities and conditions which constitute encroachments; and

9.4 Establish standard Encroachment Permit conditions applicable to specific activities and conditions including mitigation measures, safeguards and similar provisions.

10. Grandfathering. A ClassThree Encroachment which was in existence prior to the effective date of this Ordinance may be maintained and shall not be subject to immediate mandatory removal if the encroachment is Grandfathered pursuant to this Section. An encroachment shall be Grandfathered if the applicant has applied for and obtained an Encroachment Permit pursuant to Section 7.2.4 of this Ordinance.

11. Removal and Restoration of Improvements Which are Disturbed by District Activities. Whenever District activities in District easements result in the need for improvements or other activities or conditions of the real property subject to the easement to be removed or otherwise disturbed, the following provisions shall apply:

11.1 Conditions and Activities Not Constituting Unauthorized Encroachments. The District may, at the expense of the District, temporarily remove or discontinue the activity or condition, and upon completion of the District's activities, the District shall, at the District's expense, restore the activity or condition in kind.

11.2 Encroachments Authorized by Permit. If the encroachment is authorized pursuant to an Encroachment Permit and the Encroachment Permit does not provide otherwise, the District shall, at the District's expense, restore the activity or condition in kind.

11.3 Unauthorized Encroachments. Unauthorized encroachments shall be permanently removed by the property owner and/or other responsible person and shall not be restored. Removal shall be performed promptly by and at the expense of the property owner/responsible parties. If the encroachment has not been removed within a reasonable time after notice has been given by the District, or if the urgency of the District's easement activities requires that the activities be

commenced without prior notice, the District may remove the encroachment itself, but the removal costs shall be charged back to the property owner/responsible party.

12. District Remedies. Remedies granted to the District in this Ordinance are in addition to any other rights and remedies which are available under this Ordinance or which are otherwise afforded by law, and the District is entitled to exercise any and all such rights and remedies, either serially or cumulatively, as determined by the District.

13. Request for Relief by Affected Persons. Any person who contends that his/her/its rights have been adversely affected by any action of or failure to act by the District in connection with the provisions of this Ordinance, may seek relief from the District under such rules and procedures as the District shall establish.

14. Superseding Effect. This Ordinance supersedes Ordinance No. 1726-1299 and all other previous and currently existing regulations which are in conflict with its provisions, and all such regulations are rescinded and repealed as of the date this Ordinance becomes effective.


15. CEQA. In accordance with the California Environmental Quality Act ("CEQA"), Public Resources Code sec. 21000 et seq. and the regulations promulgated pursuant to CEQA ("the State Guidelines"), the Board of Directors finds that this Ordinance is not a "project" within the meaning of the Act or the State Guidelines.

16. Effective Date. Upon adoption, this Ordinance shall be entered in the minutes of the Board and shall be published in the El Cerrito Journal promptly following its passage and adoption, and this Ordinance shall take effect and be in force and effect immediately upon the expiration of the week of publication.

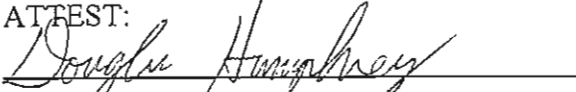
STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Ordinance was duly and regularly adopted by the Board of Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 20th day of June 2002 by the following vote:

AYES:	BOARD MEMBERS:	James, Merrill, Miller, O'Keefe, Bruce
NOES:	BOARD MEMBERS:	None
ABSENT:	BOARD MEMBERS:	None
ABSTAIN:	BOARD MEMBERS:	None



 DOUGLAS BRUCE, President
 Stege Sanitary District
 Contra Costa County, California

ATTEST:


 DOUGLAS HUMPHREY, Secretary
 Stege Sanitary District

STEGE SANITARY DISTRICT
Investment, Cash & Receivables Report

12:36:09 PM
 07/18/2022

As of June 30, 2022

	<u>June 30, 2022</u>	<u>May 31, 2022</u>	<u>\$ Change</u>	<u>Deposits</u>	<u>Checks</u>	<u>Transfers</u>
ASSETS						
Current Assets						
Checking/Savings						
LAIF Investment Accts						
11012 · Sewer Operations- 3418	7,021,169	8,421,169	-1,400,000	0	0	-1,400,000
11014 · System Rehab- 3423	1,013,863	1,013,863	0	0	0	0
Total LAIF Investment Accts	<u>8,035,032</u>	<u>9,435,032</u>	<u>-1,400,000</u>	<u>0</u>	<u>0</u>	<u>-1,400,000</u>
Checking Accts						
100 · Mechanics Bank	414,557	184,827	229,730	433,969	-1,604,238	1,400,000
100 · County Cash Acct #3418	85,970	85,970	0 *	0 *	0	0
Total Checking Accts	<u>500,527</u>	<u>270,797</u>	<u>229,730</u>	<u>433,969</u>	<u>-1,604,238</u>	<u>1,400,000</u>
11021 · Petty Cash	250	250	0	0	0	0
Total Checking/Savings	<u>8,535,809</u>	<u>9,706,079</u>	<u>-1,170,270</u>	<u>433,969</u>	<u>-1,604,238</u>	<u>0</u>
301 · Ca Employer's Retiree Benefit Trust	295,814	295,814	0	0	0	0
Total CA Employer's Retiree Benefit Trust	<u>295,814</u>	<u>295,814</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Accounts Receivable						
11072 · Accounts Receivable	37,833	1,725	36,108			
Total Accounts Receivable	<u>37,833</u>	<u>1,725</u>	<u>36,108</u>			

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

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

 Rex Delizo, District Manager

 Date

STEGE SANITARY DISTRICT

Operating Statement

07/18/2022

June 2022

100.00% of Fiscal year Completed

	<u>July-June 2022</u>	<u>Annual Budget</u>	<u>% of Annual Budget</u>
Income			
31 - OPERATING REVENUE			
31010 - Sewer Service Charges	3,077,453	3,149,000	98%
31020 - Permit & Insp. Fees	12,780	12,000	107%
31030 - Connection Fees	109,688	150,000	73%
31040 - San Pablo Impact Fee	17,046	250,000	7%
31080 - Contracted Services	34,441	30,000	115%
31010a - Capital Service Charges	3,077,453	3,149,000	98%
Total 31 - OPERATING REVENUE	<u>6,328,861</u>	<u>6,740,000</u>	<u>94%</u>
32 - NON-OPERATING REVENUE			
32050 - Interest - 3418	14,224	50,000	28%
32052 - Interest - 3423	2,279	15,000	15%
32080 - Property Taxes	610,155	400,000	153%
32085 - Insurance Dividend	-	-	0%
32090 - Miscellaneous	2,946	21,000	14%
Total 32 - NON-OPERATING REVENUE	<u>629,603</u>	<u>486,000</u>	<u>130%</u>
Transfer (to)/from Reserves	-	2,227,836	0%
Total Income	<u>6,958,464</u>	<u>9,453,836</u>	<u>74%</u>
Expense			
OPERATING EXPENSES			
Administration/General			
45-010 - Salaries & Wages	234,602	240,000	98%
45-020 - Employee Benefits	130,525	137,440	95%
45-029 - Retiree Health	12,132	13,600	89%
45-030 - Directors Expenses	22,253	39,888	56%
45-070 - Insurance	225,782	204,900	110%
Administration - Other	199,098	259,000	77%
Total Administration	<u>824,392</u>	<u>894,828</u>	<u>92%</u>
Maintenance/Engineering			
41-010 - Salaries & Wages	1,208,768	1,189,460	102%
41-020 - Employee Benefits	409,350	505,621	81%
41-029 - Retiree Health	11,897	11,900	100%
41-100 - Operating Supplies	13,919	40,000	35%
41-110 - Contractual Services	75,417	98,100	77%
41-207 - Contracted Repairs	100,515	68,000	148%
Maintenance- Other	240,985	314,267	77%
Total Maintenance/Engineering	<u>2,060,850</u>	<u>2,227,348</u>	<u>93%</u>
Pump Stations	65,468	16,460	398%
Total OPERATING EXPENSES	2,950,711	3,138,636	94%
CAPITAL			
41-650 - Debt Repayment (SRF Loans)	148,220	148,200	100%
Construction Projects	4,841,134	5,667,000	85%
Outlay(Maintenance/Engineering)	47,778	500,000	10%
Total CAPITAL	<u>5,037,131</u>	<u>6,315,200</u>	<u>80%</u>
Total Expense	<u>7,987,841</u>	<u>9,453,836</u>	<u>84%</u>
Net	<u>(1,029,377)</u>	<u>0</u>	



BETTY T. YEE
California State Controller

**LOCAL AGENCY INVESTMENT FUND
 REMITTANCE ADVICE**

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

As of 07/15/2022, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 06/30/2022.

Earnings Ratio		.00002057622201151
Interest Rate		0.75%
Dollar Day Total	\$	739,421,855.83
Quarter End Principal Balance	\$	8,035,032.13
Quarterly Interest Earned	\$	15,214.51

10:52 AM	STEGE SANITARY DISTRICT			
07/18/2022	Check Report			
Accrual Basis	July 21, 2022			
	Name	Memo	Amount	Num
Jul 21, 22				
	Aries	Camera Repair	-9.35	27724
	CalPers	Unfunded Liability 06/30/20	-145,556.00	27725
	Clark Pest Control	Pest Control	-153.00	27726
	CWEA	Renewal Bondoc #680	-96.00	27727
	DATCO	Jul-Sep 2022	-146.25	27728
	Direct Line	Answering Service 06/01-30/22	-106.00	27729
	EBMUD 39830388387	Hydrant Meter	-1,369.90	27730
	EBMUD 92526846174	Hydrant Meter	-677.77	27731
	Occupational Health Centers	Testing	-52.00	27732
	Pastime Hardware	Maintenance Supplies	-91.67	27733
	PG&E- #0607499583-5	Canon Pump Station	-87.58	27734
	Quality Pump Service	Repairs Canon Pump Station	-1,228.79	27735
Jul 21, 22			-149,574.31	

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JANUARY 2022	FEBRUARY 2022	MARCH 2022	APRIL 2022	MAY 2022	JUNE 2022
1/3 & 1/17 HOLIDAY CASA Winter Conf. Jan 19-21, Palm Springs	2/21 HOLIDAY CASA Policy Forum Feb 28-Mar. 1, Wash, DC			5/30 HOLIDAY	6/8 Safety and Recognition Awards Luncheon
1/6/2022 – 7:00 P.M.	2/17/2022 – 7:00 P.M.	3/5/2022 – 9:00 A.M.	4/7/2022 – 7:00 P.M.	5/5/2022 – 7:00 P.M.	6/2/2022 – 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 • Diversity, Equity, and Inclusion 	<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 Conference • Form 700 	<p><u>9AM MEETING TIME</u></p> <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 	<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
1/27/2022 – 7:00 P.M.		3/17/2022 – 7:00 P.M.	4/21/2022 – 7:00 P.M.	5/19/2022 – 7:00 P.M.	6/16/2022 – 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 • CSDA Conference Attendee Reports 		<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. • CASA Conference Attendee Reports • 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) • 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 2022	AUGUST 2022	SEPTEMBER 2022	OCTOBER 2022	NOVEMBER 2022	DECEMBER 2022
7/4 HOLIDAY 4 th of July Fair Booth	CASA Annual Conf. Aug 10-12, Squaw Creek CSDA Annual Conf. Aug 22-25, Palm Springs	9/5 HOLIDAY Board Training AB 1234 (even years) AB 1661 (odd years)		11/24-25 HOLIDAY	12/8 HOLIDAY LUNCHEON 12/26 HOLIDAY
7/7/2022 – 7:00 P.M.	8/18/2022 – 7:00 P.M.	9/1/2022 – 7:00 P.M.	10/6/2022 – 7:00 P.M.	11/10/2022 – 7:00 P.M.	12/8/2022 – 2:00 P.M.
<ul style="list-style-type: none"> • July 4th Fair Debrief • CASA/CSDA Conf. • 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/CSDA Conf. 	<ul style="list-style-type: none"> • CASA/CSDA Conf. 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 • Diversity, Equity, and Inclusion 	<p><u>2PM MEETING TIME</u></p> <ul style="list-style-type: none"> • Fiscal Year Financial Audit • Resolution Certifying Election Results (even years) • Connection Charge Review • Emergency Contact Update • Meeting Calendar • Consent Decree Quarterly Report • CASA Conference • Pension + OPEB UAL Reports • Nomination & Election of Officers
7/21/2022 – 7:00 P.M.		9/15/2022 – 7:00 P.M.	10/20/2022 – 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/CSDA Conf. • 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 		