

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF JULY 29, 2021
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

***** AGENDA *****

(Items on the agenda may be taken out of order.)

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.stegesand.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@stegesand.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
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Hearing/
Ordinance
/Motion:

PUBLIC HEARING – ORDINANCE NO. 2165-0721 ORDINANCE APPROVING INCREASE IN DIRECTORS’ FEES

(The Board will hold a hearing to increase Director’s fees from \$222.31 per meeting day to \$233.12 per meeting day and consider approval of Ordinance 2163-0721)

Hearing/
Resolution
/Motion:

PUBLIC HEARING – RESOLUTION NO. 2166-0721 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 2021-2022 on the tax roll of Contra Costa County and consider approval of Resolution 2164-0721)

Motion:

IV. Approval of Minutes

A. Approval of July 8, 2021 Board Meeting Minutes

(The Board will be asked to review and approve the minutes of July 8, 2021 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 29, 2021
TIME OF MEETING: 7:00 P.M.
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6. Private Sewer Lateral Loan Program
7. Board Recruitment Outreach Material
8. COVID In-person Board Meeting Planning
9. California Association of Sanitation Agencies (CASA)
 - August 11-13, 2021 Annual Conference, San Diego
10. California Special District Association (CSDA)
 - August 30 – September 1, 2021 Annual Conference, Monterey

VII. Business

- Info/Motion: A. District Investment Policy
(The Board will review the District Investment Policy)
- Resolution/Motion: B. Resolution No. 2167-0721 Accepting Completion of Work and Filing Notice of Completion for the Standard Sewer Rehabilitation Project No. 20201
(The Board will consider approving the Resolution)
- Resolution/Motion: C. Resolution No. 2168-0721 Accepting Completion of Work and Filing Notice of Completion for the Supplementary Sewer Rehabilitation Project No. 20203
(The Board will consider approving the Resolution)
- Resolution/Motion: D. Resolution No. 2164-0721 Amending the Stege Sanitary District Personnel Policy to Provide for Certain Health Benefits
(The Board will consider approving the Resolution)

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 29, 2021 - Fund No. 3418 & 3423
(The Board will be asked to approve the July 2021 checks)

CLOSED SESSION

Conference with Legal Counsel—Anticipated Litigation

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
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Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9 - Number of Potential Cases: 4

Lucia – Government Tort Claim filed: 5/26/2020

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

Gailfus – Government Tort Claim filed: 12/28/2020

Freehling – Government Tort Claim filed: 5/26/2021

Public Employment Performance Evaluation

Gov. Code § 54957

Title: District Counsel

Conference with Labor Negotiator

Gov. Code § 54957.6

Agency Designated Representative: Board President O’Keefe

Unrepresented Employee: District Counsel

Info:

X. Future Agenda Items

August 19, 2021

Quarterly (FY End) Financial Statements

Connection Charge Report per Gov. Code 66013

CASA Conference – Attendee Reports

CSDA Conference

+AB 1661 Harassment Prevention Training

September 9, 2021

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 19, 2021 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 \$223.88 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 \$233.12.

Prior to adoption of an ordinance to effect the proposed fee increases, 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 29, 2021
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: 7/1/2021



REX DELIZO
STEGE SANITARY DISTRICT
Secretary

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ORDINANCE NO. 2165-0721

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 2020 CPI-W
1986	\$100	109.4	\$265.36
2001	\$165	184.9	\$259.06
2004	\$190	194.7	\$283.30
2008	\$196	217.913	\$261.11
2012	\$200	236.626	\$245.37
2015	\$205	252.875	\$235.34
2017	\$215	268.896	\$232.12
2018	\$222.31	278.039	\$232.12
2020	\$223.88	290.304	\$233.12
2020		302.294	

- D. An increase in Director's fees from \$223.88 per meeting day to \$233.12 per meeting day is authorized as follows:

- Current Fee: \$233.12 per meeting day
- Current Fee Adopted: July 2020
- Current Fee Effective: October 2020
- 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: $1.05 \times \$223.88 = \underline{\$235.07}$

- 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 \$223.88 per meeting or day of service to \$233.12 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 thirty three dollars and twelve cents (\$233.12) 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 No. 2165-0721 was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 29th day of July 2021 by a X-X vote as follows:

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

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

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

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 \$223.88 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 \$233.12.

Prior to adoption of an ordinance to effect the proposed fee increases, 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 29, 2021
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: 7/1/2021

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 2021-22

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 2021-2022, 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 2021-2022.

The annual sewer service charge payable by each residential customer for Fiscal Year 2021-22 is \$341.00 for single family dwellings and \$274.00 for multi-unit dwellings. The annual sewer service charge payable for each non-residential customer for Fiscal Year 2021-22 shall be calculated at a sewer service charge rate of \$7.10 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 29, 2021

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: 7/1/2021



REX DELIZO
STEGE SANITARY DISTRICT
Secretary

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RESOLUTION NO. 2166-0721

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 2021-2022 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 17, 2021 shall stand, without material modification, as the report of sewer service charges for the fiscal year 2021-2022. 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. 2166-0721 was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting held on the 29th day of July 2021, by a X-X vote as follows:

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

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

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF JULY 8, 2021
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

*****MINUTES*****

- I. Call To Order:** President O’Keefe called the meeting to order at 7:00 P.M.
- II. Roll Call:** Present: Christian-Smith*, Gilbert-Snyder*, Merrill, Miller*,
 O’Keefe*
 Absent: None
 Others Present: Rex Delizo, District Manager
**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 17, 2021 Board Meeting Minutes

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve the minutes of the June 17, 2021 Board Meeting, as amended

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

V. Communications

A. Oral Communications

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF JULY 8, 2021
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

a. City & Community Meetings

Miller reported on the plans for the El Cerrito Library schedule of operations.

B. Written Communications

1. California Association of Sanitation Agencies (CASA) - President's Memo, Election of the Directors, Approval of Dues Resolution, Designation of Agency Representatives, and Consent to Electronic Transmission

MOTION: By Christian-Smith, seconded by Gilbert-Snyder, to:

1. 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,
2. Approve consent to transmit official CASA communications electronically rather than regular mail,
3. Approve the slate of four nominees for the open seats on the CASA Board of Directors, and
4. Approve the 2022 CASA Annual Membership Dues Resolution No. 21-211

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

VI. Reports of Staff and Officers

A. Manager's Report

1. Self-Attest for COVID-19 Vaccination Form

The Manager reported on the form required of Board members choosing to attend in-person meetings unmasked.

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
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2. INVEST in America Act (H.R. 3684) Labeling of Non-Flushable Wipes Support Letter

The Manager reported on the support letter submitted on behalf of the District.

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

The Manager reported on the upcoming CASA Conference.

MOTION: By Gilbert-Snyder, seconded by Merrill, to authorize attendance at the upcoming CASA Annual Conference for those Directors that choose to attend

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

4. August 30 – September 1, 2021 California Special Districts Association (CSDA) Annual Conference, Monterey

The Manager reported on the upcoming CSDA Conference.

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

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF JULY 8, 2021
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 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

ABSENT: None

VII. Business

A. Diversity, Equity, and Inclusion – Board of Director’s Outreach Material

The Board continued their Diversity, Equity, and Inclusion (DEI) discussions by considering a draft Board of Director’s Information Sheet, Board recruitment checklist, sample cover letter, and sample press release to use as outreach material to help recruit from underrepresented groups to be candidates for future appointments and/or District elections. The Board asked staff to have District Counsel report on several questions and clarifications at the next Board meeting and bring back items from the recruitment checklist for the Board’s review.

B. Manager Performance Evaluation and Review Procedure

The Board reviewed and approved updates to the Manager Performance Evaluation and Review procedure in the Board Governance Manual.

VIII. Approval of Checks

A. Checks for July 8, 2021 - Fund No. 3418 & 3423

MOTION: By Christian-Smith, seconded by Merrill, to pay the bills, Check Nos. 27149 through 27177 in the amount of \$1,460,539.26

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

NOES: None

ABSTAIN: None

ABSENT: None

CLOSED SESSION

Public Employment Performance Evaluation

Gov. Code § 54957

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF JULY 8, 2021
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 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

Title: District Manager

Conference with Labor Negotiator

Gov. Code § 54957.6

Agency Designated Representative: Board President O'Keefe

Unrepresented Employee: District Manager

The Board decided the closed session items were not necessary and chose to skip the closed session.

IX. Future Agenda Items

July 29, 2021

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

San Pablo Avenue Specific Plan Area Status Report

CASA Conference

CSDA Conference

Form 470

CLOSED SESSION – Quarterly Claims Report

+*CLOSED SESSION – Counsel Performance Evaluation*

+*CLOSED SESSION – Conference with Labor Negotiator*

+*PSL Loan Program*

+*Board Recruitment Outreach*

+*COVID in-person meeting plans*

August 19, 2021

Quarterly (FY End) Financial Statements

Connection Charge Report per Gov. Code 66013

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF JULY 8, 2021
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

CASA Conference – Attendee Reports
CSDA Conference
+AB 1661 Harassment Prevention Training

X. Adjournment

The meeting was adjourned at 8:12 P.M. The next meeting of the District Board of Directors will be held on Thursday, July 29, 2021 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary

**STEGE SANITARY DISTRICT
MONTHLY MAINTENANCE SUMMARY REPORT
Jun-21**

1. ROUTINE PREVENTIVE MAINTENANCE ACTIVITIES

There were 22 normal working days	Days	Feet
Unit #10 (combo) operated:	14	96,204
Unit #11 (rodder) operated:	0	0
Unit #15 (video) operated:	16	31,188
Unit #16 (combo) operated:	4	933

	Month (feet)		Quarter (feet)		
	Planned	Unplanned	Planned	Unplanned	Remaining
Total Cleaned	79,667	17,470	198,905	37,955	418
Total Video	13,949	17,239	40,758	31,439	4,020

2. MONTHLY SERVICE CALLS

After-hour service calls: 7 calls 6 out

STEGE SANITARY DISTRICT - 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
2021	June	25	15.2	17	9.0	0	2	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		
		0	1	0	3	0	0		

3. SAFETY AND TRAINING

Safety and training meetings were conducted twice a month.

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MONTHLY SERVICE CALLS

June-2021

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
6/1/2021 Tuesday 12:30 PM	103319 103313	5227 HUNTINGTON AVE. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
6/1/2021 Tuesday 4:50 PM	171024 171023	7516 POTRERO AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
6/2/2021 Wednesday 7:30 PM	101421 101419	6105 SANTA CRUZ AVE. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, LC				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
6/5/2021 Saturday 3:35 PM	231327 231326	316 ARLINGTON AVE. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				WE FOUND PAINT IN THE CREEK.
6/7/2021 Monday 9:30 AM	142411 142410	1330 LAWRENCE ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
6/7/2021 Monday 11:43 AM	101114 101111	1566 MARIPOSA ST. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
6/7/2021 Monday 3:24 PM	161618 161617	6457 HAGEN BLVD. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				TOILET VALVE NEEDS ADJUSTING.
6/7/2021 Monday 6:00 PM	103309 103303	5113 PANAMA AVE. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	LC				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
6/11/2021 Friday 11:43 AM	202118 200111	5531 CENTRAL AVE. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
6/11/2021 Friday 1:58 PM	234414 234413	136 ARDMORE RD. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
6/14/2021 Monday 7:30 AM	203118 203117	3016 SANTA CLARA 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.
6/14/2021 Monday 10:04 AM	261410 261409	708 SEA VIEW DR. EL CERRITO, CA 94530 <i>Last Call: 3/26/2012</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	O				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
6/14/2021 Monday 11:54 AM	292106 292102	1118 RICHMOND ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	C, T				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
6/15/2021 Tuesday 10:28 AM	162102 162101	7021 GLADYS 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.
6/15/2021 Tuesday 2:24 PM	281009 281008	6431 WALDO AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
6/15/2021 Tuesday 2:36 PM	183108 183120	5523 MACDONALD AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
6/16/2021 Wednesday 2:25 PM	161620 161619	2031 HARPER ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	A				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
6/18/2021 Friday 9:32 AM	251512 251511	28 HIGHGATE RD. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T,U				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
6/18/2021 Friday 4:31 PM	102419 102418	1339 MERCED ST. RICHMOND, CA 94804 <i>Last Call: 8/12/2019</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				PHONE CALL FOUND LOW WATER IN TOILET TO BE THE CUSTOMER'S PROBLEM.
6/22/2021 Tuesday 7:35 AM	284109 284108	1104 KING DR. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				THE CUSTOMER'S C/O WAS OVERFLOWING. WE DID A TV & DYE TEST, WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
6/23/2021 Wednesday 6:12 PM	227104 227103	635 KEARNEY ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, LC, OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
6/26/2021 Saturday 11:25 AM	100151_1 161023_2	11645 SAN PABLO AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	A				BROKEN CITY IRRIGATION VALVE.
6/28/2021 Monday 10:54 AM	161620 161619	2021 HARPER ST. EL CERRITO, CA 94530 <i>Last Call: 4/25/2011</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
6/29/2021 Tuesday 6:43 PM	103406 103404	5437 PANAMA AVE. RICHMOND, CA 94804 <i>Last Call: 1/24/2014</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
6/30/2021 Wednesday 1:16 PM	161054 161053	5218 CYPRESS AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.

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: 0

LATERAL: 17

OTHER: 8

TOTAL SERVICE CALLS: 25

MAINLINE OVERFLOW: 0

MAINLINE SURCHARGE: 0

SANITARY SEWER OVERFLOWS (SSOs) LAST 12 MONTHS

July-2021

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS	CAT*	VOL	RCVR'D	NET
12/13/2020	262118	703 EVERETT ST.	Main <input checked="" type="checkbox"/>	OF, T	BLDG	B	BLDG	WE FOUND A PLASTIC SOFTBALL IN SEWER LINE.	CAT 3	36	36	0
Sunday	262104	EL CERRITO, CA 94530	Lateral <input type="checkbox"/>							gallons	gallons	gallons
4:37 PM			Other <input type="checkbox"/>									
12/22/2020	212115	5735 COLUMBIA AVE.	Main <input checked="" type="checkbox"/>	D, W	MH	B	ST	FOUND DEBRIS AND BABY WIPES IN MAINLINE.	CAT 3	6	6	0
Tuesday	212154	RICHMOND, CA 94804	Lateral <input type="checkbox"/>							gallons	gallons	gallons
8:36 PM			Other <input type="checkbox"/>									

PROBLEM TYPE:

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

SPILL

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

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: 2
 MAINLINE BREAK SSOs: 0
 MAINLINE SURCHARGE SSOs: 0
 CATEGORY 1 SSOs: 0
 SSOs INTO BUILDINGS: 1

TOTAL SSO VOLUME (GALS): 42
 TOTAL VOLUME RECOVERED (GALS): 42
 TOTAL VOLUME UNRECOVERED (GALS): 0

*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 2021

I SEWER REPLACEMENT - FY 2021-2022			
A.	BUDGET ALLOCATION		\$2,867,000
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$851,867
C.	SEWER REPLACEMENTS PAID THIS MONTH		
1	Tamalpais, Monte Vista		\$544,550
2	Tuller		\$122,595
3	Contra Costa		\$135,657
4	Harper/ Tapscott		\$231,584
5	Butte/ Shasta/ Burlingame		\$295,645
	SUBTOTAL FOR THIS MONTH		\$1,400,032
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	77.06%	\$2,209,306
E.	TOTAL 5% RETENTION HELD		\$116,279
F.	BUDGET REMAINING	18.88%	\$541,415
G.	PERCENTAGE OF FISCAL YEAR REMAINING	0.00%	
H.	TOTAL REPLACEMENT FOOTAGE PAID TO DATE	11,819 (\$ 196.77 /LF)	
II SEWER REPAIRS - FY 2021-2022			
A.	BUDGET ALLOCATION		\$66,000
B.	PRIOR BUDGET EXPENDED		\$53,694
C.	SEWER REPAIRS PAID THIS MONTH		
1	227 Amherst Ave		\$3,100
2	11450 San Pablo Ave		\$5,000
3	755 Colusa Ave		\$4,100
4	5906 Santa Cruz Ave		\$3,100
5	12 Cowper Ave		\$3,400
	SUBTOTAL FOR THIS MONTH		\$18,700
	SUBTOTAL FOR LAST MONTH		\$53,694
D.	TOTAL BUDGET EXPENDED	109.69%	\$72,394
E.	TOTAL RETENTION HELD	0.00%	\$0
F.	BUDGET REMAINING	-9.69%	-\$6,394
G.	PERCENTAGE OF FISCAL YEAR REMAINING	0.00%	
H.	TOTAL NUMBER OF REPAIRS PAID TO DATE	16 \$4,525 /REPAIR)	

STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
June 2021

III SAN PABLO AVE SPECIFIC PLAN AREA (SPASPA) UPGRADE FY 2021- 2022			
A. BUDGET ALLOCATION			\$1,000,000
B. PRIOR BUDGET EXPENDED			\$0
C. SPASPA UPGRADES PAID THIS MONTH			
1 None			
	SUBTOTAL FOR THIS MONTH		\$0
	SUBTOTAL FOR LAST MONTH		\$0
D. TOTAL BUDGET EXPENDED	0.00%		\$0
E. TOTAL 5% RETENTION HELD	0.00%		\$0
F. BUDGET REMAINING	100.00%		\$1,000,000
G. PERCENTAGE OF FISCAL YEAR REMAINING	0.00%		
H. TOTAL SPASPA UPGRADE FOOTAGE PAID TO DATE	0	(\$ - /LF)	

STEGE SANITARY DISTRICT

Last Revised: 7/7/2021

BOARD OF DIRECTORS SAN PABLO AVENUE SPECIFIC PLAN STATUS REPORT

PAID PROPERTIES

Date	Property Owner	#	Street	SPASP Fee (-Credits)	Units	Equiv. Fixture Units	Added Fixture Units from (E)
11/15/2017	Mr. Pickles	10810	SAN PABLO AVE.	\$ 653.67	Comm.	34	3
1/2/2018	24 Hour Fitness	10794	SAN PABLO AVE.	\$ 16,668.58	Comm.	264	76
1/29/2018	Na Na Dessert	10172	SAN PABLO AVE.	\$ 3,922.02	Comm.	23	18
2/1/2018	Burgerim	170	EL CERRITO PLAZA	\$ 11,983.95	Comm.	55	55
2/8/2018	Budget Inn (Joseph)	10621	SAN PABLO AVE.	\$ 1,089.45	Toilet addn.	5	5
2/14/2018	Safeway Shop (Tom)	11450	SAN PABLO AVE.	\$ 1,089.45	Toilet addn.	5	5
4/24/2018	Temporary Senior Center (City El Cerrito)	10940	SAN PABLO AVE.	\$ 2,840.58	Comm.	40	13
7/17/2018	Wang Brothers Investments, LLC (Kevin)	10963	SAN PABLO AVE.	\$ 129,644.55	51	595	595
8/20/2018	El Cerrito Apt (The Little Hill LLC.)	10300	SAN PABLO AVE.	\$ 142,717.95	32	655	655
1/22/2019	Li's America Investments LLC	10281	SAN PABLO AVE.	\$ 1,089.45	Comm.	5	5
2/6/2019	CINQUE TERRE (KEN & RONG MOU)	10530	SAN PABLO AVE.	\$ 18,738.54	5	86	86
3/22/2019	KOYOTO RAMEN & CURRY HOUSE	3050	EL CERRITO PLAZA	\$ 7,489.17		44	34
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		4	4
3/11/2021	FOOT LOCKER (RORY CROWLEY)	430	EL CERRITO PLAZA	\$ 2,055.64		6	6
				\$ 987,388.68			

PLAN CHECK PROPERTIES (WAITING PAYMENT)

Date	Property Owner	#	Street	Balance Due	Units	EFU	Added Fixture Units from (E)
12/7/2017	Angelo Obertello (Near El Cerrito Chamber of Commerce)	10290	SAN PABLO AVE.	\$ 56,651.40	14	260	260
5/27/2021	SUPER SLICE PIZZA (PETER SAHAKANGAS)	10180	SAN PABLO AVE.	\$ 774.84		17	3
	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		
				\$ 57,426.24			

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 2020/21**

<u>CHECK NUMBER</u>	<u>CHECK DATE MM/DD/YY</u>	<u>CHECK PAID TO</u>	<u>ACTIVITY DATE MM/DD/YY</u>	<u>REIMBURSEMENT FOR</u>	<u>TRANS- PORTATION</u>	<u>HOTEL</u>	<u>MEALS</u>	<u>REGISTRATION EXPENSES</u>	<u>REPORT AMOUNT</u>
(none)	(none)	(none)	(none)	(none)	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL					\$ -	\$ -	\$ -	\$ -	\$ -

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.

NOTICE OF VACANCY ON THE BOARD OF DIRECTORS OF THE STEGE SANITARY DISTRICT

The Stege Sanitary District (District), a public agency, is accepting applications for appointment to a seat on the Board of Directors (Board) that will be vacated by Director **XXX** on **XXX**. The Board is a five-member body, elected at large. The appointed individual will serve a term through December 1, 2022 and be compensated pursuant to Section 2.9 of the District Ordinance Code. Applicants must be United States Citizens, at least 18 years of age, and live in the District service area, which includes El Cerrito, Kensington and a portion of the Richmond Annex in Richmond. Board members are required to complete a Statement of Economic Interests.

Interested individuals may obtain an application packet and more information regarding the position online at www.stegesan.org, by emailing staff@stegesan.org, by calling (510) 524-4668, or by contacting the District Office at 7500 Schmidt Lane, El Cerrito, California 94530. The District Board will interview eligible individuals at a time to be determined. Pursuant to Government Code section 1780, the Board intends to fill the vacancy at its meeting on **XXX**, at 7:00 P.M. The chosen candidate will be required to take an oath of office upon entry.

Application Deadline: By 4:00 p.m. on **XXX.**

Late applications will be returned.

Stege Sanitary District
7500 Schmidt Lane
El Cerrito, CA 94530
510-524-4668
staff@stegesan.org
www.stegesan.org



STEGE SANITARY DISTRICT

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

District Counsel:
Kristopher Kokotaylo

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

FOR IMMEDIATE RELEASE: [Date]

Contact: Stege Sanitary District Staff
Phone: (510) 524-4668
Email: staff@stegesane.org



Stege Sanitary District Seeking Candidates for Board Vacancy

The Stege Sanitary District (District), a public agency, is accepting applications for appointment to a seat on the Board of Directors (Board) that will be vacated by Director XXX on XXX.

The Board is a five-member body, elected at large. The appointed individual will serve a term through December 1, 2022 and be compensated pursuant to Section 2.9 of the District Ordinance Code. Applicants must be United States Citizens, at least 18 years of age, and live in the District service area, which includes El Cerrito, Kensington and a portion of the Richmond Annex in Richmond. Board members are required to complete a Statement of Economic Interests.

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The deadline to submit applications for this vacancy is 4:00 p.m. on XXX.

For more information, please contact staff by emailing staff@stegesane.org or calling (510) 524-4668

About the Stege Sanitary District

The Stege Sanitary District (District) is an independent Special District of the State of California that provides sanitary sewer services to El Cerrito, Kensington, and a portion of the Richmond Annex in Richmond. The District's mission statement is "to protect public health and the environment for the communities we serve through planning and operation of a safe, efficient, and economical wastewater collection system."

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STEGE SANITARY DISTRICT

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

District Counsel:
Kristopher Kokotaylo

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

Monday, June 28, 2021

Dear Interested Community Member:



We are excited that you are interested in serving on the Stege Sanitary District Board of Directors. We hope that this information packet answers most of your questions concerning the position.

Within this packet you'll find information about our District, about the position, what's required to apply, what it means to be a board member, and how to serve on our board.

Next Steps:

- Review Board of Directors Information Packet
- Submit application form by the deadline of 4:00 p.m. on XXXX
- Interview with the Board

Thank you for your interest in serving on our board. If you have any questions, please don't hesitate to contact staff by emailing staff@stegesane.org or by calling (510) 524-4668.

Sincerely,
STEGE SANITARY DISTRICT

Rex Delizo
District Manager

STEGE SANITARY DISTRICT

BOARD OF DIRECTORS INFORMATION SHEET

The Board of Directors for the Stege Sanitary District is seeking candidates to fill a vacancy on the Board. Applicants must be United States Citizens, at least 18 years of age and live in the Stege Sanitary District service area. Interested parties may apply using the District application form, which is available online at www.stegesan.org, by emailing staff@stegesan.org, by calling (510) 524-4668, or by contacting the District Office at 7500 Schmidt Lane, El Cerrito, California 94530.

The application deadline is 4:00 p.m. on **XXXX**. Late applications will be returned.

ABOUT THE POSITION

The Stege Sanitary District (District) is an independent Special District of the State of California that provides sanitary sewer services to El Cerrito, Kensington, and a portion of the Richmond Annex in Richmond. The District's mission statement is "to protect public health and the environment for the communities we serve through planning and operation of a safe, efficient, and economical wastewater collection system." The Board of Directors (Board) is the policy-making body of the District.

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

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

Other Board requirements include the completion of:

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

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

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

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

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

**STEGE SANITARY DISTRICT
Board Member Appointment
Application Form**



7500 Schmidt Lane, El Cerrito, CA 94530
staff@stegesd.org

Stege Sanitary District - Board of Directors - Candidate Application

Please return this application to the above address by **4:00 p.m. on XXX.**

DATE _____

NAME _____
First MI Last Familiar name

Are you over the age of 18? (yes or no) _____

Are you registered to vote in Contra Costa County? (yes or no) _____

Are you an elected official for a public agency? (yes or no) _____

If yes, please identify office: _____

Have you ever been convicted of a felony? (yes or no) _____

RESIDENCE

Address _____

Phone _____ E-mail _____

EMPLOYER

Name _____

Your title _____

Address _____

Phone _____ E-mail _____

Type of business or organization _____

Preferred place of contact () Work () Residence

Preferred method of contact () E-mail () Phone () Regular Mail

“Virtual” Brown Act Meetings Expire September 30th

Executive Order N-08-21 sets a date of October 1, 2021 for public agencies to transition back to public meetings held in full compliance with the Brown Act.

On June 11, 2021, Governor Gavin Newsom issued Executive Order N-08-21, which among other things rescinds his prior Executive Order N-29-20 and sets a date of October 1, 2021 for public agencies to transition back to public meetings held in full compliance with the Brown Act.

Background

On March 12, 2020, as part of the state’s initial response to the coronavirus pandemic, Governor Newsom issued Executive Order N-25-20, which authorized local legislative bodies to hold public meetings via teleconference and waived some of the legal requirements for teleconference meetings under the Brown Act. That executive order was amended less than a week later by Executive Order N-29-20, which clarified that all requirements in both the Bagley-Keene Act and the Brown Act that required the physical presence of members or other personnel as a condition of participation or in quorum for a public meeting were waived.

Effect of New Executive Order

Governor Newsom’s Executive Order holds the current accommodations in place through September 30, 2021, giving local agencies three and a half months to transition back to fully compliant Brown Act meetings.

This means that, as of October 1, 2021, the following requirements will return to full force and effect:

- Local bodies must notice each teleconference location from which a member will be participating in a public meeting and each teleconference location must be specifically identified in the meeting notice and agenda, including full address and room number;
- Each teleconference location must be accessible to the public;
- Members of the public must be able to address the body at each teleconference location;
- Local bodies must post agendas at all teleconference locations; and
- During teleconference meetings, at least a quorum of the members of the local body must participate from locations within the boundaries of the territory over which the local body exercises jurisdiction.

COVID-19 VACCINATION

On Thursday, June 17, 2021, California's Occupational Safety and Health (Cal/OSHA) Standards Board revised their [COVID-19 prevention emergency temporary standards](#) (ETS), aligning with the California Department of Public Health (CDPH) [guidance for use of face coverings](#). Governor Newsom issued an Executive Order to implement the ETS effective immediately.

As of June 18, 2021:

- The ETS permits the Stege Sanitary District to allow **fully vaccinated employees** to not wear face coverings indoors, but requires that the District document their vaccination status (*note that under certain circumstances, the CDPH does require face coverings regardless of vaccination status*).
- **Unvaccinated employees** are required to wear face coverings indoors or in vehicles. The District will make N-95 respirators and training available to all employees.

If an employee declines to provide vaccination status, they must continue to wear face coverings pursuant to the ETS.

As noted above, the District is required to document vaccination status in order for an employee to be exempt from wearing a face covering per the ETS. If you select yes to questions 1 and 2 below, you are truthfully stating that you have been fully vaccinated for COVID-19.



SELF-ATTEST FOR COVID-19 VACCINATION FORM

1. Do you attest that you received the Pfizer, Moderna, or Johnson & Johnson COVID-19 vaccine?

YES

NO

2. Has it been at least two weeks since your second dose of the Pfizer or Moderna COVID-19 vaccine, or the single dose of the Johnson & Johnson COVID-19 vaccine?

YES

NO

I attest that I have been fully vaccinated for COVID-19. This vaccination and self-attestation enables me to be exempt from being required to wear a face covering during my work at the District.

Employee Name: _____

Please Print

Signature

Date

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. 2167-0721, ACCEPTING COMPLETION OF WORK AND FILING
NOTICE OF COMPLETION FOR THE STANDARD SEWER REHABILITATION PROJECT
NO. 20201

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 2020 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 #20201 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 #20201 shall be released no earlier than 60 days after.

Staff intend to extend the agreement with the current contractor, D'arcy & Harty Construction, for another (4th extension) fiscal year under project #21201.

RECOMMENDATION:

Approve the Resolution.

ALTERNATIVES:

1. Take no action and provide staff direction.

ATTACHMENTS:

Resolution No. 2167-0721

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RESOLUTION NO. 2167-0721

RESOLUTION ACCEPTING COMPLETION OF WORK AND
FILING NOTICE OF COMPLETION FOR THE
STANDARD SEWER REHABILITATION PROJECT NO. 20201

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 2020 to perform the Standard Sewer Rehabilitation Project No. 20201, and
- B. Work under Project No. 20201 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. 20201 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 No. 2167-0721 was duly and regularly adopted by the Directors of the Stege Sanitary District, at its regular meeting thereof, held on the 29th of July 2021 by a X-X vote as follows:

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

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

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

RESOLUTION NO. 2168-0721, ACCEPTING COMPLETION OF WORK AND FILING
NOTICE OF COMPLETION FOR THE SUPPLEMENTARY SEWER REHABILITATION
PROJECT NO. 20203

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 2020 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 #20203 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 #20203 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. 2168-0721

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RESOLUTION NO. 2168-0721

RESOLUTION ACCEPTING COMPLETION OF WORK AND
FILING NOTICE OF COMPLETION FOR THE
SUPPLEMENTARY SEWER REHABILITATION PROJECT NO. 20201

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

- A. The District engaged Mosto Construction on the 20th day of August 2020 to perform the Supplementary Sewer Rehabilitation Project No. 20203, and
- B. Work under Project No. 20203 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 Supplementary Sewer Rehabilitation Project No. 20203 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 No. 2168-0721 was duly and regularly adopted by the Directors of the Stege Sanitary District, at its regular meeting thereof, held on the 29th of July 2021 by a X-X vote as follows:

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

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

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

RESOLUTION 2164-0721 AMENDING THE STEGE SANITARY DISTRICT PERSONNEL
POLICY TO PROVIDE FOR CERTAIN HEALTH BENEFITS

ISSUE:

An update to the District's Personnel Policy is needed in order to incorporate the recent increase to the Retiree health benefit level due to Public Employees' Medical & Hospital Care Act (PEMHCA) requirements.

FISCAL IMPACT:

The fiscal impact of the update to the Personnel Policy is minimal.

STRATEGIC PLAN:

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

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

BACKGROUND:

At the Board meeting held on February 11, 2021, the Board approved increasing the Retiree health benefit level of \$280, which was previously unchanged since established in 2008, to match the 2021 Kaiser Medicare Supplemental rate of \$324.48 per month for current and future retirees.

At the Board meeting held on April 15, 2021, the Board approved a "change resolution", as required by CalPERS, contingent on the legal review and approval of the District Counsel regarding the appropriateness of the term "employee" used throughout the document.

The CalPERS Health Program is governed by the PEMHCA and the California Code of Regulations (CCR) of the California Public Employees Retirement Law (PERL). Under PEMHCA, the employer health benefit contribution shall be an equal amount for both retirees and active employees.

At the Board meeting held on May 20, 2021, District Counsel Kokotaylo confirmed that PEMHCA requires the same amount be paid toward health insurance premiums for both retirees and active employees, but that it can be subsidized separately through the use of a flexible benefits plan or health reimbursement arrangement (HRA).

Staff worked with Kenneth W. Ruthenberg, Jr. of the *Employee Benefits Law Group* to draft an update to the District's flexible benefits plan to incorporate the PEMHCA provisions and revise other provisions up to current standards. Staff worked with District Counsel Kokotaylo to draft a

resolution to incorporate needed amendments to the Personnel Policy. The resolution is ready for review and approval.

RECOMMENDATION:

Approve the resolution.

ALTERNATIVES:

1. Amend the resolution and approve as amended.
2. Take no action and provide staff further direction.

ATTACHMENTS:

- Resolution 2164-0721

RESOLUTION NO. 2164-0721

RESOLUTION AMENDING THE STEGE SANITARY DISTRICT PERSONNEL
POLICY TO PROVIDE FOR CERTAIN HEALTH BENEFITS

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

- A. The District establishes and maintains personnel policies for its employees and Board Members, and these policies are subject to periodic review and amendment.
- B. The District desires to establish health benefits for active and retired employees.
- C. The District desires to establish a cafeteria and flexible benefit plan for active employees.
- D. The District finds that the revisions to the personnel policy to reflect these revisions are proper and in the best interest of the District.

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

- 1. The foregoing recitals are true and correct and are hereby incorporated by reference
- 2. The Stege Sanitary District Personnel Policy, Article IV. Benefit Provision Section 1. Employee Benefits, is amended to read as follows (with language removed in strikethrough and added language in underline):

~~**4.1.1 — Health Plans:** Regular, full-time employees shall be provided with a major medical health insurance program. The District will pay up to a base premium, as established by the Board of Directors, for the employee and their eligible dependents. Any and all coverage costs which exceed the base premium shall be borne by the individual employee. The amount of said overage shall be deducted from the employee's paycheck each month. For additional information regarding your health plan, please refer to CalPERS Medical or contact the Administrative Supervisor. (12-10-2020 — Base Premium, Kaiser Permanente)~~

4.1.1 Designated Health Contribution Toward Health Premium and Cafeteria and Flexible Benefit Plan Contribution Amounts: The District

contracts with PEMHCA for health insurance and pays the minimum monthly health contribution toward the health premium, as established by PEMHCA on an annual basis, for eligible employees and qualifying retirees. For eligible employees, this benefit begins on the first day of the calendar month following the employee's hire date and terminates on the last day of the calendar month following the employee's separation date.

For 2021, the contribution for health is \$324.48 per month for eligible employees and qualifying retirees. Retirees will be required to qualify as CalPERS annuitants and meet all statutory and legal requirements, as well as all requirements pursuant to Section 4.1.8, necessary to receive this benefit.

The District also provides and contributes to a cafeteria flexible plan for employees. Effective January 1, 2021, the cafeteria plan flexible dollar amount will be as follows:

<i>Level of coverage</i>	<i>Monthly Flexible Dollar Amount</i>
Employee	\$813.64 (Kaiser Rate) – \$324.48 (PEMHCA) = \$489.16
Employee plus one	\$1,627.28 (Kaiser Rate) – \$324.48 (PEMHCA) = \$1,302.80
Employee plus two or more	\$2,115.46 (Kaiser Rate) – \$324.48 (PEMHCA) = \$1,790.98

The flexible dollar amount may be used to select any of the PEMHCA medical plans available to the employee consistent with the District's Cafeteria and Flexible Benefit Plan. In 2021, the additional Plan options include certain qualified medical and childcare expenses. Eligible employees with proof of insurance from another source may elect to receive an opt-out payment in-lieu-of participating in the District's Cafeteria Flexible Benefit Plan. Opt-out payments are:

<i>Level of coverage</i>	<i>Monthly opt-out payment</i>
Employee plus one	\$500
Employee plus two or more	\$500

Any and all coverage costs which exceed the health contribution and District provided contribution to the cafeteria and flexible benefit plan shall be borne by the individual employee. Employees may elect to make additional contributions to the cafeteria and flexible benefit plan pursuant to Section 4.1.7. Any overage shall be deducted from the employee's paycheck each month. For additional information

regarding your health plan, please refer to CalPERS Medical or contact the Administrative Supervisor.

4.1.2. Retirement Plan: Subject to eligibility requirements, all regular employees shall be provided with a retirement program.

District employees shall be members of the California Public Employees' Retirement System (CalPERS). The retirement pay is based upon a formula defined in the contract between CalPERS and the District, which includes the employee's age at retirement, pensionable compensation (as defined by CalPERS), and years of service. The determination of an employee's retirement pay is calculated by CalPERS in accordance with CalPERS laws and regulations. The formula for all members meeting the CalPERS definition of "classic members" is the CalPERS formula "2% @ 55". "Classic members" include employees hired by the District and enrolled in CalPERS prior to January 1, 2013, as well as employees hired on or after January 1, 2013 who establish reciprocity with CalPERS. The formula for employees meeting the CalPERS definition of a "new member" (or "PEPRA" member) is the CalPERS formula "2% @ 62." New members are those members who are first enrolled in CalPERS on or after January 1, 2013 who are unable to establish reciprocity with CalPERS.

The District will pay a portion of the member contributions ("EPMC") for all classic members according to the following schedule:

<u>Years of Service</u>	<u>District Paid Portion (% of salary)</u>	<u>Employee Paid Portion (% of salary)</u>
0 to 1 year	0%	7%
1 to 2 years	2%	5%
2 to 3 years	4%	3%
3 to 4 years	5%	2%
5 years and over	7%	0%

Employees meeting the CalPERS definition of "new members" are responsible for the full "new members" employee contribution (currently 7%) and will not receive any District paid portions.

4.1.3. Dental Plan: A fully-paid dental care program shall be provided to all regular full-time employees of the District. For additional information regarding your dental plan, please refer to Delta Dental (via SDRMA) or contact the Administrative Supervisor.

4.1.4. Term Life Insurance Plan: For regular full-time employees of the District, the District shall provide a term life insurance policy. For additional information regarding benefits provided under this section, please refer to Reliance Standard Life Insurance or contact the Administrative Supervisor.

4.1.5. State Disability Insurance Plan: The District shall deduct from the paycheck of each employee sufficient funds to pay for State Disability Insurance (SDI).

1. State Disability Insurance Integration. Any employee who is absent due to personal disability for more than seven (7) days (or for any period of time if hospitalized) shall apply for State Disability Insurance benefits. Application forms shall be available at the District office. Integration or coordination of SDI benefits is a process in which employees may be paid the full SDI weekly benefit amount and also receive wages from the District in the form of available leave to cover the difference. With this process, employees may potentially receive up to 100 percent of the employee's normal gross weekly wages for the benefit period.
2. The District shall integrate the employee's pay with the employee's State Disability benefits in the following ways:
 - (i) The District will assume all employees receive the maximum weekly SDI benefit.
 - (ii) Where the employee has sick leave, vacation or comp time to integrate, the weekly benefit will be subtracted from the employee's normal weekly wage and the amount necessary to bring the total SDI plus wages to 100% will be deducted from sick leave, vacation and comp time and paid on normal District payroll.
 - (iii) When the employee receives an SDI check, the employee shall contact payroll if the amount of benefit is anything other than the maximum amount and payroll will make up the difference from sick leave, vacation or comp time if the employee has any accrued to use for this purpose.
3. Payment of sick leave, vacation or comp time shall not affect and shall be supplementary to State Disability Insurance payments. An employee entitled to SDI benefits shall receive in addition thereto such portion of his or her accumulated sick leave, vacation or comp time as will meet, but not exceed, the standard earnings of the employee for his or her

normal work week, up to a maximum of five (5) days per week.

4.1.6. Deferred Compensation Program: Subject to eligibility requirements and federal and state tax law, the District will make available a Deferred Compensation Program for all eligible regular District employees. Effective March 22, 2018, the District will match voluntary employee contributions to a maximum of \$250.00/month, with the total amount not to exceed the maximum contribution allowed by law.

Employees are responsible for ensuring that the total contribution to their retirement plans do not exceed the maximum amount permitted under law.

4.1.7. Flexible Benefits Plan: The District shall establish a Flexible Benefits Account for each regular employee to voluntarily contribute pre-tax dollars for eligible medical and dependent care expenses.

The monies in an employee's Flexible Benefits Account shall be used in the manner described in the District Flexible Benefits Program, a copy of which is on file at the District office.

Each employee shall be solely and personally responsible for any federal, state or local tax liability of the employee that may arise out of the implementation of this section or any penalty that may be imposed therefore.

4.1.8. Retiree Health Benefits: To qualify for retiree health benefits, the employee must:

- Be an active employee of the District on the date of retirement.
- Have at least 10 years of service credit with the District.
- Be at least 55 years of age.
- Be eligible to retire under the California Public Employees Retirement System (CalPERS), and not be receiving health care benefits due to his/her employment from any source other than Medicare or workers' compensation.

Health benefit levels are established as follows:

The benefit level is established at \$324.48 per month. The minimum CalPERS Health Plan participation benefit paid each month to CalPERS by the District on behalf of the eligible retiree, is part of the benefit.

Benefits shall continue at the levels described above until the retiree's death. If a retiree dies leaving a surviving spouse, benefits shall continue until the surviving spouse remarries or dies. The surviving spouse can continue insurance coverage through the CalPERS Health Plan as long as the surviving spouse continues receiving retirement payments from CalPERS under an option selected by the retiree at retirement, until the surviving spouse remarries or dies.

4.1.8A. Reimbursement Procedure For Qualifying Medical Care Expenses Under The Retiree Health Benefit Program: The benefits available under the Retiree Health Benefit Program for a Plan Year are reimbursements up to the maximum monthly benefit specified above, for documented Qualifying Medical Expenses incurred during the Plan Year, defined as the 12-month period prior to January 1st of each year.

Qualifying Medical Care Expenses are health and dental insurance premiums.

4.1.9. Long-Term Disability Insurance: The District shall provide long-term disability insurance for regular full-time employees of the District. The monthly benefit will be \$6,000 or 60% of the employee's basic monthly earnings, whichever is less.

4.1.10. Education-Tuition Refund: The District will reimburse current regular employees for tuition expenses incurred for education for the purpose of improving job performance. Tuition expenses shall require the prior approval of the District Manager. Approval will be given only for courses within the scope of the employee's employment field and District job responsibilities. Class and study time must be outside of the employee's working hours, and the course must be completed with at least a C grade or equivalent. The maximum tuition refund to an eligible employee shall not exceed \$600 per fiscal year. The tuition refund will be made when evidence of satisfactory completion of the approved course is submitted to the District by the employee.

4.1.11. CWEA Certification Incentive Pay: A condition of qualifying for the position of Collection System Worker is the possession of California Water Environment Association (CWEA) certification as Grade I, Collection System Maintenance Operator. For the job classifications of Collection System Worker, if an employee attains certification at one or more levels higher than that required for the position, a certification incentive pay of \$50.00 per month will be added to the employee's regular monthly salary. (Certification Incentive Pay is offered on a trial basis, and may be removed by direction of the District Manager.) The determination of whether this pay is pensionable is solely within the purview of CalPERS.

* * * * *

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 29th day of July 2021 by a X-X vote as follows:

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

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

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District
3844827.1

STEGE SANITARY DISTRICT
Investment, Cash & Receivables Report

1:05 PM
 07/26/2021

As of June 30, 2021

	<u>June 30, 2021</u>	<u>May 31, 2021</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	9,858,263	9,943,263	-85,000	0	0	-85,000
11014 · System Rehab- 3423	1,010,796	1,010,796	0	0	0	0
Total LAIF Investment Accts	<u>10,869,060</u>	<u>10,954,060</u>	<u>-85,000</u>	<u>0</u>	<u>0</u>	<u>-85,000</u>
Checking Accts						
100 · Mechanics Bank	351,500	91,239	260,261	359,286	-184,025	85,000
100 · County Cash Acct #3418	-131,770	-131,770	0 *	0 *	0	0
Total Checking Accts	<u>219,731</u>	<u>-40,531</u>	<u>260,261</u>	<u>359,286</u>	<u>-184,025</u>	<u>85,000</u>
11021 · Petty Cash	250	250	0	0	0	0
Total Checking/Savings	<u>11,089,040</u>	<u>10,913,779</u>	<u>175,261</u>	<u>359,286</u>	<u>-184,025</u>	<u>0</u>
301 · Ca Employer's Retiree Benefit Trust	232,647	232,647	0	0	0	0
Total CA Employer's Retiree Benefit Trust	<u>232,647</u>	<u>232,647</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Accounts Receivable						
11072 · Accounts Receivable	3,756	3,925	-169			
Total Accounts Receivable	<u>3,756</u>	<u>3,925</u>	<u>-169</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

07/26/2021

June 2021

100.00% of Fiscal year Completed

	<u>July-June 2021</u>	<u>Annual Budget</u>	<u>% of Annual Budget</u>
Income			
31 - OPERATING REVENUE			
31010 - Sewer Service Charges	2,800,610	2,789,000	100%
31020 - Permit & Insp. Fees	8,995	15,000	60%
31030 - Connection Fees	57,769	150,000	39%
31040 - San Pablo Impact Fee	4,958	250,000	2%
31080 - Contracted Services	-	30,000	0%
31010a - Capital Service Charges	2,880,141	2,901,000	99%
Total 31 - OPERATING REVENUE	<u>5,752,473</u>	<u>6,135,000</u>	<u>94%</u>
32 - NON-OPERATING REVENUE			
32050 - Interest - 3418	37,712	70,000	54%
32052 - Interest - 3423	4,908	15,000	33%
32080 - Property Taxes	576,340	400,000	144%
32085 - Insurance Dividend	-	-	0%
32090 - Miscellaneous	2,603	21,000	12%
Total 32 - NON-OPERATING REVENUE	<u>621,563</u>	<u>506,000</u>	<u>123%</u>
Transfer (to)/from Reserves	-	1,861,911	0%
Total Income	<u>6,374,036</u>	<u>8,502,911</u>	<u>75%</u>
Expense			
OPERATING EXPENSES			
Administration/General			
45-010 - Salaries & Wages	213,185	201,000	106%
45-020 - Employee Benefits	137,025	165,644	83%
45-029 - Retiree Health	10,129	10,300	98%
45-030 - Directors Expenses	19,878	39,731	50%
45-070 - Insurance	163,587	167,000	98%
Administration - Other	180,414	287,000	63%
Total Administration	<u>724,218</u>	<u>870,675</u>	<u>83%</u>
Maintenance/Engineering			
41-010 - Salaries & Wages	1,068,123	1,046,160	102%
41-020 - Employee Benefits	427,939	604,566	71%
41-029 - Retiree Health	10,138	10,300	98%
41-100 - Operating Supplies	25,308	40,000	63%
41-110 - Contractual Services	80,081	98,100	82%
41-207 - Contracted Repairs	72,394	66,000	110%
Maintenance- Other	181,373	311,450	58%
Total Maintenance/Engineering	<u>1,865,356</u>	<u>2,176,576</u>	<u>86%</u>
Pump Stations	12,637	16,460	77%
Total OPERATING EXPENSES	<u>2,602,211</u>	<u>3,063,711</u>	<u>85%</u>
CAPITAL			
41-650 - Debt Repayment (SRF Loans)	148,220	148,200	100%
Construction Projects	2,964,509	4,977,000	60%
Outlay(Maintenance/Engineering)	140,737	314,000	45%
Total CAPITAL	<u>3,253,465</u>	<u>5,439,200</u>	<u>60%</u>
Total Expense	<u>5,855,676</u>	<u>8,502,911</u>	<u>69%</u>
Net	<u>518,359</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 07/15/2021, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 06/30/2021.

Earnings Ratio		.00000897371743018
Interest Rate		0.33%
Dollar Day Total	\$	943,857,466.27
Quarter End Principal Balance	\$	10,869,059.43
Quarterly Interest Earned	\$	8,469.91

10:44 AM	STEGE SANITARY DISTRICT			
07/26/2021	Check Report			
Accrual Basis	July 29, 2021			
	Name	Memo	Amount	Num
Jul 29, 21				
	Aramark Uniform Services	Uniform Service	-596.68	27178
	Bay Alarm Company	Burglar Alarm Garage	-267.75	27179
	CASA	Conference 8/11-13 Dwight Merrill	-595.00	27180
	Clark Pest Control	Pest Control	-145.00	27181
	CWEA	Grade I Deluca & Bondoc Renewal	-276.00	27182
	Cypress Video Surveillance Systems, Inc	Video Camera troubleshoot & Replacement	-1,130.00	27183
	D'Arcy & Harty Construcion	Project 20201	-601,775.32	27184
	DATCO	Jul-Sep 2021	-117.00	27185
	Direct Line	Answering Service 06/01-30/21	-106.24	27186
	EBMUD 39830388387	Hydrant Meter	-904.92	27187
	EBMUD 92526846174	Hydrant Meter	-480.34	27188
	Mobile Fleetcare	Vehicle Maintenance	-2,686.60	27189
	Mosto Construction	Proj 20203	-9,121.97	27190
	PG&E- #0607499583-5	Canon Pump Station	-69.26	27191
	Reserve Account	Postage	-200.00	27192
	Universal Building Services	Carpet Cleaning	-447.00	27193
	Xerox Financial Services	Copier Lease Payment 7/03-8/02	-278.63	27194
Jul 29, 21			-619,197.71	

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING AGENDA CALENDAR

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JULY 2021	AUGUST 2021	SEPTEMBER 2021	OCTOBER 2021	NOVEMBER 2021	DECEMBER 2021
7/5 HOLIDAY 4 th of July Fair Booth	CASA Annual Conf. Aug 11-13, San Diego CSDA Annual Conf. Aug 30-Sep 1, Monterey	9/6 HOLIDAY		11/25-26 HOLIDAY	12/9 HOLIDAY LUNCHEON 12/24 & 12/31 HOLIDAY
7/8/2021 – 7:00 P.M.	8/19/2021 – 7:00 P.M.	9/9/2021 – 7:00 P.M.	10/7/2021 – 7:00 P.M.	11/11/2021 – 7:00 P.M.	12/9/2021 – 2:00 P.M.
<ul style="list-style-type: none"> • July 4th Fair Debrief • CASA Conference • CSDA Conference • Diversity, Equity, and Inclusion 	<ul style="list-style-type: none"> • Select Actuary for Analysis of Retiree Health Benefits (odd years) • Quarterly (FY End) Financial Statements 	<ul style="list-style-type: none"> • CSDA Conference – Attendee Reports • Diversity, Equity, and Inclusion 	<ul style="list-style-type: none"> • Regional PSL Program Update • Regional FOG Program Update 	<ul style="list-style-type: none"> • Proposed Meeting Calendar • Board Officer Succession Plan • CASA Conference 	<u>2PM Meeting Time</u> <ul style="list-style-type: none"> • Fiscal Year Financial Audit • Resolution Certifying Election Results (even years) • Emergency Contact Update • Meeting Calendar • Consent Decree Quarterly Report • CASA Conference • Pension + OPEB UAL Reports • Nomination & Election of Officers
7/29/2021 – 7:00 P.M.	8/19/2021 – 7:00 P.M.	9/23/2021 – 7:00 P.M.	10/21/2021 – 7:00 P.M.		
<ul style="list-style-type: none"> • CLOSED SESSION – Quarterly Claims Rpt • Hearing +Res./Ord. – Establish and Collect Sewer Service Charges – Director Meeting Compensation • Resolution Filing Notice of Completion • District Investment Policy • Reimb. Report per Gov. Code 53065.5 • Quarterly Financial Statements • Candidate filing period (even years) • SPASPA Status Report • CASA Conference • CSDA Conference • Form 470 	<ul style="list-style-type: none"> • Conn. Charge Report per Gov. Code 66013 • CASA Conference – Attendee Reports • CSDA Conference 	<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 		