



Stege Sanitary District Board of Directors

7:00 PM, District Board Room, 7500 Schmidt Lane, El Cerrito, CA 94530

Meeting Agenda – September 3, 2026

Items on the agenda may be taken out of order.

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

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

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

The ability to participate and observe remotely as identified above is predicated on the technology being available and functioning without technical difficulties. Should the remote platform not be available, or become non-functioning, or should the Board of Directors otherwise encounter technical difficulties that make that platform unavailable, the Board of Directors will proceed with business in person unless otherwise prohibited by law.

Public comment can be sent remotely by delivering a physical copy to **7500 Schmidt Lane, El Cerrito, CA 94530** or via email to comments@stegesan.org with “Public Comment” in the subject line. To provide written comments 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 received at least 15 minutes before the starting time of the meeting will be provided to the Board of Directors and will be added to the official record.

Verbal Public Comment during the meeting is limited to in-person participants. Members of the public will not have the ability to comment via Zoom unless the Board of Directors is required to provide that opportunity due to a director participating pursuant to AB 2449. In such circumstances, the Chair will make an announcement at the beginning of the meeting. Those interested in commenting (if required per AB 2449) should raise their virtual hands to notify the host during the relevant agenda item.

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

1. Call to Order

2. Roll Call

3. 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.

4. Public Comment:

Members of the public are invited to address the Board concerning topics that are **not** on the agenda. Comments on agenda items will be heard when the item is up for consideration.

5. Operations and Maintenance Consultant's Study

6. Board Members Comments:

Board members may make brief announcements, report on activities, or request items for future agendas. No discussion or action will be taken on items not listed on the agenda.

Motion:

7. Approval of Minutes:

A. August 20, 2026 Meeting Minutes

Info:

8. Staff & Officer Reports:

A. General Manager's Verbal Report

B. District Legal Counsel's Verbal Report

Info:

9. Superintendent's Reports:

A. Verbal Maintenance Report

Info:

10. Engineer's Reports:

A. Verbal Engineer's Report

Info:

11. Treasurer's Report

Motion:

12. Adopt Resolution No. 2292-0926 Donation of Historical Minutes to the Contra Costa County Historical Society

Motion:

13. Adopt Resolution No. 2293-0926 Special District Risk Management Authority Memorandum of Understanding Update

Motion:

14. Adopt Resolution 2294-0926 Approving Amendment No. 2 with Nerd Crossing for Website Services

Motion: **15. Approve Ordinance No. 2263-0926 Adoption of District Ordinance Code Section 2.11 Regulating the Use of the District Logo and District Seal**

Info: **16. Long Range Planning: Session III**

17. Future Agenda Items:

September 17, 2026

- A. Consideration of Appointment to Fill Board of Directors Vacancy per Gov. Code §1780
- B. Long Range Planning: Session IV
- C. Healthcare Benefits Review
- D. Annual Connection Charge Compliance Report per Gov. Code § 60013
- E. District Investment Policy

October 1, 2026

- A. Regional PSL Program Update
- B. Regional FOG Program Update
- C. District Owned Flow Monitors and Related Services

18. General Manager Action Items

19. Adjournment

Bobby Magee
General Manager
STEGE SANITARY DISTRICT



STEGE SANITARY DISTRICT

STAFF REPORT

Board of Directors Meeting Date: 9/3/2026

TO: Honorable Board of Directors

FROM: Bobby Magee, General Manager

SUBJECT: Consultant's Report on Operations and Maintenance Review

RECOMMENDATION

It is recommended that the Board of Directors:

Receive and file the verbal presentation from Sam Rose Consulting on the review of the District Operations and Maintenance functions.

BACKGROUND AND DISCUSSION

In April 2026 the District entered into a contract with Sam Rose Consulting to provide an assessment of the Operations and Maintenance functions, and to provide recommendations for process improvements and implementation of best practices efforts. The primary consultants on this project were Sam Rose and Andy Morrison. Their final report is attached to this item, which staff have had an opportunity to review and provide comments on. Mr. Rose and Mr. Morrison have completed their efforts, and they are prepared to provide the Board with a verbal update and discussion about their findings and recommendations. Ample time has been dedicated by the consulting team for Board member questions tonight on this item.

FISCAL IMPACT

There is no fiscal impact to receiving and filing the Sam Rose Consulting Report.

Stege Sanitary District



Project

Sewer Collection System
Operations & Maintenance Program Review
Submitted August 4, 2026

Consulting Team

Andy Morrison Consulting
Andy Morrison, Principal

Sam Rose Consulting
Sam Rose, Principal

District Mission

“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”

Table of Contents	
Introduction	3
Consultants Background	3
Evaluation Methodology	4
Existing Work Plans Review and Evaluation	7
• CCTV Inspection Work Plan	7
• Gravity Main Cleaning Work Plan	11
• Smoke Testing Work Plan	15
• Root Control Work Plan	16
• Training Plan	19
Current Work Practices	21
• Manhole Inspection Practices	22
• Work Scheduling Practices	24
• Lift Station Practices	27
• Force Main Maintenance Practices	29
• Easement Practices	30
• Pipe and Manhole Repair Practices	33
• Capital Improvement Program	34
Board of Directors Interviews	36
Spill Emergency Response Plan (SERP) Review	40
Other Findings	43
Summary	45
Appendix A – List of Recommendations	46

Introduction

The Stege Sanitary District (SSD) retained the services of Sam Rose Consulting (SRC) and Andy Morrison Consulting (AMC), together referred to as Consultants in this document, to review and provide feedback on its sewer collection system operations and maintenance program.

Consultant's Background

Sam Rose has over 40 years of experience in the Wastewater Collection System industry. He began his career at South Placer Municipal Utility District (SPMUD). SPMUD is a single service utility providing only sewer collection system maintenance and operations services. Sam began as a temporary laborer and held several different positions throughout his career, in both operations and engineering, including 15 years in management positions. His experience includes Operations and Maintenance Program Development and implementation, Asset Management, Spill Emergency Response Plan development and implementation, SSMP Development, Implementation and Audits, Resource Management and Optimization, Culture Change, Employee Development, Succession Planning, Strategic Planning, Regulatory Compliance, Fleet Management, Budgeting and Fiscal Responsibility.

Sam has over 20 years' experience teaching, training, coaching, and mentoring personnel from sewer utility agencies throughout California, as well as staff from the State and Regional Water Boards. He is a recognized wastewater collection system Subject Matter Expert (SME) and served as Chair of the California Water Environment Association (CWEA) Technical Certification Program and as a Member of the CWEA Board of Directors. He has a bachelor's degree from Sacramento State and has stayed active in the industry since May of 2020 through his consulting business.

Andy Morrison has over 40 years of experience in the Wastewater industry. He has worked for 3 different public agencies; the City of Santa Cruz 82-83, the county of Santa Cruz 83-85, and Union Sanitary District (USD) 1985-2014. He joined USD as a Collection System Worker in 1985, advancing through the department's leadership and supervisory positions. While he was at USD, he served as the Collections Services Manager from 2004 through 2014. He administered the District's Wastewater Collections System, Fleet, and Facilities Operation and Maintenance programs. While he was the Collection System Manager, USD won many awards for Large Collection System of the Year from the CWEA for outstanding performance in the categories of regulatory compliance, maintenance, safety, training, emergency preparedness and administration for sewer systems of 500 miles or more, as well as maintaining an outstanding SSO performance record.

Mr. Morrison helped to develop a manual for sanitary sewer overflow reduction strategies and best management practices and was a contributing author of several other best practices manuals and response plans. Andy is a state-certified Grade IV Collection System Operator and received a Coaching Certificate from San Jose State University.

Andy is recognized as an industry subject matter expert (SME) for Wastewater Collection System Management. He served for many years as a SME for the California Water Environment Association's (CWEA) Technical Certification Program. He served for several years as the BACWA Collection System Committee Chair and participated in the Statewide SSO Guidance Committee, which developed the State General Waste Discharge Requirement, and served on the CIWQS Steering Committee, as well as participated in the WDR revision. Additionally, he was one of the founding members of three different benchmarking groups;

- CSCBG – The Collection System Collaborative Benchmarking Group
- CASSE – California Agencies for Sewer System Excellence
- CSOTF – Collection Systems of the Future

He currently provides consulting services to Collection system agencies throughout the State of California.

Evaluation Methodology

Consultants met with SSD management, supervisory, engineering and field staff, on site, and conducted interviews to learn about the District's current sewer collection system operations and maintenance (O&M) program. In addition, consultants interviewed District Board Members to gain an understanding of their vision, expectations, and perceptions of the District and staff.

The purpose of the staff interviews was to learn about the District's current collection system Operations and Maintenance (O&M) Program. An **O&M program**, which is comprised of specific Work Plans (e.g. Pipe Inspections, Pipe Cleaning, Root Control, etc.) is a structured, comprehensive framework that public utilities use to safely manage, repair, and operate critical infrastructure. It ensures continuous service delivery, protects public health, and helps guarantee compliance with environmental and safety regulations. A sewer system maintenance, **work plan** is a strategic, scheduled plan that outlines the specific operational, preventive, and rehabilitative maintenance tasks a utility will execute over a given period. It allocates staff, equipment, and budget to ensure infrastructure operates efficiently and to prevent sanitary sewer spills.

Work Plans included in the 2023 SSMP:

- Gravity Main Inspection Plan
- Gravity Main Cleaning Plan
- High Frequency Cleaning (Problem Areas) Plan
- Chemical Root Control Plan
- Smoke Testing Plan
- Training Plan

Other work activities included in the interview process:

- Manhole Inspection Plan
- Lift Station Inspection/Maintenance Plan
- Work Order / Scheduling Plan
- Easement Maintenance Plan
- Pipe and Manhole Repair Plan
- Standard Operating Procedures
- Force Main Inspection and Maintenance Plan

The Consultants assessed the District's Operations and Maintenance program and evaluated it in the context of their experience, industry best practices and regulatory requirements.

The product of the evaluation of each Work Plan includes:

- An existing plan description based on staff input via interviews.
- Identification of District Best Practices – Areas where the District is performing well.
- Identification of Focus Areas – Areas for the District to consider for improvement.
- Recommendations for consideration moving forward.
 - A List of all recommendations is included in Appendix A
- Regulatory Context – as it pertains to the State Water Resources Control Board (SWRCB) (Reissued WDR) and Consent Decree - Consolidated Case Nos. C 09-00186-RS and C 09-05684-RS
 - Regulatory context, for this report, refers to the overarching laws, industry standards, and government mandates that dictate how a collection system agency must operate in California. It outlines the "rules of the game."

Board members (3 of 5) were interviewed via scheduled on-line meetings to gain an understanding of their perspective of the District today and their vision for the future.

General

According to its 2023 Sewer System Management Plan (SSMP), the Stege Sanitary District (SSD) service area includes the communities of El Cerrito, Kensington, and a portion of the Richmond Annex west of El Cerrito, with a total population of about 35,000.

The District maintains its collection system with one (1) Collection System Maintenance Superintendent and four (4) Collection System Workers. This effort is supported by the District's Senior Civil Engineer and Administrative staff. The District's collection system includes 148 miles of gravity mains and has approximately 13,000 lateral connections of which 95% are residential and 5% are commercial customers. The District does not own or operate any portion of the lateral, as the laterals are privately owned. (Exception: For District-owned buildings connected to the collection system, the entire lateral is the responsibility of the District.)

Between May 2021 and May 2026, according to the State Water Board CIWQS database, the District has experienced 26 sewer system spills, which is an average of 5.2 spills per year. This equates to a spill rate of 3.5 per year, per 100 miles of pipe.

$$(5.2 / 148 = 0.035 \times 100 = 3.5)$$

It should be noted that the number of spills has been trending downward for this period.

Number Spills by Year					
2021	2022	2023	2024	2025	2026
7	9	5	3	1	1

The Detail below is produced by the State Water Board based on the spill data submitted by SSD between May 2021 and May 2026 and compares SSD to State and Regional sewer agencies for number of spills (top table) and volume of spills (bottom table).



Collection System Spill Summary

Operational Indices: Stage SD CS

Spill Rate Index (spills/100mi/yr)							
	Category 1			Category 2		Category 3	
	Main System	Laterals	Other	Main System	Other	Main System	Other
Stage SD CS	0.54	N/A	0.0	0.14	0.0	2.84	0.0
State Municipal(Public) Average	1.49	N/A	1.09	0.98	1.26	2.07	0.45
Region Municipal Average	2.38	N/A	0.73	0.82	0.11	2.99	0.49

Net Volume Spills Index (gallons/1000 Capita/yr)							
	Category 1			Category 2		Category 3	
	Main System	Laterals	Other	Main System	Other	Main System	Other
Stage SD CS	146.43	N/A	0.0	19.61	0.0	1.52	0.0
State Municipal(Public) Average	3453.43	N/A	2205.03	203.53	1042.96	49.61	22.85
Region Municipal Average	-5221.2	N/A	1414.87	96.38	1.93	99.52	77.92

Existing Work Plans

It is considered a best practice to develop written work plans and keep them updated. This is beneficial to both current and future staff, as written plans help to maintain continuity over time and reduce the likelihood of “brain drain” when experienced staff retire or otherwise leave the District. Work plans describe “what” an agency does regarding the performance of a specific work task, such as CCTV inspections and Gravity Main Cleaning. Work Plans should be supported by Standard Operating Procedures (SOPs) that detail “how” a task is performed.

The scope of this O&M Review Project was to assess the work plans listed in the current Sewer System Management Plan (SSMP). Through the interview process it was discovered additional work being performed but not formalized in written work plans. The Work Plans listed in the current SSMP are below, followed by other work activities being performed.

Existing CCTV Inspection Work Plan Description

CCTV inspections are performed by a two-person crew utilizing a CCTV inspection truck and a Combination Hydro-Vac (cleaning) truck (Combo-truck). Generally, CCTV work is performed without cleaning immediately prior. This allows crews to view and document the actual condition of the pipe. The combo truck is used to clean the pipe in advance of the CCTV inspection when needed, due to defects and visual obstructions such as roots, grease, cobwebs, etc., that obstruct the view of the pipe. It should be noted the District’s gravity main cleaning program is executed on an aggressive one-year cycle for pipe diameters 18” and less, so lines are relatively clean prior to inspection.

The inspection work is performed in a systematic manner. CCTV crews work from quarterly maps, produced by the engineering department, that highlight the line segments due to be inspected– based on the last CCTV date and the five-year CCTV inspection cycle. The maps are geographically organized, which allows crews to work in an efficient manner by reducing driving time between setups.

The District utilizes a defect coding system called Damage Severity Index (DSI) that was developed in-house. Defects are identified and rated for severity and this information is used to prioritize and implement corrective actions. After a line has been inspected it receives a DSI score based on the criteria rating sheet. Lines in good condition will be reinspected on a five-year cycle. Lines that have defects will be reinspected on shorter cycles to ensure proper performance. These shorter cycles will be maintained until such

time corrective actions are taken to make improvements, and the line segment will be returned to the default five-year cycle.

After inspection of a line segment crews update the database on a tablet and then update the Field copy of the map and a second Corp Yard copy, to indicate the inspection has been completed.

District Best Practices

1. Inspecting a line segment prior to cleaning allows the District to observe the actual condition of the pipe. (Note: Gravity mains 18-inch in diameter and smaller are cleaned on a one-year cycle)
2. Maintaining a Combo truck on-site allows for timely actions when a pipe needs to be cleaned for the inspection to be completed.
3. Determining return interval based on pipe condition and performance.

Improvement Focus Areas

1. Consider keeping track of and documenting challenges encountered for each set up, if any. Examples, traffic control needed, access issues like private property, easement access, etc. Since the District uses a quarterly scheduling method, it will be known in advance when crews will be returning to perform work on these lines/areas. The supervisor can act in advance to eliminate or mitigate these challenges allowing crews to focus on the scheduled work.
2. District crews work from map pages that highlight line segments to be inspected. It does not appear there is a standard method for progressing through the system. Develop a standard procedure for performing work while progressing through map pages. The District has experienced and capable field staff that can develop these procedures, which will be used when new, less experienced staff are onboarded. This helps ensure all staff are performing the work the same and the District is utilizing its limited resources in a safe and efficient manner.

Examples/Considerations:

- a. Progress from the most upstream pipes to the downstream pipes. Generally, this will also require crews to progress from the smaller diameter pipes to the larger. This will help reduce the number of times the transporter size needs to be changed.

- b. Identify opportunities to inspect more than one line during the same setup. Know where the drop manholes or other manholes are that prevent this.
 - c. Identify challenges and solutions for difficult setups.
- 1. During the interview, staff stated gravity mains that do not need to be cleaned, as determined by CCTV inspection, are not cleaned, but documented as having been cleaned. This practice should stop.
 - a. It could be considered falsifying records
 - b. The practice mis-represents staff's capabilities. A report could be produced indicating staff cleaned a certain amount of pipe during a period (month or year.) This information could be used to project future production that staff could not live up to.
- 2. Staff maintains the historic CCTV inspection logs but only maintains video documentation for two years. This could lead to lost opportunities. The video allows staff to
 - a. Verify findings at a later date
 - b. Monitor and analyze the progression of certain defects
 - c. Provide defensible documentation of findings and pipe condition.
 - i. Improves regulatory resilience

Recommendations

1. Evaluate program for opportunities to improve efficiencies.
 - a. Consider a geographic evaluation of the mainline segments and grouping lines together to reduce travel time and traffic control set up time even if it means a one-time change in the inspection interval.
2. Place a higher priority on gravity main inspections and less on gravity main cleaning. Develop a performance-based operations and maintenance program where inspections drive all other (scheduled) work. This will help ensure work that needs to be done is being done when it needs to be done. Eliminate performing work that does not need to be done.
3. Establish daily production goals, for crews and periodically post results for all to view. It has been proven across industries and vocations, that setting realistic and meaningful goals increases for staff production.
 - a. Keep track of obstacles crews encounter that prevent meeting the daily goal and, if they persist, management can work to adjust and eliminate them and improve efficiency.
4. For gravity mains that have been determined, through CCTV inspections, not necessary to be cleaned, a decision should be made whether to remove it from the 12 month cleaning schedule and reevaluate when CCTV inspected 5 years later or assign it a new schedule.

5. Maintain video documentation for at least two CCTV inspection cycles. This will allow staff to compare pipe conditions overtime and monitor the progression of certain defects and pipe performance. Modern computer hard drives can accommodate large amounts of data (terabytes).

Regulatory Context

EXCERPT: Attachment D, 4.2 Preventive Operation and Maintenance Activities

1. A scheduling system and a data collection system for preventive operation and maintenance activities conducted by staff and contractors. The scheduling system must include:
 - a. Inspection and maintenance activities.
 - b. Higher-frequency inspections and maintenance of known problem areas, including areas with tree root problems;
 - c. Regular visual and closed-circuit television (CCTV) inspections of manholes and sewer pipes.

EXCERPT: Consent Decree - Consolidated Case Nos. C 09-00186-RS and C 09-05684-RS - Page 99 &100 of 217

1. For the duration of this Consent Decree, the District shall CCTV and document condition assessments of its Collection System at an average annual rate of no
2. less than 10 percent of its Sewer Mains that are more than 10 years old, or have not been inspected within 10 years based on a cumulative total of 77,616 feet per Fiscal Year (i.e., 38,808 feet by June 30, 2014, 116,424 feet by June 30, 2015, 194,040 feet by June 30, 2016; etc.).

EXCERPT: Attachment D, 7 Sewer Pipe Blockage Control Program

1. An identification of sanitary sewer system sections subject to fats, oils, and grease blockages and establishment of a cleaning schedule for each section.

EXCERPT: Attachment D, 8.1 System Evaluation and Condition Assessment

2. Identify and justify the amount (percentage) of its system for its condition to be assessed each year
3. Assess the system conditions using visual observations, video surveillance and/or other comparable system inspection methods.
4. Maintain documents and recordkeeping of system evaluation and condition assessment inspections and activities.

EXCERPT: Attachment D, 8.3 Prioritization of Corrective Actions

1. The findings of the condition assessments and capacity assessments must be used to prioritize corrective actions. Prioritization must consider the severity of the consequences of potential spills.

EXCERPT: Consent Decree - Consolidated Case Nos. C 09-00186-RS and C 09-05684-RS - Page 106 of 217

1. Acute Defects. The District shall continue to Repair Acute Defects as soon as possible, but no later than within one Year of identification. For purposes of this Paragraph, an Acute Defect is defined as a failure in a Sewer Main in need of an urgent response to address an imminent risk of an SSO with a structural damage severity index (DSI) rating of 500 or greater obtained through CCTV inspection and condition assessment.

Existing Gravity Main Cleaning Work Plan Description

The District places a high value on its gravity main cleaning program. District staff performs gravity main cleaning for pipe diameters 18-inch and less. The District owns two Combination Hydro-Vac units. One is dedicated to the gravity main cleaning program while the other is primarily committed to the CCTV program.

The current cleaning goal is clean all pipes 18-inch in diameter and smaller on a one-year cycle. Staff indicated that this one-year interval has helped reduce the frequency of sewage spills and since they have the resources to clean at this pace, they will continue to do so. If the CCTV crew completes all the scheduled inspections prior to the end of a given quarter, they support the cleaning crews.

Gravity main cleaning is performed in a systematic manner. Cleaning crews work from quarterly maps, produced by the engineering department, they highlight the line segments due to be cleaned – based on the last cleaning date and the one-year cleaning cycle. The maps are geographically organized, which allows crews to work in an efficient manner by reducing driving time between setups.

Gravity mains identified as requiring higher frequency maintenance (six-months and less), known as Hot Spots, account for 6.7% of all gravity mains 18-inch diameter and smaller. These are cleaned on intervals specific to how the pipes have historically performed. Thirty-four (34) Hot Spots are cleaned on two-week intervals. Currently there are 256 gravity main lines identified as requiring high-frequency cleaning, totaling 53,502 feet (10.1 miles)

Large diameter pipes, greater than 18-inch, are cleaned by contracted services. There is no production goal set for this program. The District dedicates \$50,000 per year to this program, which dictates the amount of cleaning completed each year. Staff has indicated that they are not meeting the production requirements set forth in the Consent Decree.

As a measure to support the gravity main cleaning efforts, the District utilizes Mission Control, manhole level sensing devices to monitor the performance of certain problem line segments. These devices monitor the level of the sewer flowing through a manhole. When flows are disrupted and begin to back up, causing the sewage level to rise, the monitor sends an alarm indicating actions are required by staff to mitigate the issue, which is typically done by hydro-cleaning the line. This technology provides advanced warning of an eminent spill allowing staff to respond and prevent the spill.

District Best Practices

1. Identification of problem lines (Hot Spots) requiring more frequent cleaning.
2. Utilization of level sensing devices to monitor poor performing gravity mains and support cleaning efforts.

Improvement Focus Areas

1. Consider keeping track of and documenting challenges encountered for each set up, if any. Examples, traffic control needed, access issues like private property, easement access, etc. Since the District uses a quarterly scheduling method, it will be known in advance when crews will be returning to perform work on these lines/areas. Supervisors can act in advance to eliminate or mitigate these challenges allowing crews to focus on the scheduled work.
2. The one-year cleaning interval is based on staff's capabilities and resources. It should be based on pipe performance (actual condition). Staff, in some cases, is cleaning gravity mains that do not need to be cleaned, which is not a good use of limited resources. Efforts could be placed on other needed tasks.
3. District crews work from map pages that highlight line segments to be inspected. It does not appear there is a standard method for progressing through the system. Develop a standard procedure for performing work while progressing through map pages. The District has experienced and capable field staff that can develop these procedures, which will be used when new, less experienced staff are onboarded.

This helps ensure all staff are performing the work the same and the District is utilizing its limited resources in a safe and efficient manner.

4. The 34 lines that are cleaned every other Friday are cleaned with an inferior nozzle (Blue Star).
5. Efforts should be made to increase the amount of cleaning on large diameter pipes to meet the requirements of the consent decree.

Recommendations

6. Optimize resources. Consider increasing the standard cleaning interval beyond the current one-year return cycle.
 - a. Utilize recent CCTV inspection, work order, and spill records to determine the gravity mains without any defects and with good performance history.
 - b. This will reduce the amount of time spent performing this task and allow staff to focus on other maintenance needs.
7. Evaluate program for opportunities to improve efficiencies.
 - c. Consider a geographic evaluation of the mainline segments and grouping lines together to reduce travel time and traffic control set up time even if it means a one-time change in the cleaning interval.
8. Place a higher priority on gravity main inspections and less on gravity main cleaning. Develop a performance-based operations and maintenance program where inspections drive all other (scheduled) work. This will help ensure that work that needs to be done is being done when it needs to be done. Eliminate performing work sooner than need be or unnecessarily.
9. Establish daily production goals, for crews and periodically post results for all to view. It has been proven across industries and vocations, that setting realistic and meaningful goals increases for staff production.
 - d. Keep track of obstacles crews encounter that prevent meeting the daily goal and, if they persist, management can work adjust and eliminate them and improve efficiency.
10. Should use source control on what staff referred to as Asian Row. The District has an agreement with EBMUD for (FOG) source control.
 - e. The District should keep track of FSE Inspections results in their database.
11. The 34 two-week Hot Spots should be cleaned with a better nozzle, such as warthog or bulldog. Further, these should be re-evaluated with the TV after cleaning to determine if the return frequency and method of cleaning are appropriate.
12. Evaluate Hot Spots every five years, in coordination with the CCTV inspection cycle, to determine if cleaning intervals need adjusting or if the gravity main can be removed from the program.
 - f. NOTE: The Consent Decree allows for the elimination of Hot Spots. See page 106, beginning on line 23.

13. Ensure compliance with the Consent Decree regarding cleaning large diameter lines. Inform the Board of Directors additional money must be allocated each year to achieve the prescribed goal.

Regulatory Context

The State Water Board ORDER WQ 2022-0103-DWQ (Reissued WDR)

EXCERPT: Attachment D, 4.2 Preventive Operation and Maintenance Activities

1. A scheduling system and a data collection system for preventive operation and maintenance activities conducted by staff and contractors. The scheduling system must include:
 - a. Inspection and maintenance activities.
 - b. Regular visual and closed-circuit television (CCTV) inspections of manholes and sewer pipes.

EXCERPT: Attachment D, 7 Sewer Pipe Blockage Control Program

1. An identification of sanitary sewer system sections subject to fats, oils, and grease blockages and establishment of a cleaning schedule for each section.

EXCERPT: Consent Decree - Consolidated Case Nos. C 09-00186-RS and C 09-05684-RS - Page 106 of 217

1. Sewer Main Cleaning. The District shall clean a total of at least 211,200 feet of Sewer Mains per Fiscal Year, including repeats, and Sewer Mains less than eighteen (18) inches in diameter shall be cleaned at least once every five (5) years. Sewer Mains eighteen (18) inches or greater in diameter shall be cleaned on a ten (10) year or less cycle, unless an initial condition assessment indicates cleaning is not required, which shall, at a minimum, take into consideration any information concerning the accumulation of FOG, sediment, and debris derived from CCTV inspection or cleaning history.

EXCERPT: Consent Decree - Consolidated Case Nos. C 09-00186-RS and C 09-05684-RS - Page 106 of 217

1. Hot Spot Cleaning. The District shall continue its hot spot program of a minimum of 100,000 feet of lines cleaned annually, including repeat cleanings, at a six-month or less interval. This minimum amount may be reduced as Sewer Mains are Rehabilitated, or if the District experiences no SSOs in specific Sewer Mains for a consecutive three-year period and assessment indicates cleaning is not required in successive cleaning cycles. The District will propose and provide a basis for reductions of the minimum amount of hot spot cleaning as part of the Annual Report submitted pursuant to Section XVIII for EPA review and comment, after consultation with the Regional Water Board.

Existing Smoke Testing Work Plan Description

This program is currently facilitated and performed by East Bay Municipal Utility District (EBMUD) as part of the Consent Decree. The primary purpose of a Smoke Testing program is to identify sources of inflow, infiltration (I&I), including illicit connections to the sewer system such as storm drains and rain gutters from homes and businesses. Once identified, actions can be taken to eliminate or reduce the amount I&I into the system, which can improve pipe performance and lower treatment costs.

An annual smoke testing program was initiated in fiscal year 2004-05, with the intent to smoke test about 10% of the system each year. A proposed Inflow Identification and Reduction plan was submitted for approval to the USEPA in July 2010 and approved in December 2010. In August 2011, the USEPA approved the proposed schedule for the Inflow Identification and Reduction plan which was followed until 2014.

As required by the USEPA Consent Decree beginning in 2014, in lieu of further implementation of the Inflow Identification portions of the District's Inflow Identification and Reduction Plan, the District began cooperating with the EBMUD implementation of the Regional Technical Support Program (RTSP) to identify and characterize sources of Inflow and Rapid Infiltration and eliminate the High Priority Sources.

District Best Practices

1. Participating in an Inflow and Infiltration (I&I) program to help identify sources of I&I.

Improvement Focus Areas

1. Address sources of infiltration identified during CCTV inspections. The State Water Board WDR requires that agencies identify sources of I&I.
 - a. Staff has indicated the primary focus during CCTV inspections are on pipe structural issues and does not place attention on I&I.
 - i. This is a missed opportunity to provide valuable information to EBMUD, which would serve as a quality control component for the RTSP. In addition, this source of water entering the sewer system is unlikely to be discovered by Smoke Testing operations.
2. Improve and implement a manhole inspection program. This will help identify low-lying manholes that are more susceptible to inflow during rain events.

Recommendations

14. Reevaluate the priority placed on infiltration identified during CCTV inspections.

Regulatory Context

The Water Board expects that agencies are being proactive when addressing I&I.

Excerpt: Attachment D, 8.2

Capacity Assessment and Design Criteria - The Plan must include procedures to identify system components that are experiencing or contributing to spills caused by hydraulic deficiency. The capacity assessment must include:

1. Capacity of flood-prone systems subject to increased infiltration and inflow, under normal local and regional storm conditions;
2. Capacity of systems subject to increased infiltration and inflow due to larger and/or higher-intensity storm events as a result of climate change;

Excerpt: Findings, 3.2.3, Proactive Sanitary Sewer System Management to Eliminate Spill Causes

1. Infiltration can contribute to capacity deficiencies.

Excerpt: Findings, 3.2.5 Proactive Sanitary Sewer System Management to reduce Inflow and Infiltration.

EXCERPT: Consent Decree - Consolidated Case Nos. C 09-00186-RS and C 09-05684-RS - Page 99 of 217

1. For the duration of the Consent Decree, the District shall implement the programs set forth in its SSMP and AMIP for controlling SSOs and reducing I&I. In addition, the District shall implement the Work set forth in this Section to accomplish the goal of eliminating SSOs and further reduce I&I. The District shall revise its AMIP as necessary, so that it is consistent with the requirements of this Section, and to ensure that Repair and Rehabilitation projects continue to be adequately identified and planned for.

Existing Root Control Work Plan Description

The District's Root Control Plan is performed by contracted services. The District commits \$80,00 per year to this endeavor. The primary method for root control is the chemical root foaming process. An herbicide is mixed with a foaming agent and introduced into gravity mains (manhole-to-manhole) that have been identified as having significant root intrusion. The foam expands inside the pipe in a manner that causes the herbicide to contact the

entire inside perimeter of the pipe ensuring the herbicide contacts all roots that have entered the pipe. In a short time, the herbicide kills the roots, greatly reducing the likelihood the roots will negatively affect the performance of the pipe. The District has each gravity main in the Root Control Plan on a 3-year return cycle, completing about 40,000 feet of pipe each year. Staff has indicated this has proven effective because the number of sewer spills caused by root intrusion has been reduced.

Gravity mains that have root intrusion throughout are sometimes completely replaced using the pipe-bursting method. The existing pipe is replaced with a pipe made of High Density Polyethylene (HDPE), which is a flexible (plastic) pipe that typically does not crack and has welded joints, which leaves no place for roots (or ground water) to enter.

District Best Practices

1. Administering a Chemical Root Control Program
 - a. A very cost-effective way to manage root intrusion in a sewer collection system
2. Reducing the number of spills caused by root intrusion
3. Replacing gravity mains with significant root intrusion throughout the pipe
 - a. Improves pipe performance
 - b. Reduces maintenance costs, and frees-up resources
 - i. Allows field staff to place attention on other maintenance activities

Improvement Focus Areas

1. Perform CCTV audit inspections 2 to 4 months after the herbicide has been applied to confirm effectiveness.
 - a. It is not necessary to inspect all gravity mains in the program. Select a percent of the gravity mains in the program, as determined by staff, to get a good idea of the need to pre-cut roots.
2. Periodically utilize CCTV inspection to evaluate, gravity mains included in the Chemical Root Control Plan to determine if they should remain in the program or be removed
 - a. Staff indicated the practice of cutting the roots prior to the chemical application has been discontinued. The QC CCTV inspection will help determine whether there is a need.
3. After the root control chemical has been applied, the District does not perform quality control inspections to ensure effectiveness of the process.

Recommendations

15. Memorialize the Chemical Root Control Program in a written Work Program
16. Develop a procedure for adding and removing gravity mains from this program. This will help with continuity when there is employee turnover.
17. Conduct periodic site inspections during application to ensure that contractor is performing work correctly.
18. Conduct post-treatment inspections of treated gravity mains to evaluate effectiveness of the chemical process. This is generally done by CCTV inspecting a small percent/representative sample of the treated gravity mains.
 - a. This holds the contractor accountable and helps ensure the District is getting what it paid for.

Regulatory Context

Excerpt: Findings 3.2.3 Proactive Sanitary Sewer System Management to Eliminate Spill Causes.

1. Many spills are preventable through proactive attention on sanitary sewer system management using the best practices and technologies available to address major causes of spills, including but not limited to: Tree Roots

Excerpt: Attachment D, 4.2

1. The data collection system must document data from system inspection and maintenance activities, including system areas/components prone to root-intrusion potentially resulting in system backup and/or failure.

Excerpt: Provisions 6.1.6

1. Consistent with the State Water Board Enforcement Policy, when considering Water Code section 13327 factors, the State Water Board or a Regional Water Board may consider the Enrollee's efforts to contain, control, clean up, and mitigate spills. In assessing the factors, the State Water Board or the applicable Regional Water Board will consider:
2. Preventive maintenance (including cleaning, root grinding, and fats, oils, and grease control) and source control measures,

EXCERPT: Consent Decree - Consolidated Case Nos. C 09-00186-RS and C 09-05684-RS - Page 106 of 217

1. Root Control. The District shall continue its root control program of chemically treating with foam a minimum of 40,000 feet of Sewer Mains annually on a three-

year rolling average to control excessive roots. This minimum amount may be reduced as lines are Rehabilitated or CCTV assessment indicates there are no longer excessive roots requiring treatment. The District may propose and provide a basis for reductions of the minimum amount as part of an Annual Report submitted pursuant to Section XVIII, for EPA review and approval, after consultation with the Regional Water Board.

Existing Training Plan Description

For this evaluation, consultants primarily focused on the training required by the State Water board, WDR, which focuses on the WDR, the District's Spill Emergency Response Plan, and required reporting procedures.

Generally, the District's training methods include

- Periodic review of standard operating procedures (SOPs)
- Hands-on training
- Drills.

The basis for the training is written Standard Operating Procedures (SOPs), if one has been developed. Otherwise, the basis for training is Tribal Knowledge, generally provided by a supervisor or senior, experienced employee.

The District provides regular training on its Spill Emergency Response Plan (SERP) and on SOPs that have been developed to support the SERP. The training involves a review of the SERP and SOPs, hands on training for:

- Spill Volume Estimations
- Sewage Spill Containment
- Pump Station Bypass.

The Current Sanitary Sewer management Plan (SSMP) states the following:

"The District is a member of the California Sanitation Risk Management Authority (CSRMA), a risk pool with 62 other sanitary districts. One of the services provided by CSRMA is an extensive set of on-line training modules and continuing education courses known as Target Solutions that fulfill both the safety and technical recertification requirements for wastewater professionals.

In addition, collection system workers participate in bimonthly tailgate safety trainings, as well as on-going "on-the-job" training efforts. District staff regularly train on standard

procedures and other special programs on an ongoing basis including spill response, spill volume estimation, traffic safety, bypass pumping, CPR/First Aid, and confined space entry. Collection System and Engineering staff also participate in California Water Environment Association (CWEA) programs and vendor-sponsored training courses.”

Training documentation generally consists of a signature sheet that includes the title of the training, the date of the training, and signatures of those who participated. The Maintenance Superintendent determines if staff is capable and qualified to perform the task trained on.

District Best Practices

1. Providing regular training on the Spill Emergency Response Plan
 - a. Including Drills helps ensure compliance with State WDR requirements
2. Participating in the CSRMA Target Solutions program
3. Using SOPs as a basis for training

Improvement Focus Areas

1. The District has not identified ahead of the regular training what the learning objectives and key talking points are that will be covered during the training, Such as, but not limited to, for the SERP; Response Procedure/checklist, Containment, Photos, Start Time Determination, Volume Estimation, Property Damage, Sampling, Notification/Reporting, Field Documentation ...etc.
 - a. This should be in place for every training event to ensure that important information is reviewed and not skipped over. This can be accomplished with a PowerPoint presentation or simple syllabus checklist
 - b. This should be attached to the completed sign in sheet to better document what was covered
2. The District does not have a standard method for qualifying trainees to ensure they gained the knowledge or can competently perform the task.
 - a. For hands-on training and drills, the Operations Superintendent performs a general evaluation.
 - i. This should be a more formal process that includes criteria for demonstrating competency and knowledge retention
3. The District does not train on CIWQS reporting procedures as required by the State Water Board WDR
4. SOPs need to be developed for all tasks and equipment

Recommendations

19. Develop a Standard Operating Procedure for reporting spills to the California Integrated Water Quality System (CIWQS) database for reporting spills and other water quality issues) The procedure should include:
 - a. Review and verification of field documentation submitted by spill response personnel
 - b. Identification of Data Submitters and LRO's and their duties in this process
 - c. Any Quality Assurance/Quality Control measures the District employs
 - d. Timelines and expectations for those involved in the process.
 - i. Provide regular training for involved personnel
 - ii. Document training
20. Develop SOPs for all tasks and equipment operation
 - a. Involve your field staff in this process
 - i. This will help with employee engagement and succession planning.
21. Improve documentation. The documentation should include, in addition to the information the District already includes:
 - a. The basis for the training
 - b. The training method used
 - c. Training materials/equipment utilized
 - d. Indication whether the trainees gained the knowledge delivered or competence performing the task

Regulatory Context

Excerpt: Attachment 4.4.3 Training

1. In-house and external training provided on a regular basis for sanitary sewer system operations and maintenance staff and contractors. The training must cover:
 - a. The Requirements of this General Order
 - b. The Enrollee's Spill Emergency Response Plan and Practice Drills
 - c. Skilled estimation of spill volume for field operators; and
 - d. Electronic CIWQS reporting procedures for staff submitting data.

The Work Practices below are not included in the Current SSMP.

This information was obtained through the staff interview process.

Current Manhole Inspection Practices

Manholes are inspected during CCTV inspections. During the CCTV setup, a video recording is made of the inside of the manhole while the camera is being lowered into the manhole. Due to the way CCTV inspections are performed, a setup does not occur at all manholes, therefore, not all manholes are inspected.

If defects are noted by staff during this process they are verbally brought to the attention of a supervisor.

The crews performing gravity main cleaning operations inspect manholes in a similar manner. Each manhole opened is visually inspected and defects are verbally reported to a supervisor accompanied by a photo. Not every manhole is opened during cleaning operations.

District Best Practices

None

Improvement Focus Areas

1. There is no standard manhole inspection procedure.
 - a. Develop a way to consistently inspect and document findings, even if no defects are indicated
 - i. The current documentation practice does not allow for trending
 - ii. The current documentation practice is not conducive to developing manhole rehab projects or monitoring defect progression
2. Every inspection should be documented, even if there are no defects or other corrective action needed.
 - a. Staff has a manhole inspection form that provides the person inspecting the manhole through the process and serves as documentation of the effort and the findings. Staff has indicated they do not currently use the form.
3. Not all manholes are inspected, currently. At some point they need to be.
4. The (verbal) process to report defects to supervisors is inadequate and increases the likelihood that information is not properly conveyed or otherwise lost.
5. CCTV inspection staff video records the inside of the manhole during the camera installation process while performing video inspections of the gravity mains. The reason for this is to be able to use the video to evaluate the condition of the

manhole. The consultants were able to view one video of this process and staff indicated this video is typical of how the procedure is practiced. The way the recording is made does not allow for inspection of the manhole condition, as the camera is quickly lowered into the manhole and there does not appear to any intent to capture a video that could be useful for inspection purposes.

Recommendations

22. Develop a standard procedure for scheduling and performing manhole inspections.
 - a. Utilize the inspection form already developed. This form includes items and conditions to be inspected. Ideally, this form can be accessed via tablets in the field.
 - i. This information should be maintained in a manner where it will be readily available and can be used for planning future repair, rehabilitate, and replacement work
23. Develop a SOP for video inspection of manholes.
 - a. The procedure should be developed in a way the recording could be used to evaluate the condition of the inside of the manhole, much in the way an inspection is performed in the field.
24. Determine an appropriate inspection return interval
25. Ensure all manholes are being inspected.
26. Train field personnel on the Manhole Inspection Standard Procedure

Regulatory Context

EXCERPT: Attachment D, 4.2 Preventive Operation and Maintenance Activities

1. A scheduling system and a data collection system for preventive operation and maintenance activities conducted by staff and contractors. The scheduling system must include:
 - a. Inspection and maintenance activities.
 - b. Regular visual and closed-circuit television (CCTV) inspections of manholes and sewer pipes.

EXCERPT: Consent Decree - Consolidated Case Nos. C 09-00186-RS and C 09-05684-RS -
Page 100 of 217

1. When the District inspects a Sewer Main, it shall also inspect all Maintenance Holes associated with that Sewer Main.

EXCERPT: Attachment D, 7 Sewer Pipe Blockage Control Program

1. An identification of sanitary sewer system sections subject to fats, oils, and grease blockages and establishment of a cleaning schedule for each section.

EXCERPT: Attachment D, 8.1 System Evaluation and Condition Assessment

1. Identify and justify the amount (percentage) of its system for its condition to be assessed each year
2. Assess the system conditions using visual observations, video surveillance and/or other comparable system inspection methods.
3. Maintain documents and recordkeeping of system evaluation and condition assessment inspections and activities.

EXCERPT: Attachment D, 8.3 Prioritization of Corrective Actions

1. The findings of the condition assessments and capacity assessments must be used to prioritize corrective actions. Prioritization must consider the severity of the consequences of potential spills.

Current Work Scheduling Practices

The District does not use a traditional Computerized Maintenance Management System (CMMS) to schedule and document work. The District has developed several Microsoft Access databases to schedule work and document work completed. Databases developed include CCTV inspections, gravity main cleaning, service calls, permits/inspections, and Capital Improvement Work (CIP), performed by contracted services.

Staff has determined return intervals for routine work like CCTV inspections and gravity main cleaning. Return intervals are determined by staff, typically based on historic performance of a line segment, and the interval is the optimal time in between the performance of a work task. For example, if staff has determined that in order for a line segment to perform satisfactorily, it must be cleaned every 12 months, the return interval is 12 months. Based on this, and using the District's system maps, engineering produces quarterly maps that highlight the line segments in need of work. This is based on the last date the work was performed on the line segment and the return interval for the work task. This process is used for CCTV inspections and cleaning of gravity mains.

Manhole inspections are not specifically scheduled. These inspections are performed ancillary to CCTV inspection and cleaning work. There is no established return interval for this task. Repair work performed by contracted services is scheduled in accordance with the contract and documentation of the completed work is maintained in the Permit database.

The District engineer is responsible for the development and maintenance of the various databases. The District engineer can link the various databases and generate reports.

District Best Practices

1. The District has a scheduling system for routine work and utilizes databases for documenting work completed.

Improvement Focus Areas

1. There is only one person on staff that has the aptitude to manage the databases. The possible consequences and disruptions to District work programs and workflow could be negatively impacted.
 - a. Failure to meet regulatory requirements
 - b. Inability to produce the Quarterly Schedules
 - c. Inability to develop new databases and link databases for reporting purposes
 - d. Inability to generate reports and utilize the data already collected
2. There does not appear to be a formal process to evaluate and modify schedules as outlined in the Consent Decree pages 107-112 of 217

Recommendations

27. Standard Operating Procedures should be developed and at least one additional staff person should be trained to perform the basic tasks related to the databases.
28. Ensure continuity of operations for scheduling and documenting work performed
 - a. For immediate consideration for the current databases, develop SOP for;
 - i. Generating the Quarterly Schedules
 - ii. Reporting
 - b. Train at least one other person on staff to manage the current databases or use contracted service to bridge the gap in the event a capable District staff are not available.
 - c. For immediate considerations:
 - i. Evaluate different Computer Maintenance Management Systems (CMMSs)
 - CMMS developers have worked with many agencies over the years and have listened to their needs and have addressed

them in their systems. These features are included in their current versions and available to all users.

- When an agency creates from within, they often are not aware of the different possibilities. There is a concern that these agencies continue to do things because that's how they have always done things.
 - This practice stifles innovation and can stunt the growth of the agency and leave it behind
- ii. Determine which CMMSs would best suit the District (if the District decides to move away from the current system)
 - Converting to a standard CMMS will allow more staff to utilize the scheduling and documentation processes and be empowered to perform tasks that would lead to work task efficiencies and higher employee engagement
 - The CMMS vendor can provide support
 - There are many Computer Maintenance Management Systems available that can track and schedule all activities in one database
- d. Moving to a CMMS would reduce reliance on a single person, which is the current practice.
- i. Budget for the purchase and implementation of the CMMS.
 - If the District elects to go in this direction, it should know it is a long and expensive process to make the transition. It will help the District move forward.

29. Ensure that changes to work schedules comply with Consent Decree requirements including capturing them in the Annual Report required by the Consent Decree

Regulatory Context

See attachment D, 4.2

EXCERPT: A scheduling system and a data collection system for preventive operation and maintenance activities conducted by staff and contractors. The scheduling system must include:

1. Inspection and maintenance activities;
2. Higher-frequency inspections and maintenance of known problem areas, including areas with tree root problems;

3. Regular visual and closed-circuit television (CCTV) inspections of manholes and sewer pipes.
4. The data collection system must document data from system inspection and maintenance activities, including system areas/components prone to root-intrusion potentially resulting in system backup and/or failure.

EXCERPT: Consent Decree - Consolidated Case Nos. C 09-00186-RS and C 09-05684-RS - Page 99 of 217

1. The District shall revise its AMIP as necessary, so that it is consistent with the requirements of this Section,

EXCERPT: Consent Decree - Consolidated Case Nos. C 09-00186-RS and C 09-05684-RS - Page 106 of 217

1. The District may propose and provide a basis for reductions of the minimum amount (*root control*) as part of an Annual Report submitted pursuant to Section XVIII, for EPA review and approval, after consultation with the Regional Water Board.,
2. The District will propose and provide a basis for reductions of the minimum amount of hot spot cleaning as part of the Annual Report submitted pursuant to Section XVIII for EPA review and comment, after consultation with the Regional Water Board.

Current Lift Station Practices

The District operates two sewage pump stations. Mission Control devices are used for monitoring the water level in the wet wells and for monitoring and sending alarms. The District maintains spare pumps for each station, for use when a pump fails.

Each station is checked, by District staff, once per week (Thursdays.) Staff uses a form to guide the inspector through the inspection process and to document findings. Wet wells are cleaned on an as-needed basis as determined by staff.

Contracted services (Shape Pumps) perform annual pump station inspections. Staff schedules these inspections each year. Generally, inspections include:

- Pulling pumps for visual inspection
- Inspection the Control panels.
- It is documented in the service agreement what specific tasks are to be performed.

District Best Practices

1. Periodic inspections of pump stations
2. Maintaining spare pumps for emergency

Improvement Focus Areas

1. The Pump Station Log Form is general. It does not provide specific detail about inspection and maintenance actions taken.
 - a. Inspection findings are only documented in the General Comments field, which makes it difficult to do trending analysis on findings and actions taken.
2. The Pump Station Log Form includes both pump stations of the same form, but only one place to provide comments, leaving it up to the person completing the form to make clear which station is being referred to.
3. The Pump Station Log does not include a rating system for defects found.
 - a. Example, there is a field for “Check Grease Level,” but no place to indicate what the grease level was.

Recommendations

30. Improve/update Pump Station Log Form
 - a. To better detail findings and actions taken.
 - b. Develop a rating system for defects found
 - c. Provide more fields so specific details of actions taken and inspection findings can be better maintained in the database.
31. Develop a Standard Procedure for performing pump station inspections
 - a. Train staff on these procedures
32. Maintaining more specific inspection detail will help with:
 - a. Trending data
 - b. Performing condition assessment
 - i. Better understanding of where the lift station is in its lifecycle
 - c. Understanding pump station performance

Regulatory Context

Excerpt: Findings 3.2.3 – Proactive Sanitary Sewer System Management to Eliminate Spill Causes.

1. Infrastructure deficiencies and failures, including but not limited to:
 - a. pump station mechanical failures;

Current Force Main Maintenance and Inspection Practices

None

District Best Practices

None

Improvement Focus Areas

1. The District needs to be more proactive regarding force mains. The spill data submitted to the Water Board's database indicates that 90% of the total gallons of sewage spilled throughout the state is related to lift stations and the force main is a component of a lift station. Should the District experience a force main spill event, the District would not be able to defend the position that a force main program is not needed.

Recommendations

33. Utilize consultants to perform condition assessment and/or a risk assessment on the District's two force main pipes.
34. If the force main pipe material is metallic, evaluate the need for cathodic protection of the pipe.
35. Develop an Air Release Valve (ARV) maintenance program

Regulatory Context

The State Water Board ORDER WQ 2022-0103-DWQ (Reissued WDR)

EXCERPT: Attachment D, 7 Sewer Pipe Blockage Control Program

1. An identification of sanitary sewer system sections subject to fats, oils, and grease blockages and establishment of a cleaning schedule for each section.

EXCERPT: Attachment D, 8.1 System Evaluation and Condition Assessment

1. Identify and justify the amount (percentage) of its system for its condition to be assessed each year

2. Assess the system conditions using visual observations, video surveillance and/or other comparable system inspection methods.
3. Maintain documents and recordkeeping of system evaluation and condition assessment inspections and activities.

EXCERPT: Attachment D, 8.3 Prioritization of Corrective Actions

1. The findings of the condition assessments and capacity assessments must be used to prioritize corrective actions. Prioritization must consider the severity of the consequences of potential spills.

Current Easement Practices.

It is stated in the current SSMP 28% of gravity mains are in easements. These are primarily backyard easements. According to staff, the District does not have easement roads that it is responsible to maintain. The staff interview revealed current practices.

Current Practices:

Field staff access backyard easements as needed. Most property owners with easements are familiar with the District maintenance operations and allow access, even without advanced notice. There have been some occasions when staff could not access a backyard easement over the years.

For circumstances where there are gates with locks, the District offers to provide a key to the property owner for a District-issued lock for the gate. Staff indicated most property owners have been open to this.

Field staff focus on maintenance for facilities in easements when there are staffing shortages. When one of the four field staff is absent from work, field crews shift their attention to facilities in backyard easements. It is not feasible or practical to get the maintenance equipment (combination hydro-vac trucks and CCTV Vans) to the manholes in these easements. This equipment must be parked some distance from the manhole and the hose or camera, or other equipment must be carried or dragged in on foot and by hand. A third person is required for this task.

The District's ordinance 1793-0602 requires property owners with sewer easements on their property to maintain access. This information is available on the District website [Stege Sanitary District - Sewer Easement](#).

District Best Practices

1. Staff has generally developed good relationships with property owners
2. Attempts have been made to standardize lock for gates
3. Providing easement requirement information to property owners via the District Website.
4. Addressing access through Ordinance 1793, which requires property owners with sewer easements to maintain access for staff to District sewer facilities.

Improvement Focus Areas

1. There is no formal Easement Program.
 - a. And no established SOPs
2. Make efforts to ensure 24-hour access for responses to overflow events
 - a. Should practical access not be available during a spill event, it would be difficult to defend current practices from a regulatory standpoint.
3. Improve communication with property owners to help ensure they are aware of their responsibilities
 - a. This is especially necessary for new property owners, as the sewer easements are not recorded on the deeds for all properties.

Recommendations

36. Develop a formal Easement Program
 - a. The best time to do this is when things are going well.
 - i. Should the District experience a spill in an easement and not be able to access the sewer facilities to rectify the issue, the lack of a valid, proactive program in place would be a regulatory liability for the District.
 - ii. Train staff on the program and SOPs
37. Create a handout/doorhanger that details property owner requirements and responsibilities.
 - a. Each occasion staff cannot access a property, this handout/doorhanger should be left for the property owner.
 - i. This is a proactive approach to improving access
38. Evaluate each line segment in backyard easements for opportunities to improve the circumstance.

- a. Look for opportunities to realign the pipe to a location that is more accessible
- b. Adjusting maintenance and inspection intervals based on performance. This may reduce the need to access the lines as frequently.
- c. Perform repairs, when applicable, to improve performance and reduce maintenance and inspection efforts
- d. Develop a program to install bolt down lids to reduce the chances of illicit discharges into the sewer system
 - i. Staff has indicated this is not a problem, but it would be a liability to the District if these circumstances were to occur.
 - ii. Illicit discharges could be occurring without District knowledge

Regulatory Context

EXCERPT: Attachment D, 3 Legal Authority

The Plan must include copies or an electronic link to the Enrollee's current sewer system use ordinances, service agreements and/or other legally binding procedures to demonstrate the Enrollee possesses the necessary legal authority to:

1. Ensure access for maintenance, inspection, and/or repairs for portions of the service lateral owned and/or operated by the Enrollee;
2. Enforce any violation of its sewer ordinances, service agreements, or other legally binding procedures; and
3. Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable

Current Pipe and Manhole Repair Practices

A "Spot Repair" is a targeted fix that resolves an isolated issue (like a single crack, rooted joint, offset joint) without replacing the entire pipeline. The need for this type of repair is generally determined by the Superintendent. The District has allocated an annual budget for this work and utilizes contracted services to complete the work.

More extensive repair work is determined by the District engineer and is generally based on the scores for the defects as determined by the CCTV inspection process. CCTV operators flag problems they want engineering to evaluate for repair. In addition, a query is used to filter the CCTV defect data to help locate the problem areas. In both cases, the District

engineer reviews and evaluates the data and determines the need for repair, priority, and the repair method.

For defects that require more than a point repair, the District generally elects to replace the pipe (manhole-to-manhole) using the pipe bursting method, which results in a new pipe replacing the existing pipe. The new pipe material is generally High Density Polyethylene (HDPE), a type of plastic, with welded joints, which reduces the chance of infiltration and root intrusion.

District Best Practices

1. Establishing an annual budget line item and a service agreement for the smaller, more common pipe repairs
2. Ensuring funding for the Capital Improvement projects.
3. Involving field staff in the process to flag problem pipes
4. Addressing problems when found – dynamically adjusting priorities

Improvement Focus Areas

1. All work should be tracked in work orders.
 - a. This allows for easy access to data for analysis

Recommendations

39. Perform a Cost Benefit analysis, street overlay coordination

Regulatory Context

Excerpt

Attachment D, 8.3. Prioritization of Corrective Action

1. The findings of the condition assessments and capacity assessments must be used to prioritize corrective actions. Prioritization must consider the severity of the consequences of potential spills.

Excerpt

Specifications 5.19, Operation and Maintenance

1. To prevent discharges to the environment, the Enrollee shall maintain in good working order, and operate as designed, any facility or treatment and control system designed to contain sewage and convey it to a treatment plant.

Capital Improvement Program (CIP)

A typical Capital Improvement Plan (CIP) for a public utility includes a prioritized list of projects to be completed, a schedule for completion and a funding source. The District has a 2015 Asset Management Implementation Plan (AMIP). The AMIP includes a condition-based repair and replacement plan, with a prioritization component and a reference to a 10-year Financial Plan that indicates funding available each fiscal year. What was not found in the document was a schedule for completion of work, based on established priorities, which is required by the state waterboard's WDR. The state Water Board's WDR, requires project schedules including dates for all portions of the capital improvement program.

District staff maintains a list of (prioritized) gravity mains to be replaced. The prioritization of these projects is dynamic. New pipe condition discoveries made through CCTV inspections will sometimes alter already-established priorities. Higher priority repairs/replacements move to the front of the line. The state Water Board does not dictate method or manner. It is up to the Agency to meet the standard in an effective manner.

Operations staff are included in the new development project approval process as related to the maintenance of the proposed facilities.

The District has been utilizing a multi-year, unit cost contract for pipe replacement projects. It was executed July 2022. Staff has indicated this is the fifth year using the same contractor. Staff offers the contractor flexibility for scheduling this work, allowing the contractor to work around their schedule if the goals set by the District engineer are met. Staff believes this practice saves the District money, as the unit cost pricing remains relatively low.

District Best Practices

1. Continuous evaluation of the gravity main system to feed the AMIP
2. Maintaining up-to-date prioritization of projects to be completed
3. Joint coordination between operation and maintenance staff, and engineering staff/consultants during planning, design, and construction of capital improvement projects

Improvement Focus Areas

1. The AMIP does not appear to address lift stations
2. The AMIP is dated 2015.
 - a. Typical CIPs are generally updated every 5 to 10 years
3. The AMIP does not include project schedules and completion dates.

Recommendations

40. Develop and maintain a written narrative to describe the AMIP and how it meets the state water board requirements the Capital Improvement Plan.
 - a. Currently it appears only one staff has an understanding of the document
41. Include the District's two sewer lift station in the AMIP.
 - a. Evaluate the District's two sewer lift stations to determine lifecycle status.
 - i. Project future costs to rehabilitate/replace
 - ii. Implement measures to ensure funding will be available
 - iii. Periodically monitor and adjust projections, if needed.
42. Establish schedules for all projects listed in the AMIP.
 - a. Staff can establish annual schedules for work to be completed.
 - i. Identify which gravity mains will be completed each year.
 - ii. Schedules can be adjusted.
 - When a plan is adjusted, the Water Board expects the agency can provide a justification.
 - Document changes and justifications
43. Establish a policy for the number of years the same contractor can be used for multi-year contractors before putting the contract out to bid again.
 - a. It is good practice to ensure the District is getting the best, competitive pricing.

Regulatory Context

WDR Attachment D, 8

1. D, 8.1 System Evaluation and Condition Assessment
2. D, 8.2 Capacity Assessment and Design Criteria
3. D, 8.3 Prioritization of Corrective Action
 - a. D, 8.4 Capital Improvement Plan

Board of Director Interviews

Consultants conducted interviews with three (3) of the five (5) current Board members. The questions asked and the responses to the questions are listed Below.

Questions:

1. Describe what you believe your role is as a Director

- a. Public oversight, Ensure policies meet public expectations and needs, Oversee rates and charges, For other issues, try to cast policy that they expect the GM to adhere to, Ensure District is meeting Consent Decree / I&I permits
- b. Set Policy, Make high level decisions about how to prioritize projects, spending and work
- c. Fiscal responsibility, Set policy and Direction

2. What is your vision for the District?

- a. To be an economical sewer collection agency, Meet all requirements (be compliant), Be a good organization and good neighbor and help the City and community
- b. The District is currently in transition, wants the District to be at the forefront of technology and research, think differently and advancing new solutions, The District used to do this and has a unique opportunity to accomplish this again because it is a single-service utility providing sewer collection services only
- c. We had a golden era, people knew our name, The District was a leader and innovative, it came up with different ways of reducing I&I, now everything has stopped, we went from leader to lagger, now we do just the minimum,

3. Please share with us your perspective regarding regulations affecting the District

- a. Doesn't like being pushed to by regulators to replace sewer pipe in a 50-year cycle. The District can do the job better its way at a lower cost than following the EPA guidelines
- b. Would like to look beyond the Consent Decree, wants to know better how the District will move forward after the Consent Decree expires, Recognizes it is difficult for small agencies to keep up with regulations and is concerned about it.
- c. Regulations should have a reason why they are in place, they are not always the best crafted, streamline and efficient, Understands why the District is being highly regulated (I&I), wants the District to get ahead of regulations to reduce costs.

4. Please share your perspective regarding income and expenses at the District.

- a. Likes balance, Set rates based on what is needed to operate the system, maintain adequate reserves (8 months),
- b. Likes that they are not too far off, the Public is generally happy with what the District does – wants this to continue, Pushing to get more work done with the money the District has, would like to see the District get more done than it has to this point.
- c. Income is stable based on fees over the next 5 years, Expenses have been hard for the Board Members to understand, the Board has asked for better accounting – budget actuals, it has been difficult to get information, from the GM and financial group, wonders if expenses are being categorized correctly in the ledger, more concerned about underspending – have not invested in fleet, buildings, computers and IT, there is a lack of clarity around expenses

5. What are your expectations of District staff?

- a. Follow Board direction, work well with EPA, Provide good service to customers, Keep the Board informed of what they need
- b. Be professional, be respectful of customers and each other, Be open to change and expressing their b=needs to the Board, Understand how a public agency woks/operates, Understand that the public comes first, understand staff doesn't have a say on policy,
- c. Be professional, Ambassadors to the public, Follow Safety Requirements

6. What concerns do you have currently and going forward regarding the District?

- a. That the Board, operations and engineering staff and management get along, Correct current problems such as – financial reporting is inadequate, old computers need to be replaced, financially, the District is only keeping up with the Consent Decree, getting pushback from staff on Board direction
- b. Lots of issues have been brought to the Boards attention such as safety, recordkeeping, computer system security – all near-term issues that should be resolves sooner rather than later, SSD is a small agency in a complex world – should consider contracting some tasks for better expertise – such as human resource function
- c. Supervisory staff needs to let go of some past practices and look to be more innovative and creative, have been operating in autopilot for 2 decades, The Board and the GM want change and understands change can be hard – staff needs to follow board and GM direction.

7. What is your perception of how well operations and maintenance are going at the District?

- a. Have had recent problems, Having fewer spills, customers not complaining, O&M seems to be alright, replacement of sewer pipes seems to be slower than expected – thought the District could get ahead of the requirements –

that has not been the case, crew relations with Management has been poor, crew relationship with the Board has been absent,

- b. Functionally it is going pretty well, there has been some loss in production the past 6 months, Staff is knowledgeable, comfortable staff is doing their work and doing a good job
- c. Mixed bag, they do their current work which is implementing the Consent Decree and Hot Spots, Generally the District does not have big problems, staff response times to customer service calls are good, staff has not shifted to a sub-basin approach to maintenance – they seem hostile to the thought

8. What is your perception of how well the engineering function is going at the District?

- a. Pipe replacement is going slower than expected, prior manager had adequate engineering capabilities in-house, including in-house inspections and construction management, now engineering is not listening to the Board, Need stronger engineering help
- b. Hard to say, not enough information, Not sure what the engineering department is actually doing, the Board has been asking for things – such as including laterals along with other replacement work – it isn't getting done, engineering is not on board with the direction the Board wants to go, Engineering is not providing feedback to the Board.
- c. The District does not appear to do much engineering, work is getting done slowly, Engineering is not showing a lot of leadership

9. What do you believe is the biggest knowledge or talent gap at the District?

- a. Need a registered engineer, need better in-house knowledge of the WDR, Computers are outdated, has concerns about accounting – has suggested the District hire a CPA, Supports staff reaching out to cover gaps
- b. Big gap with what is going on with finance, Technical gap between engineer and GM, not sure if engineering staff is providing GM with information needed about the District
- c. Not a gap, but a culture problem, Staff is capable of doing their jobs, wants an innovative District, wants people excited about experimenting, curious, innovative – currently staff is maintaining the status quo, staff culture is different than the Boards – the Board represents the public and that is where the culture should begin.

Recommendations

- 44. Establish Board expectations and hold staff accountable for meeting the expectations.
 - a. This can be done through:
 - i. Review and update, if necessary, the District's Mission Statement

- An agency's Mission Statement is a concise declaration that defines its core purpose, what it does, who it serves, and why it exists. It acts as an operational guideline, aligning the team on daily goals and guiding strategic decision-making
 - ii. Develop A Vision Statement for the District
 - An agency's Vision Statement is a forward-looking declaration of its ultimate, long-term goals. It describes the ideal future impact it wants to achieve in its industry and for the public it serves, and provides direction for all strategic planning
 - iii. Establish a set of Core Values for the District
 - An agency's Core Values are the fundamental, ethical beliefs that drive the agency's internal culture and identity.
 - iv. Develop a Strategic Plan
 - A Strategic Plan is a multi-year roadmap that aligns the organization's resources, workforce, and technology with its core mission to provide safe, reliable, and cost-effective services. It bridges day-to-day operations with long-term community, environmental, and regulatory goals
 - Helps engage employees, as they learn to see what they do day-to-day fits into the bigger picture of what the District is trying to achieve.
 - v. When the Board provides direction to staff (GM), it should be captured in writing, and staff should provide updates on progress in implementing the Board's direction by providing reports to the Board
45. Evaluate staff and other District resources to determine if there is a need to increase staff or support current staff using contracted services to fill aptitude and knowledge gaps.
46. Develop a Succession Plan for the District
- a. A Succession Plan is a risk-management strategy designed to identify, train, and develop current employees to fill key leadership and highly specialized technical roles when vacancies occur.
 - i. It prevents service disruptions and preserves critical institutional knowledge
 - ii. Helps to engage staff, as they see opportunity, something to strive for, a reason to do more than expected.

Review Spill Emergency Response Plan (SERP)

The District's current Spill Emergency Response Plan (SERP) was reviewed, from a high level, to determine if it meets the minimum requirements set forth in Attachment D, 6 of the state Water Board's WDR.

There is information in the current SERP that speaks to the previous WDR requirements. This should be cleaned up, as not all of it applies to the current regulations.

A SERP should describe how an agency responds to sewer spills in accordance with WDR regulations. In addition to meeting Water Board minimum requirements, It should be written in a manner, and include appropriate detail, to be used as a training document.

Below are the WDR requirements and comments regarding compliance for each.

- **Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner**
 - This is addressed in Chapter 2 of the District's current SERP.
 - EXCEPTION: It does not address the requirement of WDR, Attachment E1, 4.3, Spill Reports – required questions to ask of the informant/reporting person.
- **Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State**
 - The procedure is not addressed in the SERP. Appendix 1, SSO Standard Operating Procedures, includes detail for contacting these entities, and Appendix 2, contains the Emergency Contact List
 - Recommend adding a narrative to the SERP providing instruction about why and when these entities are to be contacted so all this information is in one place and more readily available to staff in the field, if needed.
- **Comply with the notification, monitoring and reporting requirements of this General Order, State law and regulations, and applicable Regional Water Board Orders**
 - This is addressed in Chapter 6 of the District's current SERP.
- **Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained**
 - This is addressed in Chapter 8 of the District's current SERP.
 - EXCEPTION: It does not address training contractors who work for the District who may cause or discover a sewage spill.
 - Recommend the District develop a Contractor training plan that includes the District's expectations for a contractor response to the discovery of a spill.

- EXCEPTION: It does not address monitoring the extent and spread of a spill
 - The requirement to collect GPS coordinates for the spill appearance point and the spread (far reaches) of the spill.
 - The requirement to provide include required photos
 - The spill appearance point upon arrival
 - The extent and spread of the spill
 - The entry of sewage into a drainage system, if applicable
 - The entry of sewage into surface water, if applicable
 - The entire affected area after clean up
- **Address emergency system operations, traffic control and other necessary response activities**
 - This is not addressed in the SERP
 - Appendix 8 includes a list of available traffic control devices
 - Recommend developing a procedure for dealing with significant traffic issues or crowd control issues during a spill event.
- **Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system**
 - This is addressed in Chapter 3.6 of the District's current SERP.
- **Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State; Remove sewage from the drainage conveyance system**
 - This is addressed in Chapter 4 of the District's SERP. It is referenced in several places but does not provide detail on containment activities. Appendix 8 includes a list of containment equipment.
 - The District coordinates with Contra Costa Health Environmental Health Services Department for instances when sewage reaches surface waters.
- **Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters**
 - This is addressed in Chapter 4 of the District's SERP.
 - The District coordinates with Contra Costa Health Environmental Health Services Department for instances when sewage reaches surface waters.
- **Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery**

- This is not addressed in the SERP.
 - Recommend providing a discussion about this or providing a statement why the District does need to meet this requirement.
- ***Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event***
 - This is not addressed in the SERP.
 - Recommend working towards an agreement with storm drain owners within the District's service area that discusses procedures for accessing another agency's storm drains and meeting the agency's expectations.
 - Attachment D, 3 requires agencies to have the legal authority to access storm drains to retrieve sewage and clean the storm drain system after a sewer spill.
- ***Conduct post-spill assessments of spill response activities***
 - This is not addressed in the SERP.
 - Recommend developing an assessment form to evaluate staff's response to a spill.
 - The evaluation should include staff's adherence to the SERP and the Effectiveness of the response
- ***Document and report spill events as required in this General Order***
 - This is addressed in Chapter 6.1 and 6.1.1 of the District's SERP.
 - EXCEPTION: The Service Call Report form is deficient.
 - There are considerably more fields on the state's database form than exist on the Service Call Report form.
 - The Water Board expects that the agency has the information in its file that supports what was reported to the state database.
 - Recommend the Service Call Report form be updated to include all required information.
- ***Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update the Plan as needed.***
 - This is not addressed in the SERP.
 - Recommend developing an assessment procedure to annually evaluate the SERP.

- The evaluation should include
 - The implementation of the SERP
 - The effectiveness of the SERP
 - Utilize the Post-Spill assessments for each spill
 - Utilize the Failure Analysis forms
 - Update the SERP is necessary
 - Note any changes in the SSMP Change Log

The current Spill Emergency Response Plan (SERP) does not meet all the requirements of the WDR. It appears efforts were made to update the District's existing SERP to meet the new requirements, which were required to be implemented in June 2023. Due to the many changes in the requirements, (generally) the most effective way to meet the requirements would be to develop a new SERP.

Recommendations

47. It is recommended the District utilize a consultant to review and ensure the SERP including associated SOPs, forms, training and drills meet all the requirements in D 6 and attachment E-1
48. Consultant to provide training to all affected staff.
 - a. Include a Train-the trainer component to develop the training aptitude in-house.

Other Findings

1. SSMP Audits have not been completed for the past two cycles
 - **Recommend** this should be rectified immediately.

WDR Excerpt: Attachment E1, 3.10

If a Sewer System Management Plan Audit is not conducted as required: the Enrollee shall:

- Update the online CIWQS Sanitary Sewer System Database and select the justification for not conducting the Audit; and
- Notify its corresponding Regional Water Board (see Attachment F (Regional Water Quality Control Board Contact Information) of the justification for the lapsed requirements.

The Enrollee's reporting of a justification for not conducting a timely Audit does not justify non-compliance with this General Order. The Enrollee shall:

- Submit the late Audit as required in this General Order; and
- Comply with subsequent Audit requirements and due dates corresponding with the original audit cycle.

2. The Sewer System Management Plan (SSMP) has not been updated and approved by governing counsel, as required by the WDR
 - Recommend this should be rectified immediately.

WDR Excerpt Attachment E1, 3.11

For an Existing Enrollee previously regulated by Order 2006-0003-DWQ: Within every six (6) years after the required due date of its last Plan Update, the Legally Responsible Official shall upload and certify a local governing entity-approved Sewer System Management Plan Update to the online CIWQS Sanitary Sewer System Database.

- A high-level review of the SSMP revealed some shortcomings that should be addressed in the update. Use the audit findings to update the SSMP
- Take it the Board of Directors, as an agenda item, for their approval. Immediately after the audit has been completed,
 - a. Upload the approved SSMP to the CIWQS Database.
 - b. Keep the Change Log up to date going forward

The Table below is a tool provided by the State Water Board. It provides the schedule for SSMP audits and updates

Sewer System Management Plan & Subsequent Update Due Dates					
System Name	WDID Number	Original Plan Required Due Date	Required Plan Update Due Date	Required Plan Update Due Date	Required Plan Update Due Date*
Steger SD CS	2SS010198	8/2/2009	8/2/2014	8/2/2019	8/2/2025

Audit Due Dates								
System Name	WDID Number	Original Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	End of Required 3-Year Audit Period**
Steger SD CS	2SS010198	8/2/2011	8/2/2013	8/2/2015	8/2/2017	8/2/2019	8/2/2021	8/2/2024

1. Computer Hardware is not up to date
 - a. Recommend - Update District Computers/hardware
2. There are no Mutual Aid Agreements
 - a. Create formal Agreements with neighboring agencies
 - b. Become a member of CAL-WARN - <https://calwarn.com/>

3. The District has an understanding with a contractor for repair work. Staff indicated it is not an actual agreement, but there is a provision for emergency response. The District relies on this service for repair work and emergency responses. A binding, legal document would be more defensible in the eyes of the regulators.
4. Consent Decree compliance and progress – *beyond the Scope of this project*
 - a. There should be a focused guided effort to ensure that the District is currently in compliance with all the specific requirements i.e. Asset Management Implementation Plan, Annual Reports, Work Plan Revisions, I&I reduction, etc. as well as develop a plan to get ahead of the requirements and prepare for the transition at the end date.
 - b. Adjust, if it is determined that there is non-compliance
 - c. Once the District develops a plan to get ahead of the requirements, it should become part of the Work Plans
5. Staff seems comfortable maintaining status quo and appear to have done this for a long time.
 - a. Maintaining status quo stifles innovation. In consultant's experience, when agencies keep doing as they have always done, because it seems to work well for them, they don't realize they are holding the agency back missing out on better ways of doing. The agency doesn't grow and keep up with industry best practices.

Summary

The Consultants have an extensive background operating sewage collection system and have worked with the state Water Board regulators over the years and have a good understanding of the current WDR and water board expectations.

The methodology to develop this operation and maintenance program review included staff interviews to gain an understanding of the way the District operates its sewer collection system. Consultants then used their experience to evaluate the District's current practices and offered their opinions regarding District best practices, areas of focus for improvement and recommendations for moving forward. This report contains a menu of choices for the District to consider.

Making changes to improve O&M programs requires a team effort. District senior staff have been operating the Stege sewer collection system for a long time knows and understand system performance well. Staff should review and consider this information in this report and decide if conclusions and recommendations are valid and worthy of consideration and implementation. The General Manager and the Board of Directors should decide what changes they are willing to commit to and develop a plan and timeline for implementation.

Appendix A

List of Recommendations

CCTV Inspection Work Plan

1. Evaluate program for opportunities to improve efficiencies.
 - a. Consider a geographic evaluation of the mainline segments and grouping lines together to reduce travel time and traffic control set up time even if it means a one-time change in the inspection interval.
2. Place a higher priority on gravity main inspections and less on gravity main cleaning. Develop a performance-based operations and maintenance program where inspections drive all other (scheduled) work. This will help ensure work that needs to be done is being done when it needs to be done. Eliminate performing work that does not need to be done.
3. Establish daily production goals, for crews and periodically post results for all to view. It has been proven across industries and vocations, that setting realistic and meaningful goals increases for staff production.
 - a. Keep track of obstacles crews encounter that prevent meeting the daily goal and, if they persist, management can work to adjust and eliminate them and improve efficiency.
4. For gravity mains that have been determined, through CCTV inspections, not necessary to be cleaned, a decision should be made whether to remove it from the 12 month cleaning schedule and reevaluate when CCTV inspected 5 years later or assign it a new schedule.
5. Maintain video documentation for at least two CCTV inspection cycles. This will allow staff to compare pipe conditions overtime and monitor the progression of certain defects and pipe performance. Modern computer hard drives can accommodate large amounts of data (terabytes).
6. Evaluate program for opportunities to improve efficiencies.
 - a. Consider a geographic evaluation of the mainline segments and grouping lines together to reduce travel time and traffic control set up time even if it means a one-time change in the inspection interval.
7. Place a higher priority on gravity main inspections and less on gravity main cleaning. Develop a performance-based operations and maintenance program where inspections drive all other (scheduled) work. This will help ensure work that needs to be done is being done when it needs to be done. Eliminate performing work that does not need to be done.
8. Establish daily production goals, for crews and periodically post results for all to view. It has been proven across industries and vocations, that setting realistic and meaningful goals increases for staff production.

- a. Keep track of obstacles crews encounter that prevent meeting the daily goal and, if they persist, management can work to adjust and eliminate them and improve efficiency.
- 9. For gravity mains that have been determined, through CCTV inspections, not necessary to be cleaned, a decision should be made whether to remove it from the 12 month cleaning schedule and reevaluate when CCTV inspected 5 years later or assign it a new schedule.
- 10. Maintain video documentation for at least two CCTV inspection cycles. This will allow staff to compare pipe conditions overtime and monitor the progression of certain defects and pipe performance. Modern computer hard drives can accommodate large amounts of data (terabytes).

Gravity Main Cleaning Work Plan

- 11. Optimize resources. Consider increasing the standard cleaning interval beyond the current one-year return cycle.
 - g. Utilize recent CCTV inspection, work order, and spill records to determine the gravity mains without any defects and with good performance history.
 - h. This will reduce the amount of time spent performing this task and allow staff to focus on other maintenance needs.
- 12. Evaluate program for opportunities to improve efficiencies.
 - i. Consider a geographic evaluation of the mainline segments and grouping lines together to reduce travel time and traffic control set up time even if it means a one-time change in the cleaning interval.
- 13. Place a higher priority on gravity main inspections and less on gravity main cleaning. Develop a performance-based operations and maintenance program where inspections drive all other (scheduled) work. This will help ensure that work that needs to be done is being done when it needs to be done. Eliminate performing work sooner than need be or unnecessarily.
- 14. Establish daily production goals, for crews and periodically post results for all to view. It has been proven across industries and vocations, that setting realistic and meaningful goals increases for staff production.
 - j. Keep track of obstacles crews encounter that prevent meeting the daily goal and, if they persist, management can work adjust and eliminate them and improve efficiency.
- 15. Should use source control on what staff referred to as Asian Row. The District has an agreement with EBMUD for (FOG) source control.
 - k. The District should keep track of FSE Inspections results in their database.
- 16. The 34 two-week Hot Spots should be cleaned with a better nozzle, such as warthog or bulldog. Further, these should be re-evaluated with the TV after cleaning to determine if the return frequency and method of cleaning are appropriate.

17. Evaluate Hot Spots every five years, in coordination with the CCTV inspection cycle, to determine if cleaning intervals need adjusting or if the gravity main can be removed from the program.
 - l. NOTE: The Consent Decree allows for the elimination of Hot Spots. See page 106, beginning on line 23.
18. Ensure compliance with the Consent Decree regarding cleaning large diameter lines. Inform the Board of Directors additional money must be allocated each year to achieve the prescribed goal.

Smoke Testing Work Plan

19. Reevaluate the priority placed on infiltration identified during CCTV inspections.

Roort Control Work Plan

20. Memorialize the Chemical Root Control Program in a written Work Program
21. Develop a procedure for adding and removing gravity mans from this program. This will help with continuity when there is employee turnover.
22. Conduct periodic site inspections during application to ensure that contractor is performing work correctly.
23. Conduct post-treatment inspections of treated gravity mains to evaluate effectiveness of the chemical process. This is generally done by CCTV inspecting a small percent/representative sample of the treated gravity mains.
 - a. This holds the contractor accountable and helps ensure the District is getting what it paid for.

Training Program

24. Develop a Standard Operating Procedure for reporting spills to the California Integrated Water Quality System (CIWQS) database for reporting spills and other water quality issues) The procedure should include:
 - e. Review and verification of field documentation submitted by spill response personnel
 - f. Identification of Data Submitters and LRO's and their duties in this process
 - g. Any Quality Assurance/Quality Control measures the District employes
 - h. Timelines and expectations for those involved in the process.
 - iii. Provide regular training for involved personnel
 - iv. Document training

25. Develop SOPs for all tasks and equipment operation
 - a. Involve your field staff in this process
 - i. This will help with employee engagement and succession planning.
26. Improve documentation. The documentation should include, in addition to the information the District already includes:
 - a. The basis for the training
 - b. The training method used
 - c. Training materials/equipment utilized
 - d. Indication whether the trainees gained the knowledge delivered or competence performing the task

Manhole Inspection Work Plan

27. Develop a standard procedure for scheduling and performing manhole inspections.
 - a. Utilize the inspection form already developed. This form includes items and conditions to be inspected. Ideally, this form can be accessed via tablets in the field.
 - i. This information should be maintained in a manner where it will be readily available and can be used for planning future repair, rehabilitate, and replacement work
28. Develop a SOP for video inspection of manholes.
 - a. The procedure should be developed in a way the recording could be used to evaluate the condition of the inside of the manhole, much in the way an inspection is performed in the field.
29. Determine an appropriate inspection return interval
30. Ensure all manholes are being inspected.
31. Train field personnel on the Manhole Inspection Standard Procedure

Current Work Scheduling Practices

32. Standard Operating Procedures should be developed and at least one additional staff person should be trained to perform the basic tasks related to the databases.
33. Ensure continuity of operations for scheduling and documenting work performed
 - a. For immediate consideration for the current databases, develop SOP for;
 - i. Generating the Quarterly Schedules
 - ii. Reporting
 - b. Train at least one other person on staff to manage the current databases or use contracted service to bridge the gap in the event a capable District staff are not available.
 - c. For immediate considerations:

- i. Evaluate different Computer Maintenance Management Systems (CMMSs)
 - 1. CMMS developers have worked with many agencies over the years and have listened to their needs and have addressed them in their systems. These features are included in their current versions and available to all users.
 - 2. When an agency creates from within, they often are not aware of the different possibilities. There is a concern that these agencies continue to do things because that's how they have always done things.
 - a. This practice stifles innovation and can stunt the growth of the agency and leave it behind
- ii. Determine which CMMSs would best suit the District (if the District decides to move away from the current system)
 - 1. Converting to a standard CMMS will allow more staff to utilize the scheduling and documentation processes and be empowered to perform tasks that would lead to work task efficiencies and higher employee engagement
 - 2. The CMMS vendor can provide support
 - 3. There are many Computer Maintenance Management Systems available that can track and schedule all activities in one database
 - d. Moving to a CMMS would reduce reliance on a single person, which is the current practice.
- i. Budget for the purchase and implementation of the CMMS.
 - 1. If the District elects to go in this direction, it should know it is a long and expensive process to make the transition. It will help the District move forward.

34. Ensure that changes to work schedules comply with Consent Decree requirements including capturing them in the Annual Report required by the Consent Decree

Lift Station Practices

35. Improve/update Pump Station Log Form
- a. To better detail findings and actions taken.
 - b. Develop a rating system for defects found
 - c. Provide more fields so specific details of actions taken and inspection findings can be better maintained in the database.

- 36. Develop a Standard Procedure for performing pump station inspections
 - a. Train staff on these procedures
- 37. Maintaining more specific inspection detail will help with:
 - a. Trending data
 - b. Performing condition assessment
 - i. Better understanding of where the lift station is in its lifecycle
 - c. Understanding pump station performance

Force Main Maintenance Practices

- 38. Utilize consultants to perform condition assessment and/or a risk assessment on the District's two force main pipes.
- 39. If the force main pipe material is metallic, evaluate the need for cathodic protection of the pipe.
- 40. Develop an Air Release Valve (ARV) maintenance program.

Easement Practices

- 41. Develop a formal Easement Program
 - a. The best time to do this is when things are going well.
 - i. Should the District experience a spill in an easement and not be able to access the sewer facilities to rectify the issue, the lack of a valid, proactive program in place would be a regulatory liability for the District.
 - ii. Train staff on the program and SOPs
- 42. Create a handout/doorhanger that details property owner requirements and responsibilities.
 - a. Each occasion staff cannot access a property, this handout/doorhanger should be left for the property owner.
 - i. This is a proactive approach to improving access
- 43. Evaluate each line segment in backyard easements for opportunities to improve the circumstance.
 - a. Look for opportunities to realign the pipe to a location that is more accessible
 - b. Adjusting maintenance and inspection intervals based on performance. This may reduce the need to access the lines as frequently.
 - c. Perform repairs, when applicable, to improve performance and reduce maintenance and inspection efforts
 - d. Develop a program to install bolt down lids to reduce the chances of illicit discharges into the sewer system

- i. Staff has indicated this is not a problem, but it would be a liability to the District if these circumstances were to occur.
- ii. Illicit discharges could be occurring without District knowledge

Pipe and Manhole Repair Practices

- 44. Perform a Cost Benefit analysis, street overlay coordination

Capital Improvement Program

- 45. Develop and maintain a written narrative to describe the AMIP and how it meets the state water board requirements the Capital Improvement Plan.
 - a. Currently it appears only one staff has an understanding of the document
- 46. Include the District's two sewer lift station in the AMIP.
 - a. Evaluate the District's two sewer lift stations to determine lifecycle status.
 - i. Project future costs to rehabilitate/replace
 - ii. Implement measures to ensure funding will be available
 - iii. Periodically monitor and adjust projections, if needed.
- 47. Establish schedules for all projects listed in the AMIP.
 - a. Staff can establish annual schedules for work to be completed.
 - i. Identify which gravity mains will be completed each year.
 - ii. Schedules can be adjusted.
 - 1. When a plan is adjusted, the Water Board expects the agency can provide a justification.
 - a. Document changes and justifications
- 48. Establish a policy for the number of years the same contractor can be used for multi-year contractors before putting the contract out to bid again.
 - a. It is good practice to ensure the District is getting the best, competitive pricing.

Board of Directors

- 49. Establish Board expectations and hold staff accountable for meeting the expectations.
 - a. This can be done through:
 - i. Review and update, if necessary, the District's Mission Statement
 - 1. An agency's Mission Statement is a concise declaration that defines its core purpose, what it does, who it serves, and why it

exists. It acts as an operational guideline, aligning the team on daily goals and guiding strategic decision-making

ii. Develop A Vision Statement for the District

1. An agency's Vision Statement is a forward-looking declaration of its ultimate, long-term goals. It describes the ideal future impact it wants to achieve in its industry and for the public it serves, and provides direction for all strategic planning

iii. Establish a set of Core Values for the District

1. An agency's Core Values are the fundamental, ethical beliefs that drive the agency's internal culture and identity.

iv. Develop a Strategic Plan

1. A Strategic Plan is a multi-year roadmap that aligns the organization's resources, workforce, and technology with its core mission to provide safe, reliable, and cost-effective services. It bridges day-to-day operations with long-term community, environmental, and regulatory goals
2. Helps engage employees, as they learn to see what they do day-to-day fits into the bigger picture of what the District is trying to achieve.

v. When the Board provides direction to staff (GM), it should be captured in writing, and staff should provide updates on progress in implementing the Board's direction by providing reports to the Board

50. Evaluate staff and staffing levels to determine if there is a need to increase staff or support current staff using contracted services to fill aptitude and knowledge gaps.

51. Develop a Succession Plan for the District

- a. A Succession Plan is a risk-management strategy designed to identify, train, and develop current employees to fill key leadership and highly specialized technical roles when vacancies occur.
 - i. It prevents service disruptions and preserves critical institutional knowledge
 - ii. Helps to engage staff, as they see opportunity, something to strive for, a reason to do more than expected.

Spill Emergency Response Plan (SERP)

- 52. It is recommended the District utilize a consultant to review and ensure the SERP including associated SOPs, forms, training and drills meet all the requirements in D 6 and attachment E-1
- 53. Consultant to provide training to all affected staff.
 - a.** Include a Train-the trainer component to develop the training aptitude in-house.

Other Findings - Recommendations

- A. Update Sewer System Management Plan (SSMP) Immediately
- B. Update Sewer System Management Plan (SSMP) Audit Immediately
- C. Update Computer and related hardware – District Wide
- D. Create formal Mutual Aid Agreements with neighboring agencies and join Cal-WARN
- E. Formalize agreements with contractors
- F. Develop/Implement a procedure to monitor Consent Decree compliance
- G. Make efforts to keep up to date with current industry best practices by attending industry conferences, subscribing to industry journals, networking with neighboring agencies.



Stege Sanitary District Board of Directors
Meeting of August 20, 2026 at 5:00 PM
District Board Room, 7500 Schmidt Lane, El Cerrito, CA 94530
Meeting Minutes DRAFT

1. Call to Order:

President Beach called the meeting to order at 5:00 PM.

2. Roll Call:

Present: Beach, Merrill, O'Keefe, Gilbert-Snyder

Absent: None

Others: Kristopher Kokotaylo, District Counsel

Erica Gonzalez, District Counsel Associate

Bobby Magee, General Manager

Paul Soo, Civil Engineer

Dennis Wright, Maintenance Superintendent

Kim Wendt, Administrative Specialist

Alex Borys, Board Candidate

Ted Lam, Board Candidate

3. Public Comment:

Alex Borys announced his interest in being appointed to the current Board vacancy at a future meeting. Ted Lam announced his support for Alex Borys to be considered for the current Board vacancy.

4. Board Ethics Training AB 1234:

The Board along with Mr. Magee, Mr. Borys and Mr. Lam, completed two hours of Ethics training conducted by District Counsel and his associate.

5. Employee Recognition:

Paul Soo was honored for his 15 years of service with a proclamation and plaque presentation.

6. Agenda Items:

Directors and Officers of the Board announced no conflicts of interest with items on the agenda.

7. Board Members Comments:

Director Merrill provided a debrief on the CSRMA presentation he intended with the General Manager. Director Merrill provided a written statement to the Board related to check processing procedures. Director O'Keefe expressed concern about a recent cyber attack on the City of Pittsburg, California and requested staff look into its cyber safety measures.



Stege Sanitary District Board of Directors
Meeting of August 20, 2026 at 5:00 PM
District Board Room, 7500 Schmidt Lane, El Cerrito, CA 94530
Meeting Minutes DRAFT

8. Approval of Minutes:

Approval of August 6, 2026 Meeting Minutes.

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve the minutes of the August 6, 2026 Meeting Minutes.

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

9. Staff & Officer Reports:

A. General Manager's Verbal Report

The Board received an operations update, including internet upgrade status, District web traffic statistics, and District postcard mailer reception. The Board also received a Board vacancies update.

B. District Legal Counsel's Verbal Report

Counsel Kokotaylo reported a recent PSL Loan default and that the District may not recover the money owed.

10. Superintendent's Reports:

The Board received the reports and asked staff technical questions related to the data.

11. Treasurer's Report:

The Board received the report for the period ending 8/13/26.

12. Engineer's Reports:

The Board received the reports and asked staff technical questions related to the data.

13. Board Vacancy Options:

The Board received staff's report on vacancy announcements and Counsel's report on election requirements and deadlines for the vacancies.

14. Long Range Planning: Session II

The Board received staff's draft action plan, communication and outreach opportunities, and pension liability review. The Board received self-assessment of governance forms.

15. Future Agenda Items:

The Board discussed items it would like to see on future agendas.



Stege Sanitary District Board of Directors
Meeting of August 20, 2026 at 5:00 PM
District Board Room, 7500 Schmidt Lane, El Cerrito, CA 94530
Meeting Minutes DRAFT

16. Adjournment:

The meeting adjourned at 9:32 PM.

Bobby Magee
General Manager
STEGE SANITARY DISTRICT



STEGE SANITARY DISTRICT

STAFF REPORT

Board of Directors Meeting Date: 9/3/2026

TO: Honorable Board of Directors

FROM: Dennis Wright, Maintenance Superintendent

SUBJECT: Superintendent's Reports

RECOMMENDATION

It is recommended that the Board of Directors Receive and File the Superintendent's Reports.

BACKGROUND AND DISCUSSION

Staff provides several monthly reports related to the District's operations. Working with the General Manager, the operations team has continued to focus on a safety culture. The safety tailgate meetings and topics will be provided for the Board's information in future Superintendent's Reports. For the period ending September 3rd, 2026 the following reports have been included:

- Verbal Maintenance Report
- Safety Training Progress Update
- Safety Tailgate Meeting: 8/27/26
 - Topic: Diet and Health, Diet and Safety
- Current Challenges

FISCAL IMPACT

There is no fiscal impact to receiving and filing the reports.



STEGE SANITARY DISTRICT

STAFF REPORT

Board of Directors Meeting Date: 9/3/2026

TO: Honorable Board of Directors
FROM: Paul Soo, Senior Engineer
SUBJECT: Engineer's Reports

RECOMMENDATION

It is recommended that the Board of Directors Receive and File the Engineer's Reports.

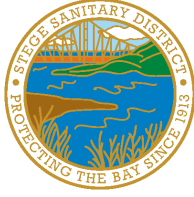
BACKGROUND AND DISCUSSION

Staff provides several monthly reports related to the District's operations. For the period ending September 3rd, 2026 the following reports have been included:

- Verbal Engineering Report
- Pipe Bursting Activities
- Current Challenges

FISCAL IMPACT

There is no fiscal impact to receiving and filing the reports.



STEGE SANITARY DISTRICT

STAFF REPORT

Board of Directors Meeting Date: 9/3/2026

TO: Honorable Board of Directors

FROM: Bobby Magee, General Manager / District Treasurer

SUBJECT: Treasurer's Report

RECOMMENDATION

It is recommended that the Board of Directors:

Receive and File the Estimated Bank Balances, Report of Revenues, and Disbursements Report for the Period 8/14/27 - 8/27/26.

BACKGROUND AND DISCUSSION

At the August 20, 2026 meeting the Board directed staff to include revenues received in future Treasurer's Reports, which is shown below along with current bank balances. The attached group of disbursements represents the District's outgoing payments for the period of August 14 – August 27, 2026.

Current Estimated Bank Balances:

Account	Balance
Five Star Checking	\$249,451.47
Five Star Savings	\$930,948.98
LAIF	\$6,685,443.79
Time Value Investments	\$2,150,363.32
Total	\$10,016,207.56

Revenues Received:

Revenue	Amount
No Revenue Received	\$0

FISCAL IMPACT

The checks identified in the attached report constitute the current financial liabilities to the District in the form of warrants, which is currently within budgeted and appropriated amounts. There is no fiscal impact to receiving and filing the Treasurer's Report.

Stege Sanitary District				
Board Check Register				
From 8/14/2026 to 8/18/2026				
Check #	Payee	Transaction Description	Amount	Date
2279	Nerd Crossing	5 Laptops, Printer, Scanner, Parts and Labor	28,153.34	8/18/2026
2280	Pastime Hardware	Better Brush and Trayset	35.24	8/18/2026
2281	Xerox Financial Services	Copier August 2026	361.44	8/18/2026
2282	Chavan & Associates, LLP	FY 25-26 Audit - Interim Progress Billing	7,425.00	8/18/2026
		Total AP Check Run 8-18-26	35,975.02	
ACH	VPI Strategies	HR Services 08-01-26 to 08-14-26	1,972.67	
		Report Total	37,947.69	

Stege Sanitary District				
Board Check Register				
From 8/19/2026 to 8/20/2026				
Check #	Payee	Transaction Description	Amount	Date
2283	EBMUD Payment Center	Account 1237490001 & 57132800001-Water and Wastewater	1,134.19	8/20/2026
2284	California Diesel & Power	Maintenance of Vehicles - Oil and Filter	562.99	8/20/2026
2285	California State Disbursement Unit	Order ID - FAMSS1405732 and Order ID: MSF09-00883	1,307.00	8/20/2026
2286	Shawn Noetzli	Creation of Quarterly Community Newsletter	5,500.00	8/20/2026
2287	Jeremy Davis	Travel to Mandatory DOT Physical for Commercial License	35.72	8/20/2026
2288	Paul Soo	Travel to CSTAC Meeting	16.72	8/20/2026
2289	Fred Bondoc	Fred Bondoc - September 2026 Retiree Benefits	324.48	8/20/2026
		Report Total	8,881.10	

Stege Sanitary District				
Board Check Register				
From 8/21/2026 to 8/27/2026				
Check #	Payee	Transaction Description	Amount	Date
VOIDED CHECK				
2276	Delucca's Diesel Repair and Wash Co	Vehicle Maintenance and Repair - Replaced By Check #2297	3,590.60	8/13/26
ISSUED CHECKS				
2290	Regional Government Services	Accounting Consulting-July 2026	19,651.30	8/27/2026
2291	Reliance Standard Life	Basic and LT Life Insurance-Sept 26	217.06	8/27/2026
2292	California Diesel & Power	Vehicle - Preventive Maintenance	562.99	8/27/2026
2293	Redwood Public Law, LLP	Legal Services and Expenses - July 2026	13,378.58	8/27/2026
2294	Vestis	Uniform and Laundry-8-18-26 and 8-25-26	215.76	8/27/2026
2295	Aries Industries	Pipeline Parts and Labor	3,895.19	8/27/2026
2296	County of Contra Costa	Data Processing Services July 2026	5.08	8/27/2026
2297	Delucca's Diesel Repair and Wash Co	Vehicle Maintenance and Repair - Replaces #2276	5,246.21	8/27/2026
2298	Rex Key & Security	Parts and Labor - Keys For Cabinets	277.17	8/27/2026
		Total Issued Checks 8/27/26	43,449.34	



STEGE SANITARY DISTRICT

STAFF REPORT

Board of Directors Meeting Date: 9/3/2026

TO: Honorable Board of Directors

FROM: Bobby Magee, General Manager and Kristopher Kokotaylo, District Counsel

SUBJECT: Donation of Minutes to the Contra Costa County Historical Society

RECOMMENDATION

It is recommended that the Board of Directors:

Adopt Resolution No. 2292-0926 Donating the District Minutes labeled Book "1" to the Contra Costa County Historical Society.

BACKGROUND AND DISCUSSION

Recently staff began a project to improve the appearance of the lobby, and the staff area behind the counter in an effort improve the visual appeal for constituents who need to visit the District offices in person. As the cleanup efforts began, staff found a very old book-style folder that was simply labeled "1". When the book was opened, it was discovered that the first four pages in the book were the handwritten Board minutes from the very first District Board meeting in 1913. Staff immediately understood the gravity of the find and the historical significance of the documents. The book contains the District's Board meeting minutes from May 28th, 1913 through November 7th, 1929.

The Contra Costa County Historical Society was contacted shortly after finding this book, and the Executive Director expressed a keen interest in gaining possession of the book so that it could be cared for and displayed properly. The attached Deed of Gift form was supplied by the Historical Society, and if executed would transfer possession of the book from a shelf at the District to the professionals at the Museum for proper preservation.

FISCAL IMPACT

There is no fiscal impact to donating the District Minutes labeled Book "1" to the Contra Costa County Historical Society.

RESOLUTION NO. 2292-0926

RESOLUTION OF THE STEGE SANITARY DISTRICT BOARD OF DIRECTORS
DONATING BOOK 1 OF THE DISTRICT MINUTES TO THE CONTRA COSTA COUNTY
HISTORICAL SOCIETY

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

- A. The District was established in 1913, and as a formal body began to document its Board meetings through the development of minutes.
- B. The minutes for the meetings of May 28th, 1913 through November 7th, 1929 were recently found at the District offices, labeled simply as book “1”.
- C. The minutes have a significant historical value to the District.
- D. District employees do not have the expertise to properly care for and maintain the documents for future generations.
- E. The Contra Costa County Historical Society has expressed interest in possessing and caring for the book and its minutes, and is capable of preserving the documents in a professional manner.

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

- 1. The Stege Sanitary District hereby approves the Deed of Gift of Book 1 of the Board minutes, creating a irrevocable gift to the Contra Costa County Historical Society.

* * * * *

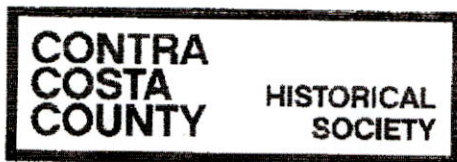
I HEREBY CERTIFY that the foregoing Resolution was duly and regularly adopted by
the Directors of the Stege Sanitary District, at a regular meeting held on the 3rd day of
September 2026, by a X-X vote as follows:

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

TESSA BEACH, President
Stege Sanitary District
Contra Costa County, California

ATTEST:

BOBBY MAGEE, Secretary
Stege Sanitary District



ACCESSION NO: _____
☐ DIGITAL ONLY
(Society Use Only)

DEED OF GIFT

Contra Costa County Historical Society
724 Escobar Street
Martinez, CA 94553
A 501(c)3 Company

I am pleased to present to the Contra Costa County Historical Society irrevocably and for the use and purpose of the Society in perpetuity, all my/our rights, title, and interest in the following:

Book 1 Containing the Stege Sanitary District
Board of Directors Minutes from May 28th, 1913 through
November 7th, 1929.

Please describe the provenance (where the item(s) came from):

Located in the Stege Sanitary District offices among
stacks of books containing historical Minutes.

(Signature)

Stege Sanitary District
(Print Name)

9/3/26
(Date)

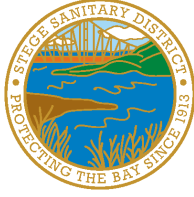
7500 Schmidt Lane
(Address)

FL Cerrito, CA 94530
(City, State Zip)

The Contra Costa County Historical Society acknowledges this generous and irrevocable gift. Thank you!

Date Received

CCCHS Representative



STEGE SANITARY DISTRICT

STAFF REPORT

Board of Directors Meeting Date: 9/3/2026

TO: Honorable Board of Directors

FROM: Bobby Magee, General Manager

SUBJECT: Special District Risk Management Authority (SDRMA)
Amended Health Benefits Memorandum of Understanding (MOU)

RECOMMENDATION

It is recommended that the Board of Directors:

1. Adopt Resolution No. 2293-0926 Amending the MOU with the SDRMA for Agency Health Benefits; and,
2. Direct the General Manager to execute all documents related to this action.

BACKGROUND AND DISCUSSION

At the June 24th, 2026 SDRMA Board Meeting, the SDRMA Board of Directors approved amendments to the SDRMA Health Benefits MOU. The District has historically participated in the SDRMA Health Benefits program. In order to continue to participate in this program, the District's Board of Directors are required to execute the attached Resolution and MOU. If the Board does not approve the documents, SDRMA will deem the District as withdrawn from the program and benefits will be terminated effective January 1, 2027. A summary of changes, and a redline version of the amended MOU, have been attached to the staff report.

FISCAL IMPACT

There is no fiscal impact to approving the Resolution and MOU.

RESOLUTION NO. 2293-0926

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE STEGE SANITARY DISTRICT
APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION OF A
MEMORANDUM OF UNDERSTANDING AND AUTHORIZING PARTICIPATION IN
THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY'S HEALTH BENEFITS
PROGRAM

WHEREAS, Stege Sanitary District, a public agency duly organized and existing under and by virtue of the laws of the State of California (the "ENTITY"), has determined that it is in the best interest and to the advantage of the ENTITY to participate in the Health Benefits Program offered by Special District Risk Management Authority (the "Authority"); and

WHEREAS, the Authority was formed in 1986 in accordance with the provisions of California Government Code 6500 *et seq.*, for the purpose of providing risk financing, risk management programs and other coverage protection programs; and

WHEREAS, participation in Authority programs requires the ENTITY to execute and enter into a Memorandum of Understanding which states the purpose and participation requirements for the Health Benefits Program; and

WHEREAS, all acts, conditions and things required by the laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the transactions authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the ENTITY is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such transactions for the purpose, in the manner and upon the terms herein provided.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE ENTITY AS FOLLOWS:

Section 1. Findings. The ENTITY's Governing Body hereby specifically finds and determines that the actions authorized hereby relate to the public affairs of the ENTITY.

Section 2. Memorandum of Understanding. The Memorandum of Understanding, to be executed and entered into by and between the ENTITY and the Authority, in the form presented at this meeting and on file with the ENTITY's Secretary, is hereby approved. The ENTITY's Governing Body and/or Authorized Officers ("The Authorized Officers") are hereby authorized and directed, for and in the name and on behalf of the ENTITY, to execute and deliver to the Authority the Memorandum of Understanding.

Section 3. Program Participation. The ENTITY's Governing Body approves participating in the Special District Risk Management Authority's Health Benefits Program.

Section 4. Severability. If any provision of this resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the resolution which can be given effect without the invalid provision or application, and to this end the provisions of this resolution are severable.

Section 5. Other Actions. The Authorized Officers of the ENTITY are each hereby authorized and directed to execute and deliver any and all documents which are necessary in order to consummate the transactions authorized hereby and all such actions heretofore taken by such officers are hereby ratified, confirmed and approved.

Section 6. Effective Date. This resolution shall take effect immediately upon its passage.

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting held on the 3rd day of September 2026, by a X-X vote as follows:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

Tessa Beach, President
Stege Sanitary District
Contra Costa County, California

ATTEST:

Bobby Magee, Secretary
Stege Sanitary District

Summary of Changes

Section	Previous Language	Revised Language	Description of Change
Definitions	Various terms and definitions, some not clearly defined or missing.	Expanded and clarified definitions for "Committee," "Coverage Documents," "Program Participation Agreement," "Program," and "Program Documents."	Improved clarity and specificity of key terms for better understanding and administration.
Entry into Program	ENTITY shall enroll in the Program by making application through SDRMA.	ENTITY shall apply for participation by executing all forms prescribed by SDRMA, subject to approval by the Program's Underwriter.	Clarifies the application process and emphasizes underwriter approval.
Maintenance of Effort	Program provides health benefits to all participants of the ENTITY.	Specifies eligible participants (active employees, retired employees, dependents, public officials) and outlines optional participation for some groups.	Clarifies eligibility and participation requirements.
Premiums	ENTITY will remit monthly premiums based on rates established by SDRMA.	Premiums and rates are set by the Committee; SDRMA adds an administrative fee. Details on billing, penalties for late payment, and termination for non-payment added.	Adds detail on premium calculation, billing, and consequences for late payment.
Benefits	Benefits as set forth in ENTITY's Plan Summary.	Benefits must be agreed upon with employee organizations and approved by the Program underwriter.	Adds requirement for underwriter approval of plan selections.
Assessments & Dividends	Assessments/dividends used sparingly; allocation based on premiums paid.	Committee may impose premium assessments if funds are insufficient; details on liability for withdrawn entities and dividend formula.	Expands on funding adequacy, assessment process, and dividend distribution.
Withdrawal	ENTITY may withdraw with 90 days' notice.	Notice period extended to 120 days prior to January 1; rescission deadline added; 3-year waiting period for re-entry after withdrawal.	Tightens withdrawal process and re-entry requirements.
Arbitration	Not previously specified.	Adds binding arbitration clause for disputes, specifying Sacramento, CA as venue.	Introduces formal dispute resolution process.
Amendment	Amendments require written agreement by both parties.	Clarifies amendment process, including SDRMA's right to terminate if ENTITY does not execute required amendments.	Strengthens amendment and termination provisions.



MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (HEREAFTER "MEMORANDUM") IS ENTERED INTO BY AND BETWEEN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (HEREAFTER "SDRMA") AND THE PARTICIPATING PUBLIC ENTITY (HEREAFTER "ENTITY") WHO IS SIGNATORY TO THIS MEMORANDUM.

WHEREAS, on August 1, 2006, SDRMA in its capacity as a member of Public Risk Innovation, Solutions and Management (PRISM) and having executed the Joint Powers Agreement (JPA) governing PRISM, was appointed administrator for the purpose of enrolling small public entities into the Public Risk Innovation, Solutions and Management (PRISM) Health and/or Employee Benefits Small Group Program (hereinafter "PROGRAM"); and

WHEREAS, the terms and conditions of the PROGRAM as well as benefit coverage, rates, assessments, and premiums are governed by the PRISM Health Committee and/or PRISM Employee Benefits Committee for the PROGRAM (the "COMMITTEE") and not SDRMA; and

WHEREAS, ENTITY desires to enroll and participate in the PROGRAM, acknowledging that SDRMA acts solely in an administrative capacity and does not establish Program terms.

NOW THEREFORE, SDRMA and ENTITY agree as follows:

1. DEFINITIONS. For purposes of this MEMORANDUM, unless the context otherwise requires, the following terms when capitalized have the respective meanings set out below and are applicable to the singular as well as to the plural forms of such terms and to the masculine as well as to the feminine and neuter genders of such terms.
 - a. "Committee" means the PRISM Health Committee and/or PRISM Employee Benefits Committee for the Program.
 - b. "Coverage Documents" means, except as otherwise provided herein, coverage documents from each carrier outlining the coverage provided, including terms and conditions of coverage, are controlling with respect to the coverage of the Program and will be provided by SDRMA to each ENTITY. Documents will be made available through the online SDRMA Portal and be accessible to approved users of the ENTITY.
 - c. "Program Participation Agreement" means the agreement issued by PRISM/AUS Underwriting to the Entity that details the final terms of acceptance and any special exceptions or terms that have been made a part of the underwriting approval and is required to be



completed and executed in order to constitute full acceptance as a member of the PRISM Small Group Program.

d. "Program" or "PRISM" means the Public Risk Innovation, Solutions and Management (PRISM) Health and/or Employee Benefits Small Group Program.

e. "Program Documents" means the following: SDRMA Program Administrative Guidelines, SDRMA Resolution, Program Underwriting application and any required underwriting documents, Program approval, Program Underwriting & Eligibility Rules and Program Participation Agreement.

12. PURPOSE. ENTITY is signatory to this MEMORANDUM for the ~~express sole~~ purpose of enrolling in the ~~Program~~PROGRAM.

23. ENTRY INTO PROGRAM. ENTITY shall ~~enroll~~apply for participation in the ~~Program~~PROGRAM by ~~making application through~~executing and all forms prescribed by SDRMA. ~~SDRMA shall submit the completed forms to which shall be subject to approval by the Program~~PROGRAM's Underwriter ~~who has the authority to accept or reject Entity's application in its sole discretion based on the Program's and~~governing documents and in accordance with ~~the Program's applicable~~eligibility guidelines.

34. MAINTENANCE OF EFFORT. ~~Program~~PROGRAM is designed to provide an alternative ~~provides~~ health benefits ~~solution~~ to all ~~participants~~active employees, retired employees, dependents of an active or retired employee and public officials of the ENTITY who ~~satisfy requirements for participation. of the ENTITY including active employees, retired employees (optional), dependents (optional) and public officials (optional).~~ ENTITY public officials may participate in the ~~Program~~PROGRAM only if they are currently being covered and their own ENTITY's enabling act, plans and policies allow it. ENTITY must contribute at least the minimum percentage required by the eligibility requirements

45. PREMIUMS. ENTITY ~~understands agrees and acknowledges~~ that premiums and rates for the ~~Program~~PROGRAM are set by the ~~COMMITTEE~~Committee and that SDRMA's Administrative Fee is set by SDRMA For each billing cycle,. ENTITY will remit ~~the total monthly premiums based upon rates established amount billed by SDRMA~~for each category of participants and the census of covered employees, public officials, dependents and retirees. ~~PREMIUMs are based on a full month, and there are no partial months or prorated PREMIUMs. Enrollment for mid-year qualifying events and termination of coverage will be made in accordance with the SDRMA Program Administrative Guidelines.~~



~~Rates for the ENTITY and each category of participant will be determined by the COMMITTEE designated for the PROGRAM based upon advice from its consultants and/or a consulting Benefits Actuary and insurance carriers. In addition, SDRMA adds an administrative fee to premiums and rates for costs associated with administering the PROGRAM. Rates may vary depending upon factors including, but not limited to, demographic characteristics, loss experience of all public entities participating in the PROGRAM and differences in benefits provided (plan design), if any.~~

~~SDRMA will administrate a billing to ENTITY each month, with payments due by the date specified by SDRMA. Payments received after the specified date will accrue penalties up to and including termination from the PROGRAM. Premiums are based on a full month, and there are no partial months or prorated premiums. Enrollment for mid-year qualifying events and termination of coverage will be made in accordance with the SDRMA Program Administrative Guidelines.~~

~~Late Payment Penalties. ENTITY shall pay all PREMIUM invoices as billed to SDRMA, regardless of any changes to eligibility or adjustments to PREMIUMS that may occur during the billing month and not reflected in the PREMIUM invoice. SDRMA shall issue PREMIUM invoices to ENTITY prior to the coverage month in which they are due. PREMIUM invoices are due by the due date stated on the invoice and considered delinquent thirty (30) calendar days from the due date. In addition to the outstanding balance due for any unpaid invoice, ENTITY shall be liable to SDRMA for a late payment penalty of 1% of the outstanding balance of any unpaid portion of such invoice effective (30) calendar days after the invoice due date. SDRMA reserves the right to terminate the MEMORANDUM and ENTITY'S Participation Agreement, including immediate cessation of all services under the Program, any time after it provides written notice to ENTITY of its failure to pay the amount due of any invoice.~~

56. **BENEFITS.** Benefits provided to ENTITY participants shall be as set forth in ENTITY's Plan Summary for the ~~P~~rogram ~~ROGRAM~~ and as agreed upon between the ENTITY and its recognized employee organizations as applicable. Not all plan offerings will be available to ENTITY, and plans requested by ENTITY must be submitted to ~~P~~rogram~~ROGRAM~~ underwriter for approval.

6. ~~**COVERAGE DOCUMENTS.** Except as otherwise provided herein, coverage documents from each carrier outlining the coverage provided, including terms and conditions of coverage, are controlling with respect to the coverage of the PROGRAM and will be provided by SDRMA to each ENTITY. SDRMA will provide each ENTITY with additional documentation, defined as the SDRMA Program Administrative Guidelines which provide further details on administration of the PROGRAM.~~

7. ~~**PROGRAM FUNDING.** It is the intent of this MEMORANDUM to provide for a fully funded PROGRAM by any or all of the following: pooling risk; purchasing individual stop loss~~



~~coverage to protect the pool from large claims; and purchasing aggregate stop loss coverage.~~

~~8. ASSESSMENTS. Should the PROGRAM not be adequately funded for any reason, pro-rata assessments to the ENTITY may be utilized to ensure the approved funding level for applicable policy periods. Any assessments which are deemed necessary to ensure approved funding levels shall be made upon the determination and approval of the COMMITTEE in accordance with the following:~~

~~a. Assessments/dividends will be used sparingly. Generally, any over/under funding will be factored into renewal rates.~~

~~b. If a dividend/assessment is declared, allocation will be based upon each ENTITY's proportional share of total premiums paid for the preceding 3 years. An ENTITY must be a current participant to receive a dividend, except upon termination of the PROGRAM and distribution of assets.~~

~~c. ENTITY will be liable for assessments for 12 months following withdrawal from the PROGRAM.~~

~~d. Fund equity will be evaluated on a total PROGRAM wide basis as opposed to each year standing on its own.~~

7. ASSESSMENTS AND DIVIDENDS. The Program annual premium, as approved by the Committee will be established at a level which is anticipated to provide adequate overall funding. The Program will directly manage surpluses and deficits. Premiums are targeted to fund expected claims (including incurred-but-not-reported (IBNR) and run-out), reinsurance (if any), Program/administrative expenses, and any reserve or margin adopted by the Committee.

If Program funds are insufficient (including funding IBNR), the Committee may impose premium assessments on all applicable participating Entities, consistent with the JPA, including ENTITY signing this MEMORANDUM. Entities that have withdrawn from the Program are liable for assessments attributable to plan year(s) in which they participated.

After appropriate reserves and obligations are funded and any Committee-approved margin is achieved, the Committee may declare a dividend or premium credit, using a formula recommended by the Program Underwriters and actuary.

98. WITHDRAWAL. ENTITY may withdraw from this MEMORANDUM and terminate its Program Participation Agreement for a subsequent calendar year subject to the following condition: ENTITY shall notify SDRMA and the PROGRAM in writing of its



~~intent to withdraw at least 90 days prior to their requested withdrawal date. ENTITY shall notify SDRMA in writing of its intent to withdraw from this MEMORANDUM and terminate its Program Participation Agreement at least 120 days prior to January 1st of the subsequent calendar year in which it shall be effective. No withdrawal shall become effective until December 31 of the year that notice of termination is received. ENTITY may rescind its notice of intent to withdraw and terminate no later than October 1st. ENTITY may rescind its notice of intent to withdraw. ENTITY may rescind its notice of intent to withdraw and terminate no later than October 1st.~~ Once ENTITY withdraws from the ~~Program~~PROGRAM, there is a 3-year waiting period to come back into the ~~Program~~PROGRAM, and the ENTITY will be subject to underwriting approval ~~again~~.

~~10. LIAISON WITH SDRMA. Each ENTITY shall maintain staff to act as liaison with SDRMA and between the ENTITY and SDRMA's designated PROGRAM representative.~~

9. ARBITRATION OF DISPUTES. To the extent permitted by law, all controversies between the ENTITY and SDRMA that may arise out of or relate to any of the services provided by SDRMA under the MEMORANDUM, or the construction, performance or breach of this or any other agreement between the ENTITY and SDRMA, whether entered into prior to, on or subsequent to the date hereof, shall be settled by binding arbitration in the City of Sacramento, California, under the Commercial Arbitration Rules of the American Arbitration Association. Judgment upon any award rendered by the arbitrator(s) shall be final, and may be entered into any court having jurisdiction.

~~11~~10. GOVERNING LAW. This MEMORANDUM shall be governed in accordance with the laws of the State of California.

~~12~~11. VENUE. Venue for any dispute or enforcement shall be in the City of Sacramento, California.

~~13~~12. ATTORNEY FEES. The prevailing party in any dispute shall be entitled to an award of reasonable attorney fees.

~~14~~13. COMPLETE AGREEMENT. This MEMORANDUM together with the related ~~Program~~PROGRAM ~~documents~~Documents constitutes the full and complete agreement of the ENTITY.

~~15~~14. SEVERABILITY. Should any provision of this MEMORANDUM be judicially determined to be void or unenforceable, such determination shall not affect any remaining provision.

~~16~~15. AMENDMENT OF MEMORANDUM; WAIVER. This MEMORANDUM may not be modified, nor shall any provision hereof be waived or amended, except in a writing duly signed by authorized representatives of SDRMA and ENTITY. The failure of either Party to enforce at any time any provision of the MEMORANDUM shall not be construed to be a waiver of such provision, nor in any way to affect the validity of the MEMORANDUM or the



~~right of either party thereafter to enforce each and every such provision may be amended by the SDRMA Board of Directors and such amendments are subject to approval of ENTITY's designated representative, or alternate, who shall have authority to execute this MEMORANDUM. Any If ENTITY who fails or refuses to execute an amendment to this MEMORANDUM by the deadline included in written notice of SDRMA'S execution of said amendment, SDRMA reserves the right to terminate shall be deemed to have withdrawn this MEMORANDUM and ENTITY'S Program Participation Agreement from the PROGRAM effective as of on the next annual renewal date.~~

~~1716.~~ EFFECTIVE DATE. This MEMORANDUM shall become effective on the later of the first date of coverage for the ENTITY or the last date of signing of this MEMORANDUM by the Chief Executive Officer or Board President of SDRMA and the authorized person for the ENTITY.

~~1817.~~ EXECUTION IN COUNTERPARTS. This MEMORANDUM may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

In Witness Whereof, the undersigned have executed the MEMORANDUM as of the date set forth below.

Dated: _____

By: _____

Special District Risk
Management Authority

Dated: _____

By: _____

Agency ENTITY Name

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (HEREAFTER “MEMORANDUM”) IS ENTERED INTO BY AND BETWEEN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (HEREAFTER “SDRMA”) AND THE PARTICIPATING PUBLIC ENTITY (HEREAFTER “ENTITY”) WHO IS SIGNATORY TO THIS MEMORANDUM.

WHEREAS, on August 1, 2006, SDRMA in its capacity as a member of Public Risk Innovation, Solutions and Management (PRISM) and having executed the Joint Powers Agreement (JPA) governing PRISM, was appointed administrator for the purpose of enrolling small public entities into the (PRISM) Health and/or Employee Benefits Small Group Program (hereinafter "Program"); and

WHEREAS, the terms and conditions of the PROGRAM as well as benefit coverage, rates, assessments, and premiums are governed by the PRISM Health Committee and/or PRISM Employee Benefits Committee for the Program (the "Committee") and not SDRMA; and

WHEREAS, ENTITY desires to enroll and participate in the Program, acknowledging that SDRMA acts solely in an administrative capacity and does not establish Program terms.

NOW THEREFORE, SDRMA and ENTITY agree as follows:

1. **DEFINITIONS.** For purposes of this MEMORANDUM, unless the context otherwise requires, the following terms when capitalized have the respective meanings set out below and are applicable to the singular as well as to the plural forms of such terms and to the masculine as well as to the feminine and neuter genders of such terms.
 - a. “Committee” means the PRISM Health Committee and/or PRISM Employee Benefits Committee for the Program.
 - b. “Coverage Documents” means, except as otherwise provided herein, coverage documents from each carrier outlining the coverage provided, including terms and conditions of coverage, are controlling with respect to the coverage of the Program and will be provided by SDRMA to each ENTITY. Documents will be made available through the online SDRMA Portal and be accessible to approved users of the ENTITY.
 - c. “Program Participation Agreement” means the agreement issued by PRISM/AUS Underwriting to the Entity that details the final terms of acceptance and any special exceptions or terms that have been made a part of the underwriting approval and is required to be completed and executed in order to constitute full acceptance as a member of the PRISM Small Group Program.

d. "Program" or "PRISM" means the Public Risk Innovation, Solutions and Management (PRISM) Health and/or Employee Benefits Small Group Program.

e. "Program Documents" means the following: SDRMA Program Administrative Guidelines, SDRMA Resolution, Program Underwriting application and any required underwriting documents, Program approval, Program Underwriting & Eligibility Rules and Program Participation Agreement.

2. PURPOSE. ENTITY is signatory to this MEMORANDUM for the sole purpose of enrolling in the Program.
3. ENTRY INTO PROGRAM. ENTITY shall apply for participation in the Program by executing and all forms prescribed by SDRMA. SDRMA shall submit the completed forms to the Program's Underwriter who has the authority to accept or reject Entity's application in its sole discretion based on the Program's governing documents and in accordance with the Program's eligibility guidelines.
4. MAINTENANCE OF EFFORT. Program provides health benefits to all active employees, retired employees, dependents of an active or retired employee and public officials of the ENTITY who satisfy requirements for participation. ENTITY public officials may participate in the Program only if they are currently being covered and their own ENTITY's enabling act, plans and policies allow it. ENTITY must contribute at least the minimum percentage required by the eligibility requirements
5. PREMIUMS. ENTITY agrees and acknowledges that premiums and rates for the Program are set by the Committee and that SDRMA's Administrative Fee is set by SDRMA For each billing cycle. ENTITY will remit the total monthly amount billed by SDRMA for each category of participants and the census of covered employees, public officials, dependents and retirees. PREMIUMs are based on a full month, and there are no partial months or prorated PREMIUMs. Enrollment for mid-year qualifying events and termination of coverage will be made in accordance with the SDRMA Program Administrative Guidelines.

Late Payment Penalties. ENTITY shall pay all PREMIUM invoices as billed to SDRMA, regardless of any changes to eligibility or adjustments to PREMIUMS that may occur during the billing month and not reflected in the PREMIUM invoice. SDRMA shall issue PREMIUM invoices to ENTITY prior to the coverage month in which they are due. PREMIUM invoices are due by the due date stated on the invoice and considered delinquent thirty (30) calendar days from the due date. In addition to the outstanding balance due for any unpaid invoice, ENTITY shall be liable to SDRMA for a late payment penalty of 1% of the outstanding balance of any unpaid portion of such invoice effective (30) calendar days after the invoice due date. SDRMA reserves the right to terminate the

MEMORANDUM and ENTITY'S Participation Agreement, including immediate cessation of all services under the Program, any time after it provides written notice to ENTITY of its failure to pay the amount due of any invoice.

6. **BENEFITS.** Benefits provided to ENTITY participants shall be as set forth in ENTITY's Plan Summary for the Program and as agreed upon between the ENTITY and its recognized employee organizations as applicable. Not all plan offerings will be available to ENTITY, and plans requested by ENTITY must be submitted to Program underwriter for approval.
7. **ASSESSMENTS AND DIVIDENDS.** The Program annual premium, as approved by the Committee will be established at a level which is anticipated to provide adequate overall funding. The Program will directly manage surpluses and deficits. Premiums are targeted to fund expected claims (including incurred-but-not-reported (IBNR) and run-out), reinsurance (if any), Program/administrative expenses, and any reserve or margin adopted by the Committee.

If Program funds are insufficient (including funding IBNR), the Committee may impose premium assessments on all applicable participating Entities, consistent with the JPA, including ENTITY signing this MEMORANDUM. Entities that have withdrawn from the Program are liable for assessments attributable to plan year(s) in which they participated.

After appropriate reserves and obligations are funded and any Committee-approved margin is achieved, the Committee may declare a dividend or premium credit, using a formula recommended by the Program Underwriters and actuary.

8. **WITHDRAWAL.** ENTITY may withdraw from this MEMORANDUM and terminate its Program Participation Agreement for a subsequent calendar year subject to the following condition: ENTITY shall notify SDRMA in writing of its intent to withdraw from this MEMORANDUM and terminate its Program Participation Agreement at least 120 days prior to January 1st of the subsequent calendar year in which it shall be effective. No withdrawal shall become effective until December 31 of the year that notice of termination is received. ENTITY may rescind its notice of intent to withdraw and terminate no later than October 1st. Once ENTITY withdraws from the Program, there is a 3-year waiting period to come back into the Program, and the ENTITY will be subject to underwriting approval.
9. **ARBITRATION OF DISPUTES.** To the extent permitted by law, all controversies between the ENTITY and SDRMA that may arise out of or relate to any of the services provided by SDRMA under the MEMORANDUM, or the construction, performance or breach of this or any other agreement between the ENTITY and SDRMA, whether entered into prior to, on or subsequent to the date hereof, shall be settled by binding arbitration in the City of

Sacramento, California, under the Commercial Arbitration Rules of the American Arbitration Association. Judgment upon any award rendered by the arbitrator(s) shall be final and may be entered into any court having jurisdiction.

10. GOVERNING LAW. This MEMORANDUM shall be governed in accordance with the laws of the State of California.
11. VENUE. Venue for any dispute or enforcement shall be in the City of Sacramento, California.
12. ATTORNEY FEES. The prevailing party in any dispute shall be entitled to an award of reasonable attorney fees.
13. COMPLETE AGREEMENT. This MEMORANDUM together with the related Program Documents constitutes the full and complete agreement of the ENTITY.
14. SEVERABILITY. Should any provision of this MEMORANDUM be judicially determined to be void or unenforceable, such determination shall not affect any remaining provision.
15. AMENDMENT OF MEMORANDUM; WAIVER. This MEMORANDUM may not be modified, nor shall any provision hereof be waived or amended, except in a writing duly signed by authorized representatives of SDRMA and ENTITY. The failure of either Party to enforce at any time any provision of the MEMORANDUM shall not be construed to be a waiver of such provision, nor in any way to affect the validity of the MEMORANDUM or the right of either party thereafter to enforce each and every such provision. If ENTITY fails or refuses to execute an amendment to this MEMORANDUM by the deadline included in written notice of SDRMA'S execution of said amendment, SDRMA reserves the right to terminate this MEMORANDUM and ENTITY'S Program Participation Agreement effective as of the next annual renewal date.
16. EFFECTIVE DATE. This MEMORANDUM shall become effective on the later of the first date of coverage for the ENTITY or the last date of signing of this MEMORANDUM by the Chief Executive Officer or Board President of SDRMA and the authorized person for the ENTITY.
17. EXECUTION IN COUNTERPARTS. This MEMORANDUM may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

In Witness Whereof, the undersigned have executed the MEMORANDUM as of the date set forth below.

Dated: _____

By: _____

Special District Risk
Management Authority

Dated: _____

By: _____

Stege Sanitary District



STEGE SANITARY DISTRICT

STAFF REPORT

Board of Directors Meeting Date: 9/3/2026

TO: Honorable Board of Directors

FROM: Bobby Magee, General Manager

SUBJECT: Second Amendment with Nerd Crossing for Website Services

RECOMMENDATION

It is recommended that the Board of Directors:

1. Adopt Resolution No. 2294-0926 Amending the Contract with Nerd Crossing for Website Services; and,
2. Direct the General Manager to Sign all Documents Necessary to Complete the Scope of Work as Amended in the Contract.

BACKGROUND AND DISCUSSION

At the August 6th, 2026 meeting the Board received a verbal report on the District's website, and provided direction to staff to return with a contract amendment for multiple website improvements. In summary, the Board directed staff to:

- Audit the current website for ADA compliance and make any required changes immediately.
- Always have an updated website with current information for the current website.
- Add a Tracker for Website Statistical Data.
- Begin the planning process for a new website with an updated Uniform Resource Locator (URL) of www.stegesanitarydistrict.gov or www.stegesanitarydistrict.ca.gov.
- Always have current information on the new website.
- Develop a stand-alone page for the District's Private Sewer Lateral Loan Program on both the current website and future website.
- Consider having an online permitting system as part of the future website.

Amendment No. 2 with Nerd Crossing captures all of these items in the updated scope of work, and provides the District with professional website development and ongoing website maintenance services through June 30th, 2031.

FISCAL IMPACT

Approval of the Second Amendment with Nerd Crossing will increase the not-to-exceed amount of the contract from \$350,000 to \$427,700 over the life of the agreement, which continues through June 30th, 2031.

**SECOND AMENDMENT TO
CONSULTING SERVICES AGREEMENT BETWEEN
STEGE SANITARY DISTRICT AND NERD CROSSING**

This Second Amendment to the Agreement for consulting services ("Second Amendment") is made by and between Stege Sanitary District ("Stege") and Nerd Crossing ("Consultant") (together sometimes referred to as the "Parties") as of August 25, 2026 (the "Effective Date").

WHEREAS, the Parties entered into an agreement for consulting services on April 2, 2026 (the "Agreement"); and

WHEREAS, Section 8.4 of the Agreement provides that the Agreement may be amended only by a writing signed by all Parties; and

WHEREAS, the Parties entered into a First Amendment on May 1, 2026; and

WHEREAS, the Parties now desire to further amend the Agreement to reflect changes in the scope of services and compensation.

Now, therefore, the Parties hereto mutually agree as follows:

Section 1. RECITALS. The recitals above are true and correct and hereby made a part of this Second Amendment.

Section 2. SERVICES. The web addendum attached hereto shall be added to Exhibit A of the Agreement.

Section 3. COMPENSATION. The first sentence of Section 2, "Compensation", shall be deleted and replaced with the following:

District hereby agrees to pay Consultant an amount not to exceed \$427,700 as set forth herein, notwithstanding any contrary indications that may be contained in Consultant's proposal, for services to be performed and reimbursable costs incurred under this Agreement.

Section 4. REMAINING SECTIONS UNCHANGED. Except as modified and amended by this Second Amendment, all other sections of the Agreement shall remain unchanged and in full force and effect.

The Parties have executed this Second Amendment as of the Effective Date.

DISTRICT

CONSULTANT

Bobby Magee, General Manager

James Hammack, CEO

APPROVED:

Kristopher J. Kokotaylo, District Legal Counsel

Mailing Address: 77 Solano Square, Suite 351, Benicia, CA 94510

Website: www.nerdcrossing.com

E-mail: info@nerdcrossing.com

Phone : 1-888-NERD-XING (1-888-637-3946)



Prepared For:

Bobby Magee
General Manager
www.stegesan.org

Prepared By:

Nerd Crossing
77 Solano Square, Suite 351
Benicia, CA 94510
(510) 275-3475

Dear Bobby,

August 20, 2026

Thank you for the opportunity to submit an addendum to our existing contract for web services.
Please review the proposal and let me know if you have any questions.

Cheers,

Jim Hammack, CEO/Chief Nerd



1. ADA Compliance Update – Stege Sanitary District Website

Scope of Work

- Correct repeated links in navigation (header and sidebar)
- Remove redundant title text (footer)
- Update, add, and/or shorten image alt text (site-wide)
- Minor descriptive content corrections

Estimated Costs: \$1,200

EXCLUDED (not fixable): Streamline-Native Issues, recommend a full site redesign

- Header tags for district name and page titles (site-wide) and home page icon section
- Main menu navigation (tab-through accessibility), sidebar menu "skip to main content" link
- Contact form recaptcha

2. On-Going Web Maintenance, Security and Support

	Option #1 – \$1,000/month		Option #2 – \$600/month
<i>Initial to Accept</i>		<i>Initial to Accept</i>	
Up to 5 hours of monthly support for content updates or troubleshooting		Up to 3 hours of monthly support for content updates or troubleshooting	
BOTH PLANS INCLUDE			
Additional Support	Site Security & Maintenance	Web Hosting	
Any work outside of routine maintenance (e.g., design updates, content uploads beyond the included hour) will be billed at a small business rate of \$200/hour.	Install patches for security vulnerabilities, new features, etc.	Hosted WordPress Platform	
	Routine virus scans	Automated WordPress core updates (excluding plugins)	
	Monitor weblogs for unauthorized access	Automated site backups	
	Update theme and plugins	Data redundancy for reliability	
	Quality assurance testing if plugin updates affect functionality	99.9% uptime	



3. Website Redesign

The existing website on Streamline has limitations and cannot be fully ADA compliant. Further discovery meetings will be required to determine the full scope of work for the website redesign. Our initial conversations capture the following business requirements:

- a. Custom theme design
- b. Full ADA compliance (fixing things that cannot be fixed on Streamline)
- c. Up to 100 pages (currently site is 98 pages)
- d. Integration with Govinity
- e. Online permit application/approval
- f. Enhanced security measures

Estimated Costs: \$35,000 cap with a \$5K contingency

Terms

A five year contract is required for all IT and web maintenance contracts. If Option #1 is selected, Stege can step down to Option #2 after the first year of the contract. Services are billed monthly and are due by the first of each month. A 5% processing fee will be charged for any credit card payment. Outstanding balances are subject to an interest rate of 1.5% per month.

You may cancel services with a 180 day notice by emailing jim@nerdcrossing.com.

I, _____, have reviewed the proposal from Nerd Crossing and agree to the outlined contract.

Signed _____ Title _____ Date _____





STEGE SANITARY DISTRICT

STAFF REPORT

Board of Directors Meeting Date: 9/3/2026

TO: Honorable Board of Directors

FROM: Bobby Magee, General Manager and Kristopher Kokotaylo, District Counsel

SUBJECT: District Ordinance Code Regulating Use of District Logo and District Seal

RECOMMENDATION

It is recommended that the Board of Directors:

Adopt Ordinance 2263-0926 adding Section 2.11 to the District Ordinance Code to regulate use of the District logo and District seal.

BACKGROUND AND DISCUSSION

The District seal is the personal property of the District and the District can control its use as well as prevent other parties from unauthorized use. The District Ordinance Code is silent as to the permissible use and enforcement. As a result, the District Counsel and staff have collaborated on the proposed Ordinance which will regulate use of the District logo and District seal.

Modern technology makes it easy for anyone to capture the District seal and use it to mislead or give the impression that a publication, event or item is authorized or sponsored by the District. The District Ordinance Code does not currently regulate use of the District logo and seal or otherwise provide a penalty for such use. The proposed ordinance would make it violation of the District Code to use the District logo or seal for a private or commercial purpose. This includes using the seal for political or for-profit purposes including the manufacture and sale of tangible items.

Staff is recommending adoption of the attached ordinance to provide the District with a tool to help ensure that the District seal and logo are used only for purposes directly related to the official business of the District, or as expressly authorized.

FISCAL IMPACT

There is no fiscal impact to adopting the addition of Section 2.11 to the District Ordinance Code.

ORDINANCE NO. 2263-0926

**ORDINANCE ADDING SECTION 2.11 TO THE DISTRICT ORDINANCE CODE
TO REGULATE USE OF THE DISTRICT LOGO AND DISTRICT SEAL**

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

- A. The Stege Sanitary District (District) is a public agency and sanitary district organized and existing under and pursuant to the Sanitary District Act of 1923 (California Health and Safety Code § 6400 *et seq.*).
- B. The District is authorized under California Health & Safety Code § 6520 *et seq.* to adopt rules, regulations, and ordinances necessary to manage District property and affairs.
- C. The District's seal and logo are public assets owned exclusively by the District, created with public funds, and subject to District governance.
- D. The District Board desires to amend the District Ordinance Code to establish formal regulations related to the permissible use of the District logo and seal.

In consideration of the foregoing findings and determinations, IT IS ORDAINED by the Board of Directors of Stege Sanitary District that:

- 1. Section 2.11 "District Seal and District Logo" is added to Chapter 2 of the Stege Sanitary District Ordinance Code, as provided for in Exhibit A attached hereto.
- 2. Adoption of Ordinance. Upon adoption, this Ordinance shall be entered in the minutes of the District Board of Directors and a summary shall be published once in a newspaper published in the District pursuant to California Health and Safety Code §6490.
- 3. Effective Date. The text amendments provided in Exhibit A shall be reflected and updated in the District Ordinance Code effective October 3, 2026.

I HEREBY CERTIFY that the forgoing Ordinance was duly and regularly adopted by the Board of Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 3rd of September 2026 by the following vote:

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

TESSA BEACH, President
Stege Sanitary District
Contra Costa County, California

ATTEST:

BOBBY MAGEE, Secretary

EXHIBIT A

SECTION 2.11

DISTRICT LOGO AND DISTRICT SEAL

2.11.1 **District Seal.** There is adopted as the official seal of the District, the imprint of which is on file in the office of the District Secretary, having around its perimeter the words, "Stege Sanitary District, Protecting the Bay Since 1913."

2.11.2 **District logo.** The District Board, from time to time, may, by resolution, establish and designate the general design and details of official District logos of the District.

2.11.3 **Custodian.** The District Secretary is the custodian of the official seal and logo of the District.

2.11.4 Definitions.

"Commercial purpose," as that phrase is used in this chapter, means and includes, but is not limited to: the promotion, support or endorsement of any group, entity, corporation, partnership, limited liability company, firm, association, or individual which is for-profit or connected in any way with trade, commerce or business.

"Private purpose," as that phrase is used in this chapter includes, but is not limited to:

- A. The promotion, support or endorsement of or opposition to any candidate for a public office or the support or endorsement of or opposition to any ballot measure, initiative, referendum, or any other matter voted upon at a proper election.
- B. Except the phrase does not include:
 - a. Any promotion, support or endorsement authorized by action of the District Board; or
 - b. The promotion, support or endorsement of a charitable or non-profit organization.

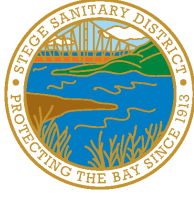
2.11.5 **Use of District seal and/or District logo.** The District seal and District logo are the property of the District. The District seal and District logo are established to identify official documents and official District personnel, facilities, property, events and other publications. It is unlawful for any person to knowingly and publicly display the District seal or District logo, or any colorable imitation that may be mistaken for the same, that has been affixed digitally or physically to any item or document, including a website, for a private purpose or commercial purpose, or in any manner that may reasonably be calculated to convey the impression that the item or document is endorsed, authorized or approved by the District, unless the display is authorized by the District Board or General Manager.

2.11.6 **Unlawful to use District name.** It is unlawful for any person to publicly and knowingly use, whether by imprinting on any item or publishing in any document, including a website, the words "Stege Sanitary District" as part of a name, title or event for a private purpose or commercial purpose in any manner that may reasonably be calculated to convey the impression that an event, entity, organization, policy, product or person is endorsed, authorized, affiliated or approved by the

District, unless such name or title is obtained by written authorization from the District Board or the General Manager.

2.11.7 Manufacture and sale of souvenirs and decorative items. Nothing in this chapter shall prevent a person from manufacturing or selling non-documentary objects, such as souvenirs or decorative items, bearing the District seal or District logo as part of the design, provided that such activity is pursuant to agreement with the District, containing any requirements and limitations that the General Manager deems appropriate to assure that such use is in the best interests of the District.

2.11.8 Penalty for violation. Any person or entity violating any of the provisions of this chapter may be guilty of a misdemeanor and punishable as provided in Section 9.8 of this Code. The penalties imposed by the provisions of this chapter shall be supplemental and in addition to any other judicial and administrative penalties and remedies available to the District under this Code or State or Federal law.



STEGE SANITARY DISTRICT

STAFF REPORT

Board of Directors Meeting Date: 9/3/2026

TO: Honorable Board of Directors

FROM: Bobby Magee, General Manager

SUBJECT: Long Range Planning Workshop: Session III

RECOMMENDATION

It is recommended that the Board of Directors:

1. Review the Agenda for the 2026 Long Range Planning Workshop; and,
2. Receive a Report on the USEPA Consent Decree Progress; and,
3. Provide Staff with Direction on Future Consent Decree Planning Activities; and,
4. Provide Staff with Strategic Planning Priorities for Districtwide Activities; and,
5. Provide Staff with Direction for the Potential of Future Board Items Related to the Possibility of Lateral Replacements at the District's Expense.

BACKGROUND AND DISCUSSION

At the 2025 Long Range Planning Workshop the Board made a request of staff to eliminate the full-day weekend meeting, and break the items into smaller pieces that could be considered over multiple regularly-scheduled meetings. This item is intended to be the third of four to five planning sessions. At the first Planning Workshop the Board directed staff to return to each subsequent session with an updated Agenda, so that additional items could be considered for future agendas. The table below represents the current recommended Agenda for the full workshop.

Agenda Item	Date
Review of Agenda and 2025 Action Plan	August 6
Review of the Past Five Years' Expenditures	August 6
Board Attendance Policy	August 6
Review of Agenda	August 20
Review of Pension Liabilities / GASB 75 OPEB Draft Actuarial Report	August 20
Communication and Outreach Opportunities	August 20
Board Self-Assessment of Governance	August 20
Review of Agenda	September 3
USEPA Consent Decree Progress	September 3
USEPA Consent Decree Planning	September 3
Strategic Planning Priorities Discussion	September 3
Lateral Replacements at District Expense	September 3
Review of Agenda	September 17
Final Discussions and Review of Action Items	September 17

FISCAL IMPACT

There is no fiscal impact to reviewing the items on the Long-Range Planning Workshop calendar.



STEGE SANITARY DISTRICT

Report Date: 8/4/2026

% FY Remain: 91.67%

BOARD OF DIRECTORS CONSENT DECREE PROGRESS REPORT

FY Start Date 7/1/2026

FY End Date 6/30/2027

CD Start Date 9/22/2014

FY "Effective" Date 7/1/2013

CIP PROJECT	26201	COMPLETED	GOAL	PERCENTAGE
REPLACED since FY start	4,473 /	12,739	LF Yearly Objective Rate	35%
REPLACED since FY "Effective" Date	196,489 /	154,021	LF Cumulative Requirement	128%
CLEANED since FY start	85,919 /	211,200	LF Minimum Requirement	41%
HOTSPOTS since FY start	27,680 /	100,000	LF Minimum Requirement	28%
CCTV since FY start	9,653 /	77,616	LF Yearly Objective Rate	12%
CCTV since CD start	2,494,404 /	1,047,816	LF Cumulative Requirement	238%
ROOT FOAMING this FY	0 /	0	LF Minimum Requirement	

IMPORTANT CONSENT DECREE DATES:

July 15, annually	Provide Replaced Sewer Main Footage to EBMUD
Nov 15, annually	Comments on Regional Technical Support Plan (RTSP) update by EBMUD
Sept 30, annually	Annual Report for prior Fiscal Year
May 1, 2022	Provide data to EBMUD for Flow Monitoring Calibration Plan
September 30, 2022	First Mid-course Check-in Output Test
June 30, 2026	Review of Regional Standards Report
December 15, 2028	Compliance WWF Output Test for San Antonio Creek
May 1, 2030	Provide data to EBMUD for Flow Monitoring Calibration Plan
September 30, 2030	Second Mid-course Check-in Output Test
June 30, 2031	Review of Regional Standards Report
December 15, 2034	Compliance WWF Output Test for Pt. Isabel
June 30, 2036	Review of Regional Standards Report
December 15, 2036	Compliance WWF Output Test for Oakport



STEGE SANITARY DISTRICT

DRAFT 2026 ACTION PLAN

The following are action items discussed at the Long-Range Planning (LRP) Workshops, conducted from August 6th – September 17th, 2026:

A. Review of Agenda and 2025 Action Plan (August 6)

The Board reviewed the Agenda and the Action Plan for 2025. Board members expressed interest in seeing the Review of Agenda item at all future LRP meetings. A request was made to add an item on September 3rd for the Board to discuss the possibility of replacing some laterals at the District's expense in the future.

Action Item:

- When agendaizing the 2026 LRP for Board discussion, bring forward the Review of Agenda at each session so that the Board has an opportunity to add or delete items as the discussion continues.

B. Past 5 Years Expenditures Review (August 6)

The Board reviewed and discussed trends from the past 5 years.

Action Item:

- None

C. Board Attendance Policy (August 6)

The Board reviewed and briefly discussed the current Policy.

Action Item:

- None

D. Review Pension Liabilities (August 20)

Action Item:

- Notify the Board in an off-Agenda memorandum when the 2025 Actuarial Reports are made available on the CalPERS website.

E. Communication and Outreach Opportunities (August 20)

Action Item:

- Explore possible opportunities including:
 - College Interns of various disciplines that may be interested in a career in local government, special districts, sewer operations, engineering, finance / human

resources / information technology, environmental studies, public health, public service, auto shop, or other District functions.

- Outreach to local High Schools for Senior Career Day and items similar to college interns possibilities as listed above.
- Improve the District's display booth, including the development of a setup to use Closed Circuit Television (CCTV) footage at the 4th of July event in El Cerrito.
- Develop a Target Reserve Graph similar to the one that has been used in the past for the Board to distribute as necessary.

F. Board Self-Assessment of Governance (August 20)

Action Item:

- Return to the Board with compiled results.

G. USEPA Consent Decree Progress (September 3)

Action Item:

H. USEPA Consent Decree Planning (September 3)

Action Items:

I. Strategic Planning Priorities Discussion (September 3)

Action Item:

- Consider opportunities for advancing the careers of existing staff through training and professional involvement in the California Water Environment Association, California Association of Sanitation Agencies, California Special Districts Association, and others.

J. Lateral Replacements at District Expense (September 3)

Action Item: