

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA
DECEMBER 12, 2024 @2:00 P.M.
www.stegesan.org • staff@stegesan.org

***** AGENDA *****

Items on the agenda may be taken out of order.

Public comment is limited to three (3) minutes for each individual speaker.

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

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

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 makes 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 comment on an item on the agenda or to address the Board during Public Comment, please note the agenda item number that you want to address or whether you intend for the comment to be included in Public Comment. Comments timely received 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.*

Public Comment during the meeting is limited to in-person participants and those comments timely received at least 15 minutes before the starting time of the meeting. 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 a circumstance, 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.

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Director Christian-Smith may participate via teleconference from 4200 East Palm Canyon Drive, Palm Springs, CA 92264.

I. Call To Order

II. Roll Call

Agenda Items: Directors and Officers of the Board will consider and announce if they have any conflicts of interest posed by items on the meeting agenda.

III. Public Comment

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

IV. Approval of Minutes

Motion:

- A. Approval of November 7, 2024 Board Meeting Minutes
(The Board will be asked to review and approve the minutes)

Info:

V. Communications

- A. Oral/Written Communications
1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings
 2. December 17, 2024 El Cerrito State of the City Invitation
 3. KIDS for the BAY's Watershed Action Program (WAP) Update

Info/Motion:

VI. Reports of Staff and Officers

- A. Attorney's Report
B. Committee Reports
C. Manager's Report
1. Monthly Maintenance Summary Report
 2. Monthly Report of Sewer Replacements and Repairs
 3. Consent Decree Quarterly Report

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4. 2025 California Association of Sanitation Agencies (CASA) Conferences
 - January 29-31 – Winter Conference, Palm Springs, CA
 - February 24-25 – Washington DC Forum
 - August 13-15 – Annual Conference, San Diego, CA
5. 2025 California Special Districts Association (CSDA) Conference
 - August 25-28 – Annual Conference, Monterey, CA

VII. Business

- Info/Motion: A. Fiscal Year 2023-24 Financial Audit Report
(The Board will consider accepting the report as presented by the auditor, Chavan and Associates)
- Info/Motion: B. Resolution No. 2252-1224 Appointing Lani Good as District Manager/Engineer, Secretary of the Board, and Treasurer of the District and Approving an Employment Agreement Between the District and Lani Good
(The Board will consider approval of the resolution)
- Info/Motion: C. Resolution No. 2253-1224 of Commendation Upon Retirement of Rex Delizo as District Manager/Engineer of the Stege Sanitary District
(The Board will consider approval of the resolution)
- Info/Motion: D. 2025 Board Meeting Calendar
(The Board will consider approving the calendar)

Info: **VIII. Monthly Financial Statements**

- A. Monthly Investment, Cash, Receivables Report
- B. Monthly Operating Statement
(The Board will review the financial reports and statements)

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

- A. Checks for December 12, 2024 - Fund No. 3418 & 3423
(The Board will be asked to approve the checks)

Info: **X. Future Agenda Items**

- January 9, 2025
Board Governance Manual Review

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING
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DECEMBER 12, 2024 @2:00 P.M.
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Long Range Planning Workshop Agenda
CASA/CSDA Conference

January 23, 2025

Service Rate Discussion
Long Range Planning Workshop Agenda
Director's Contact Info
Board Training Summary
CASA/CSDA Conference
Quarterly Financial Statements
San Pablo Avenue Specific Plan Area Status Report
Maintenance and Engineering Reports
Monthly Financials
CLOSED SESSION – Quarterly Claims Reports

NOMINATION AND ELECTION OF OFFICERS

Motion: Nomination and Election of Officers – 2025
(The Board will nominate and elect officers for calendar year 2025)

XI. Adjournment

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on January 9, 2025 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, CA.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF NOVEMBER 7, 2024
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

*****MINUTES*****

I. Call to Order: President Gilbert-Snyder called the meeting to order at 7:00 P.M.

II. Roll Call: Present: Beach, Merrill, O’Keefe, Gilbert-Snyder
 Absent: Christian-Smith (gave prior notice)
 Others Present: Rex Delizo, District Manager
 Kristopher Kokotaylo, District Counsel

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

III. Public Comment: There was no public comment.

IV. Approval of Minutes

A. Approval of October 17, 2024 Regular Board Meeting Minutes

MOTION: By Merrill, seconded by O’Keefe, to approve the minutes of the October 17, 2024 Board Meeting

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

B. Approval of October 24, 2024 Special Board Meeting Minutes

MOTION: By Merrill, seconded by O’Keefe, to approve the minutes of the October 24, 2024 Board Meeting

VOTE: AYES: Beach, Merrill, O’Keefe, Gilbert-Snyder
 NOES: None

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF NOVEMBER 7, 2024
TIME OF MEETING: 7:00 P.M.
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ABSTAIN: None

ABSENT: Christian-Smith

C. Approval of October 26, 2024 Special Board Meeting Minutes

MOTION: By Merrill, seconded by O'Keefe, to approve the minutes of the October 26, 2024 Board Meeting

VOTE: AYES: Merrill, O'Keefe, Gilbert-Snyder

NOES: None

ABSTAIN: Beach

ABSENT: Christian-Smith

D. Approval of November 1, 2024 Special Board Meeting Minutes

MOTION: By Merrill, seconded by O'Keefe, to approve the minutes of the November 1, 2024 Board Meeting

VOTE: AYES: Beach, Merrill, O'Keefe, Gilbert-Snyder

NOES: None

ABSTAIN: None

ABSENT: Christian-Smith

V. Communications

A. Oral/Written Communications

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

There were no items to report.

VI. Reports of Staff and Officers

A. Attorney's Report:

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF NOVEMBER 7, 2024
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Kokotaylo reported on updates to the Brown Act including changes to the requirements for remote participation at meetings. He then clarified that the Contra Costa County Board of Supervisors are allowed to appoint candidates in a District election that do not exceed the number to be filled.

B. Committee Reports:

There were no items to report.

C. Manager's Report:

1. Monthly Maintenance Summary Report

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

2. Monthly Report of Sewer Replacements and Repairs

The Manager reported no invoices were paid in October.

3. Proposed Meeting Calendar

The Manager reported on the proposed meeting calendar for 2024.

4. Board Officer Succession Plan

The Manager reported on the projected succession plan for the Board president and vice president positions.

5. 2025 California Association of Sanitation Agencies (CASA) Conferences

The Manager reported on the upcoming CASA conferences dates for 2025.

6. 2025 California Special Districts Association (CSDA) Conference

The Manager reported on the upcoming CSDA annual conference date for 2025.

VII. Business

There were no items to consider.

VIII. Monthly Financial Statements

A. Monthly Investment, Cash, Receivables Report

B. Monthly Operating Statement

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
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IX. Approval of Checks

A. Checks for November 7, 2024 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by Beach, to pay the bills, Check Nos. 1289 through 1318 in the amount of \$304,317.59

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

X. Future Agenda Items

December 12, 2024– 2:00PM

Fiscal Year Financial Audit
 Connection Charge Review
 Emergency Contact Update
 Meeting Calendar
 Consent Decree Quarterly Report
 CASA/CSDA Conference
 Pension + OPEB UAL Reports
 Nomination & Election of Officers
 +*RESOLUTION – District Manager Contract*

January 9, 2025

Board Governance Manual Review
 Service Rate Discussion
 Long Range Planning Workshop Agenda
 Director’s Contact Info
 Board Training Summary
 CASA/CSDA Conference
 Quarterly Financial Statements
 Form 700

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF NOVEMBER 7, 2024
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

CLOSED SESSION – Quarterly Claims Reports

CLOSED SESSION

Public Employment

Gov. Code § 54957

Title: District Manager

Conference with Labor Negotiator(s)

Gov. Code § 54957.6

Agency Designated Representative(s): Board President Gilbert-Snyder and District Counsel Kokotaylo

Unrepresented Employee: District Manager

Conference with Legal Counsel— Existing Litigation

Gov. Code § 54956.9 (d)(1)

Name of Case: Bebe Barrett v. County of Contra Costa, et al., C24-02483

The Board entered into closed session at 7:40 P.M. and returned to open session at 9:07 P.M. President Gilbert-Snyder announced that during Closed Session the Board passed the following motion.

MOTION: By O’Keefe, seconded by Beach, to approve the selection of Lani Good as District Manager pending successful employment contract negotiations

VOTE: AYES: Beach, O’Keefe, Gilbert-Snyder

NOES: Merrill

ABSTAIN: None

ABSENT: Christian-Smith

XI. Adjournment

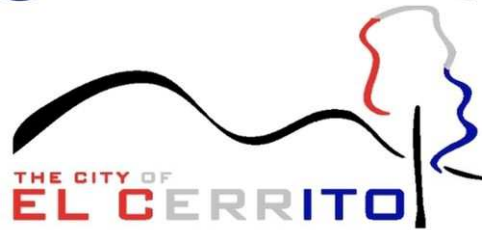
The meeting was adjourned 9:10 P.M. The next meeting of the District Board of Directors will be held on Thursday, December 12, 2024 at **2:00 P.M.** at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF NOVEMBER 7, 2024
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

Rex Delizo
STEGE SANITARY DISTRICT
Secretary

DRAFT

★ *El Cerrito State of the City* ★
YOU'RE INVITED!

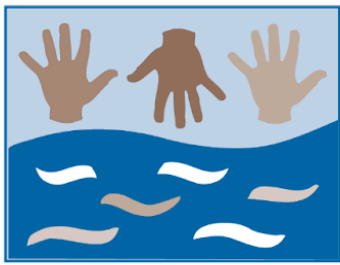


Tuesday, December 17, 2024 @ 5pm | City Hall | 10890 San Pablo Avenue

As a valued **Star & Stripes Sponsor**, we extend our gratitude for your generous support of the **2024 City of El Cerrito/worldOne 4th of July Festival**. In recognition of your contribution, **Mayor Tessa Rudnick** would like to present you with a token of appreciation during El Cerrito's **State of the City Address**. We would be honored if you could **join us in person or via Zoom** to celebrate your contribution to the City's most popular community event. Thank you!

Please RSVP or contact cjones@ci.el-cerrito.ca.us for more information.





KIDS for the BAY

A Project of Earth Island Institute

1771 Alcatraz Avenue, Berkeley, CA 94703

Tel: (510) 734-3835

Email: info@kidsforthebay.org

<https://kidsforthebay.org>

Mandi Billinge, Executive Director/Founder

December 5th, 2024

Rex Delizo, P.E.
District Manager
Stege Sanitary District
7500 Schmidt Lane
El Cerrito, CA 94530-0537

Dear Rex,

I am pleased to report that three teachers in El Cerrito have registered to participate in KIDS for the BAY's Watershed Action Program (WAP) during the 2024 - 2025 school year. Third Grade teachers Saidah Said, Jennifer Kelso, and Karley Umoru from Fairmont Elementary School have committed to bring hands-on environmental science education and environmental action into their classrooms. We are still in the process of receiving the program contract from the teachers and their principal, Heather Best. We will send that over to you once we have it.

KIDS for the BAY Educators Javi Quezada and Neda Ibrahim will be teaching the WAP at Fairmont Elementary School. Students will dive into hands-on watershed science activities in the classroom, connect with their local environment in watershed scavenger hunts outside, and conduct school campus and neighborhood trash cleanup projects to prevent plastic trash and other stormwater pollutants from entering the storm drain system. We plan to lead a nature-based bus field trip to Keller Beach this spring, where students will study and explore a diverse bay habitat. The Environmental Action Project is still to be determined.

I hope you enjoy reading our recently published Annual Report. It can be found [here](https://kidsforthebay.org/impact/annual-reports/) on our website: kidsforthebay.org/impact/annual-reports/. In our Annual Report, we share exciting new developments in our organization, including expanding our team and increasing community partnerships. Last school year, we delivered programs to **4,593 students** and partnered with **173 teachers**. Our students learned about their local watershed in hands-on science activities and Environmental Action Projects throughout the East Bay. In our watershed trash cleanups, KIDS for the BAY students collected **2,447 gallons of trash last school year!**

Our school teachers and principals continue to appreciate the opportunity to partner with KIDS for the BAY to deliver environmental science education programs! Some of their quotations are included below:

“These leaders are fighting for a clean environment for everyone! I want everyone to live in a clean environment, everyone should be able to! That's fair.”

Adrielly, Fourth Grade Student, Jack London Elementary School, Antioch

Everyone is an Environmentalist!

“The Schoolwide Assembly Action Project was very powerful. I saw students differently than I had all year. They took a lot of ownership over these issues. Families came and I thought it was an amazing positive experience. We never would have pulled that off without KIDS for the BAY.”

Beth Levine, Fifth Grade Teacher, Montalvin Manor Elementary School, Richmond

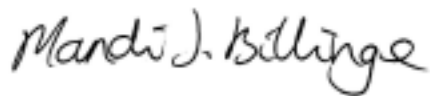
“I have seen fish that probably have microplastics in them. People eat the fish and then their stomach is full of plastic too. I think sometimes people don’t know that their trash can end up in the bay and hurt animals, but if they knew that they might not throw trash just anywhere.”

Neal, Fourth Grade Student, Highlands Elementary School, Pittsburg.

I am attaching the 2023-2024 Watershed Action Program Year in Review Flyer, which highlights our accomplishments from last school year. Please take a moment to review this information, and if you have any questions please feel free to contact me. I look forward to updating you with a Progress Report in spring 2025.

Thank you so much for supporting our work to develop the next generation of resilient, creative and inspired Environmentalists!

Sincerely,

A handwritten signature in black ink that reads "Mandi J. Billinge". The signature is written in a cursive, flowing style.

Mandi Billinge
Executive Director/Founder



**KIDS for
the BAY**

Watershed Action Program 2023 - 2024 Year in Review

In the 2023-2024 School Year:

- Watershed Action Program students cleaned up 4,354 **pieces of trash (346 gallons)** from their school campuses and local watersheds.
- Student Environmentalists completed 872 **Environmental Stewardship Hours** to improve the health of their local watershed.
- **488 students** connected with nature on bus field trips to bay, delta, ocean, and creek habitats.
- 488 students participated in a variety of **Environmental Action Projects** including presenting assemblies, making natural pesticides, reducing carbon footprints/ocean acidification, creek restoration and waste reduction.
- 18 partner teachers **received professional development and support** to teach hands-on environmental science lessons.



"It is so great to have KIDS for the BAY come in to teach about these topics that I don't have expertise in!"

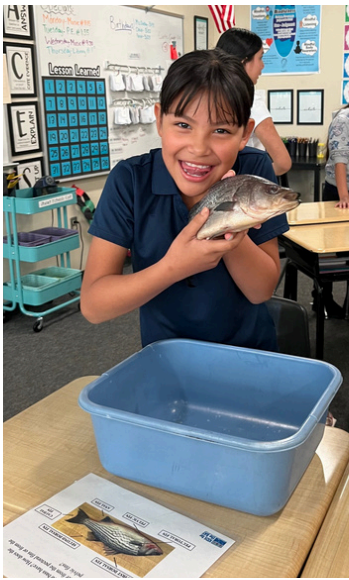
Mr. Slavik, Fifth Grade Teacher, Madera Elementary School, El Cerrito

Everyone Is an Environmentalist!

Watershed Lessons

"I fish a lot with my family and we eat the fish we catch. So it's important to keep our bay clean so the fish don't get contaminated because then we can get sick too!"

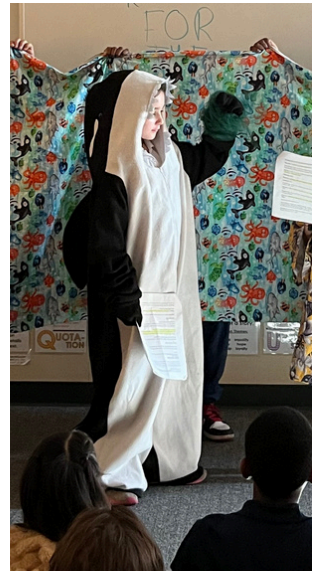
Xavier, Third Grade Student,
Fremont Elementary, Antioch



Environmental Action Projects

"Littering is not okay and it can pollute the environment and pollution can spread everywhere."

Abigail, Fourth Grade Student,
Marina Vista Elementary School,
Pittsburg



Field Trips

"Birds are important because they bring color to the world and music to the sky."

Guadalupe, Fourth Grade Student,
Glassbrook Elementary School, Hayward

Everyone Is an Environmentalist!

STEGE SANITARY DISTRICT MONTHLY MAINTENANCE SUMMARY REPORT

November 2024

QUARTER 4

VEHICLE	DAYS	FOOTAGE (LF)
<i>UNIT 10 COMBO</i>	<i>11</i>	<i>46,841</i>
<i>UNIT 11 RODDER</i>	<i>0</i>	
<i>UNIT 15 CCTV</i>	<i>10</i>	<i>23,689</i>
<i>UNIT 16 COMBO</i>	<i>0</i>	
TOTAL MONTH CLEANED		46,841
TOTAL MONTH CCTV'D		23,689

QUARTERLY SUB-TOTALS

YEAR	QUARTER	TOTAL CLEANED (LF)	PLANNED TO CLEAN (LF)	Q END NOT COMPLT'D (LF)	TOTAL CCTV'D (LF)	PLANNED TO CCTV (LF)	Q END NOT COMPLT'D (LF)
2024	4	163,566	220,719	0	23,689	39,058	0
2024	3	290,966	224,401	0	58,188	59,119	22,561
2024	2	241,082	188,935	0	58,662	64,948	33,962
2024	1	289,011	226,685	0	52,450	54,605	24,296
2023	4	228,862	184,938	0	48,625	50,930	23,849
2023	3	260,224	215,376	0	64,008	65,576	27,963
2023	2	245,563	202,070	0	52,033	60,081	38,937
2023	1	262,178	204,795	0	61,882	58,488	29,188

MONTHLY SERVICE CALLS

November-2024

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
11/1/2024 Friday 12:28 PM	151319 151318	1415 VISTA RD. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
11/2/2024 Saturday 4:32 PM	227107 227106	5531 LEXINGTON AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
11/5/2024 Tuesday 1:27 PM	227108 227107	604 LEXINGTON AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
11/10/2024 Sunday 12:19 PM	283118 283117	914 EVERETT ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				PGE WANTED TO KNOW SEWER LOCATION.
11/12/2024 Tuesday 8:13 AM	211112 211111	5930 SAN DIEGO ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
11/12/2024 Tuesday 9:52 AM	232105 232103	324 POMONA AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	SD				CITY OF EL CERRITO BROKEN STORM DRAIN.
11/14/2024 Thursday 3:07 PM	171427 171425	1828 GANGES AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				NOISE DUE TO HYDRO CLEANING LINE.
11/18/2024 Monday 9:04 AM	102103 102102	1527 SAN JOAQUIN ST. RICHMOND, CA 94804 <i>Last Call: 12/11/2019</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
11/22/2024 Friday 10:56 AM	281202 281201	931 ELM ST. EL CERRITO, CA 94530 <i>Last Call: 10/23/2023</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	OF, C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
11/22/2024 Friday 2:25 PM	203116 202115	5743 CENTRAL AVE. EL CERRITO, CA 94530 <i>Last Call: 11/12/2002</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	OF, C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
11/22/2024 Friday 3:33 PM	232213 232221	151 CARMEL AVE. EL CERRITO, CA 94530 <i>Last Call: 2/10/1993</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	OF, C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
11/22/2024 Friday 3:54 PM	221005 221004	6401 FAIRMOUNT AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	SD				THIS WAS A STORM DRAIN PROBLEM.
11/24/2024 Sunday 9:45 AM	232105 232103	307 RAMONA AVE. EL CERRITO, CA 94530 <i>Last Call: 12/28/2023</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, LC				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
11/27/2024 Wednesday 8:00 AM	262119 262105	717 NORVELL ST. EL CERRITO, CA 94530 <i>Last Call: 3/14/2005</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, LC				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
11/27/2024 Wednesday 10:17 AM	212115 212154	5735 COLUMBIA AVE. RICHMOND, CA 94804 <i>Last Call: 12/22/2020</i>	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D,OF	CO	B	ST	SEWER WAS COMING OUT OF CLEANOUT. WE RESTORED FLOW WITH HYDRO, RECOVERED SPILL, AND CCTV THE MAINLINE.

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
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PROBLEM TYPE:

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

SPILL

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

SPILL

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

SPILL END

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

MAINLINE:	1
LATERAL:	10
OTHER:	4
TOTAL SERVICE CALLS:	15
MAINLINE OVERFLOW:	1
MAINLINE SURCHARGE:	0

SANITARY SEWER OVERFLOWS (SSOs) LAST 12 MONTHS

December-2024

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS	CAT*	VOL	RCVR'D	NET
9/8/2017 Friday 10:13 AM	172336 172021	2023 TAMALPAIS AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF	CO	B	ST	WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.	CAT 4	26 gallons	26 gallons	0 gallons
3/8/2024 Friday 10:53 AM	265304 265303	838 SEA VIEW DR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B,D,OF	MH	ML	SD	DEBRIS IN MAIN CAUSED SSO.	CAT 1	765 gallons	34 gallons	731 gallons
4/15/2024 Monday 9:50 AM	283101_1 283106	941 LIBERTY ST. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B,D,OF, SD	BLDG	ML,B	BLDG	SSO CAUSED BY STORM DRAIN MATERIAL INSIDE DISTRICT MAIN.	CAT 3	171 gallons	0 gallons	171 gallons
7/21/2024 Sunday 3:25 PM	161221 131216	1700 MANOR CIR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B, D,E,OF	CO	ML	ST, Y	EBMUD- WATER MAIN BREAK DAMAGED STEGE MAIN LINE.	CAT 3	210 gallons	210 gallons	0 gallons
11/27/2024 Wednesday 10:17 AM	212115 212154	5735 COLUMBIA AVE. RICHMOND, CA 94804	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D,OF	CO	B	ST	SEWER WAS COMING OUT OF CLEANOUT. WE RESTORED FLOW WITH HYDRO, RECOVERED SPILL, AND CCTV THE MAINLINE.	CAT 4	26 gallons	26 gallons	0 gallons

PROBLEM TYPE:

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

SPILL

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

SPILL CAUSE:

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

SPILL END

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

TOTAL MAINLINE SSOs: 5

MAINLINE BREAK SSOs: 3

MAINLINE SURCHARGE SSOs: 0

CATEGORY 1 SSOs: 1

SSOs INTO BUILDINGS: 1

TOTAL SSO VOLUME (GALS): 1,198

TOTAL VOLUME RECOVERED (GALS): 296

TOTAL VOLUME UNRECOVERED (GALS): 902

*CATEGORY 1 SSO: Spill of any volume of sewage from or caused by a sanitary sewer system that results in a discharge to: A surface water, including a surface water body that contains no flow or volume of water; or A drainage conveyance system that discharges to surface waters when the sewage is not fully captured and returned to the sanitary sewer system or disposed of properly. Any spill volume not recovered from a drainage conveyance system is considered a discharge to surface water, unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility.

CATEGORY 2 SSO: Spill of 1,000 gallons or greater, from or caused by a sanitary sewer system that does not discharge to a surface water.

CATEGORY 3 SSO: Spill of equal to or greater than 50 gallons and less than 1,000 gallons, from or caused by a sanitary sewer system that does not discharge to a surface water.

CATEGORY 4 SSO: Spill of less than 50 gallons, from or caused by a sanitary sewer system that does not discharge to a surface water.

STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
November 2024

I SEWER REPLACEMENT - FY 2024-2025			
A.	BUDGET ALLOCATION		\$3,593,000
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$0
C.	SEWER REPLACEMENTS PAID THIS MONTH (NO RETENTION)	<u>COST</u>	
SUBTOTAL FOR THIS MONTH			\$0
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	0.00%	\$0
E.	TOTAL 5% RETENTION HELD		\$0
F.	BUDGET REMAINING	100.00%	\$3,593,000
G.	PERCENTAGE OF FISCAL YEAR REMAINING	58.33%	
H.	TOTAL REPLACEMENT FOOTAGE PAID TO DATE	(\$ - /LF)	

II SEWER REPAIRS - FY 2024-2025			
A.	BUDGET ALLOCATION		\$74,000
B.	PRIOR BUDGET EXPENDED		\$3,700
C.	SEWER REPAIRS PAID THIS MONTH	<u>REPAIR COST</u>	
	1. 865 Arlington Blvd	\$2,500	
	2. 237 Amherst Ave	\$2,700	
SUBTOTAL FOR THIS MONTH			\$5,200
SUBTOTAL FOR LAST MONTH			\$3,700
D.	TOTAL BUDGET EXPENDED	12.03%	\$8,900
E.	TOTAL RETENTION HELD	0.00%	\$0
F.	BUDGET REMAINING	87.97%	\$65,100
G.	PERCENTAGE OF FISCAL YEAR REMAINING	58.33%	
H.	TOTAL NUMBER OF REPAIRS PAID TO DATE	3 (\$2,967 /REPAIR)	



STEGE SANITARY DISTRICT

Report Date: 12/5/2024

% FY Remain: 58.33%

BOARD OF DIRECTORS CONSENT DECREE PROGRESS REPORT

FY Start Date 7/1/2024

FY End Date 6/30/2025

CD Start Date 9/22/2014

FY "Effective" Date 7/1/2013

CIP PROJECT	24201	COMPLETED	GOAL	PERCENTAGE
REPLACED since FY start	0 /	12,738	LF Yearly Objective Rate	0%
REPLACED since FY "Effective" Date	140,498 /	128,544	LF Cumulative Requirement	109%
CLEANED since FY start	458,588 /	211,200	LF Minimum Requirement	217%
HOTSPOTS since FY start	126,672 /	100,000	LF Minimum Requirement	127%
CCTV since FY start	83,486 /	77,616	LF Yearly Objective Rate	108%
CCTV since CD start	2,183,246 /	892,584	LF Cumulative Requirement	245%
ROOT FOAMING this FY	30,664 /	2,682	LF Minimum Requirement	506%

IMPORTANT CONSENT DECREE DATES:

July 15, annually	Provide any available Flow and Rainfall data 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

FISCAL YEAR 2023-24 FINANCIAL AUDIT REPORT

ISSUE:

The Board will consider accepting the Fiscal Year 2023-24 Financial Audit Report as presented by the auditor, Chavan and Associates.

FISCAL IMPACT:

The fiscal impact to consider accepting the Financial Audit Report is minimal.

STRATEGIC PLAN:

GOAL 3: Ensure Financial Stability and Efficiency

WORK PLAN ITEM "d": Annually undertake an independent financial audit by December of each year.

BACKGROUND:

Chavan and Associates have completed the Fiscal Year 2023-24 Financial Audit Report and are ready to present the results to the Board.

RECOMMENDATION:

Accept the Fiscal Year 2023-24 Financial Audit Report as presented by the auditor, Chavan and Associates.

ALTERNATIVES:

1. Reject the Audit Report and have the Auditor revise and resubmit.
2. Take no action and provide staff further direction.

ATTACHMENTS:

- Fiscal Year 2023-24 Financial Audit Report

NOTE:

The **Fiscal Year 2023-24 Financial**

Audit Report is not yet available

but will be provided to the Board

by email when ready for review.

RESOLUTION NO. 2252-1224

RESOLUTION APPOINTING LANI GOOD AS DISTRICT MANAGER/ENGINEER,
SECRETARY OF THE BOARD, AND TREASURER OF THE DISTRICT AND
APPROVING AN EMPLOYMENT AGREEMENT BETWEEN THE DISTRICT AND
LANI GOOD

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. Following the anticipated retirement of the current District Manager, the District retained CPS HR Consulting to conduct a thorough recruitment for a successor District Manager.
- C. On November 7, 2024, the District approved the selection of Lani Good as District Manager/Engineer, Secretary of the Board, and Treasurer of the District, pending successful employment contract negotiations.
- D. The District and Lani Good have successfully agreed to terms of employment and desire to memorialize terms in an Employment Agreement which is attached hereto as Exhibit A.

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

- 1. The Directors appoint Lani Good as District Manager/Engineer, Secretary of the Board, and Treasurer of the District.
- 2. The Directors authorize the Board President to execute the Employment Agreement attached hereto as Exhibit A effective January 1, 2025, in a form approved by District Counsel.
- 3. This Resolution shall take effect immediately upon adoption.

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting held on the 12th day of December 2024, by a X-X vote as follows:

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

PAUL GILBERT-SNYDER, President
Stege Sanitary District
Contra Costa County, California

ATTEST:

LANI GOOD, Secretary
Stege Sanitary District

EXHIBIT "A"

EMPLOYMENT AGREEMENT FOR DISTRICT MANAGER/ENGINEER, SECRETARY OF THE BOARD, AND TREASURER OF THE DISTRICT

This Employment Agreement ("Agreement") is entered and effective as of December 31, 2024 by and between the Stege Sanitary District ("Employer" or "District") and Lani Good ("Employee") subject to the following terms and conditions. Employer and Employee are sometimes individually referred to herein as "party" and collectively referred to as the "parties".

RECITALS

This Agreement is made and entered into with respect to the following facts:

- A. Employer 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. Employee and Employer desire to memorialize Employee's terms of employment in an employment agreement.
- C. Employee desires to continue such employment subject to the following terms and conditions.

AGREEMENT

Now, therefore, in consideration of the above recitals and of the mutual promises and conditions in this Agreement, Employer and Employee agree as follows:

1. **Employment and Effective Date.** Employer employs Employee as its District Manager/Engineer ("District Manager"), Secretary of the Board ("Secretary") and Treasurer of the District ("Treasurer"). The effective date of this Agreement is December 31, 2024 and Employee accepts such employment subject to the terms and conditions of this Agreement.
2. **Term of Employment.** The term of this Agreement shall be from the date approved by the District until terminated by either party as hereinafter provided. Employee shall serve at the pleasure of the District Board of Directors. The parties recognize and affirm that: 1) Employee is an "at will" employee whose employment may be terminated by the District with or without cause; 2) there is no express or implied promise made to Employee for any form of continued employment; and 3) this Agreement is the sole and exclusive basis for an employment relationship between the parties.
3. **Duties.** Employee shall serve as Employer's full time District Manager, and shall perform

EXHIBIT "A"

the duties described in the job description attached as Exhibit A to this Agreement, as periodically amended or modified, in accordance with State Law; the District Code; and policies, restrictions, and directions provided by Employer's Board of Directors from time-to-time and subject to the consent of said Board of Directors. Employee agrees to devote her full time, ability, attention, energy, knowledge, and skills to the performance of her duties under this Agreement. As District Manager, Employee shall have full power and authority to manage and conduct District business.

Additionally, Employee shall serve as Secretary and Treasurer and shall perform the duties of those positions in accordance with State Law; the District Code; and policies, restrictions, and directions provided by Employer's Board of Directors from time-to-time and subject to the consent of said Board of Directors.

Employee acknowledges that the position of District Manager is a position of high visibility before the public. Employee shall conduct herself before the public, both during and outside of regular working hours, in a manner that reflects favorably upon Employer. The District shall, at District expense, supply Employee with sufficient personnel and equipment to allow Employee to perform Employee's duties and obligations under this Agreement, including without limitation a cellular phone allowance pursuant to Section 1.1.9. Cellular Phone, of the District's Personnel Policies (hereinafter the "Policy").

4. **Compensation and Benefits.** As consideration for Employee's performance of her duties under this Agreement, Employee shall receive the following salary and benefits unless and until this Agreement is terminated as hereinafter provided:

a. **Salary.**

- i. **Base Salary.** Employee's base annual salary as of December 31, 2024 shall be \$280,000 per year, which sum shall be payable in installments at the same time as other employees of the District are paid and subject to customary withholdings. Employee is a salaried employee and is exempt from the FLSA.
- ii. **Performance Pay.** On or around each fiscal year that this Agreement remains in effect, the District shall, in conjunction with the completion of Employee's performance evaluation, consider, in its sole discretion, adjustments to Employee's compensation. As part of its consideration, the District will consider comparative salary studies for the position and Employee's performance, among other factors.
- iii. **One-time Payment.** Employee shall receive an off-salary-schedule lump sum payment in the amount of \$15,000 no later than January 31, 2025. The off-salary-schedule lump sum payment of \$15,000 is not reportable to CalPERS, consistent with the CalPERS "Off-Salary-Schedule Pay"

EXHIBIT "A"

Circular Letter dated November 10, 2016.

b. Employee Benefits.

- i. Benefits Identified in Personnel Policy. Employee, as District Manager, shall receive the benefits identified in Article IV. Benefit Provisions, of the Policy except as otherwise provided for pursuant to this Agreement. Employee qualifies as a "new member" as that term is defined in Article IV. Section 4.1.2. Retirement Plan, of the Policy and shall receive the benefits of a "new member" pursuant to the Policy.
- ii. Vehicle. Employer shall provide Employee with a vehicle selected by Employee, subject to Employer's approval, to be used primarily in the business of Employer provided that usage shall be accounted for income tax purposes in accordance with applicable federal and state income tax regulations. Said vehicle shall be used in compliance with Section 1.1.10 of the Policy. Employee shall be entitled to take said vehicle to Employee's residence for immediate access in the event of and to respond to emergencies as required. As used in this Agreement, the phrase "business of Employer" shall include, but not be limited to, driving for District business purposes, Employee's attendance at any scholastic or vocational courses of education or training approved by Employer, Employee's attendance at any meetings or conferences of trade organizations authorized by Employer and for incidental personal purposes in the course of work and commuting. Employer shall pay for all costs associated with the insurance, maintenance, repair, and business use of said vehicle.
- iii. Vacation. Employee shall be afforded annual vacation leave of one hundred and sixty (160) hours during each calendar year. Employee shall accrue vacation hours on a per-paycheck prorated basis such that she will accrue a total of one hundred and sixty (160) hours annually. Vacation leave can be used immediately upon accrual without a waiting period and shall be scheduled by Employee so as not to unduly interfere with District business that requires Employee's personal attention. Employee may annually cash out up to twelve (12) days of accrued vacation leave and receive compensation at the compensation rate in effect at the time of the cash out request. Employee shall make the cash out request in December of each calendar year and must maintain an accrued vacation leave balance of not less than eighty (80) hours after such cash out.
- iv. Administrative Leave. Employee shall be afforded annual administrative

EXHIBIT "A"

leave of twelve (12) days during each calendar year, which shall be deemed earned on January 1 of each year, beginning on January 1, 2025. Administrative leave may be used for any purposes which the Employee deems appropriate subject to the same restrictions on scheduling as for vacation leave. Administrative leave does not accrue from year to year, and if it has not been exhausted during a calendar year, the District will reimburse the Employee for unused leave based on 1/365th day of her annual compensation.

- v. Deferred Compensation. The District will match voluntary deferred compensation contributions by \$700 per month in lieu of the amount specified in Section 4.1.6. Deferred Compensation, of the Policy, with the total amount not to exceed the maximum contribution allowed by law.
- vi. Life Insurance. District shall provide Employee with term life insurance coverage with an appropriate insurance carrier, as determined by the District, which provides a death benefit equal to \$250,000.
- vii. Professional Development. Employee shall be eligible to engage in professional development activities as provided in the District budget.
- viii. Catch-all. Employee shall be eligible for or may participate in all other benefits and provisions provided to full time employees pursuant to the Policy.

5. **Termination**. Employee is an at-will employee serving at the pleasure of the Board of Directors. The position of District Manager/Secretary/Treasurer is an FLSA-exempt position. Employee's employment may be terminated by one of the following means:

- a. Voluntary Resignation. Employee may voluntarily resign by delivering a letter of resignation to the Board of Directors.
- b. Termination or Forced Resignation by Board of Directors – Without Cause. The Board of Directors may terminate the employment of Employee by giving written notice prior to the effective date of termination or by causing Employee's resignation by a majority of the Board of Directors requesting Employee to resign and Employee then volunteering to resign after such action by the Board of Directors.
- c. Severance: In the event Employee is terminated from employment by the Board of Directors without cause, or is caused to resign by the Board of Directors pursuant to subsection (b) above without cause, and contingent upon

EXHIBIT "A"

Employee's execution of a comprehensive general release and waiver of all claims of any nature, known or unknown, by Employee against the District, Employee shall be entitled to four (4) month's severance pay of her annual total compensation, including salary and the value of her benefits. In no event will Employee be entitled to a severance agreement absent execution of a comprehensive general release and waiver of all claims in a form acceptable to the District. Such severance shall be paid in full upon the effective date of her termination. Employee may elect to receive continued medical/health insurance benefits, in lieu of cash payment for equivalent value thereof.

- d. Release for Cause: This provision does not confer any property rights on Employee, as she remains an at-will employee. The phrase "termination for cause" only pertains to Employee's eligibility for severance as described in subsection (c) above. A "termination for cause" may include, but shall not be limited to, the following:
- i. Purposefully violating administrative policies and procedures;
 - ii. Failure to properly perform assigned duties;
 - iii. Theft of District property;
 - iv. Insubordination;
 - v. Conviction of a felony or misdemeanor with a nexus to the workplace;
 - vi. Unauthorized absence from employment;
 - vii. Improper use of District funds;
 - viii. Unauthorized use of District property;
 - ix. Willful misconduct or malfeasance;
 - x. Any act of moral turpitude or dishonesty; and
 - xi. Other failure of good behavior either during or outside of employment such that the Manager's conduct causes discredit to the District.
- e. Abuse of Office: Pursuant to Government Code section 53243.2, any cash settlement related to the termination of this Agreement received by Employee from the District shall be fully reimbursed to the District if Employee is convicted of a crime involving an abuse of her office or position as defined in California Government Code section 53243.4.

6. Employer Property. All correspondence, memoranda, records, files, plans, papers, notes, notebooks, reports, manuals, ideas, intellectual property, trademarks, copyrights, patents, computer software or hardware and other materials (regardless of their form) that Employee receives, creates or produces in connection with this Agreement or with Employee's employment by Employer shall be and remain the exclusive property of Employer. Employee shall immediately deliver all originals of any such materials or

EXHIBIT "A"

matters that are either in Employee's possession or under Employee's control to Employer upon termination of this Agreement or upon request of the Board President. In addition to the foregoing, immediately upon termination of Employee's employment, Employee shall cease using and shall surrender to Employer all keys issued to Employee to Employer's building, all methods of gaining access to Employer's premises, property or information, and all other property of Employer. The foregoing notwithstanding, Employee shall be permitted to retain copies of records prepared by Employee that would be available to any member of the public pursuant to a bona fide request under the Public Records Act, Government Code Section 6250 et seq.

7. **Hold Harmless and Indemnification.** Employer shall defend, hold harmless, and indemnify Employee against any tort, professional liability claim or demand, or other legal action, whether groundless or otherwise, arising out of an alleged act or omission of Employee made in the course of her performance of duties as District Manager/Secretary/Treasurer. Employer shall pay the amount of any settlement or judgment rendered therefrom, to the extent specified in the California Government Code.
8. **Miscellaneous.**
 - a. **Binding Agreement.** This Agreement shall be binding on the heirs, successors and assigns of the parties.
 - b. **The Rights of Parties.** Unless expressly set forth in this Agreement, nothing in this Agreement shall abrogate any rights, responsibilities, benefits, or privileges to which either party would otherwise be entitled.
 - c. **Amendment.** This Agreement may be amended only in writing by mutual agreement of the parties.
 - d. **State Law.** The rights and obligations of the parties shall be governed by the laws of the State of California.
 - e. **Abuse of Office.** Government Code sections 53243, 53243.1, 53243.2, and 53243.3 are incorporated by this reference as if fully set forth herein.
 - f. **Recitals.** Recitals are incorporated by reference into this Agreement.
 - g. **Failure to Act.** Failure to exercise any right or remedy shall not act as a waiver to exercise that right.
 - h. **Entire Agreement.** This Agreement contains the entire agreement between the parties and supersedes any prior agreement.

EXHIBIT "A"

- i. Severability. Should any paragraph, subparagraph, sentence clause or word included in this Agreement be found invalid by a court of competent jurisdiction, the balance of this Agreement shall remain in full force and effect.
- j. Attorneys' Fees. The prevailing party of any dispute over the terms and conditions of this Agreement is entitled to attorney fees.
- k. Assignment. This Agreement is not assignable by either party.

The Parties have executed this Agreement as of the Effective Date.

EMPLOYER

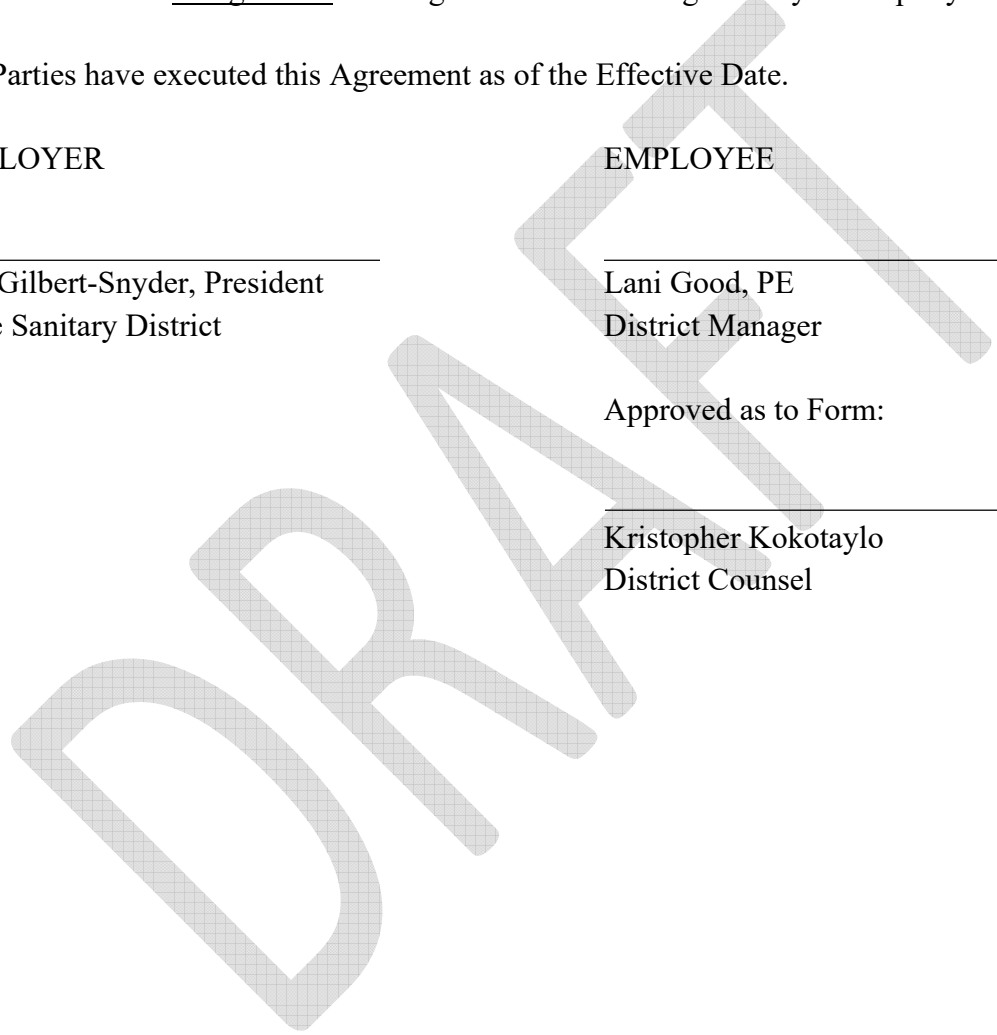
EMPLOYEE

Paul Gilbert-Snyder, President
Stege Sanitary District

Lani Good, PE
District Manager

Approved as to Form:

Kristopher Kokotaylo
District Counsel



RESOLUTION NO. 2253-1224

RESOLUTION OF COMMENDATION UPON RETIREMENT OF REX DELIZO AS
DISTRICT MANAGER / ENGINEER OF THE STEGE SANITARY DISTRICT

The Board of Directors of the Stege Sanitary District finds and determines as follows:

- A. Rex Delizo, District Manager/Engineer, Secretary of the Board, and Treasurer of the District since 2011, retires effective December 31, 2024.
- B. Prior to assuming his current position as District Manager/Engineer which he served for over 13 years, Mr. Delizo first spent 14 years at the District beginning as a Staff Civil Engineer, then was promoted to Associate Civil Engineer after becoming a registered Professional Civil Engineer, then promoted to Senior Civil Engineer/Deputy District Manager, developing exceptional skills and experience protecting public health and the environment through planning and operation of a safe, efficient, and economical wastewater collection system.
- C. Mr. Delizo's management and engineering talents have enabled the District to provide high quality services to the District's customers while finding ways to make those services more efficient and cost effective, resulting in cost savings to the customers of the District estimated in the millions of dollars.
- D. The effectiveness of Mr. Delizo's efforts are reflected in the many awards received by the District for exceptional performance including the California Water Environment Association (CWEA) San Francisco Bay Small Collection System Award for 2012, 2015, and 2020; Special District Leadership Foundation (SDLF) Recognition in Special District Governance; SDLF District of Distinction, SDLF District Transparency Certificate of Excellence; National Association of Clean Water Agencies (NACWA) 2020 National Environmental Achievement Award (NEAA); 2019 California Special Districts Association (CSDA) Exceptional Public Outreach & Advocacy Award (Small District Category); and numerous California Sanitation Risk Management Authority (CSRMA) Workers Compensation Excellence Awards.
- E. Mr. Delizo is uniformly acknowledged by the District as one of its most distinguished representatives and as an individual whose commitment to public service is extraordinary.

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

The Directors of the Stege Sanitary District hereby recognize and commend Rex Delizo for his many years of distinguished and exemplary public service, thanks him most warmly and sincerely for his service to Stege Sanitary District and to all Stege Sanitary District customers, and extends to him very best wishes for the future.

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 12th day of December by the following vote:

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

PAUL GILBERT-SNYDER, President
Stege Sanitary District
Contra Costa County, California

ATTEST:

LANI GOOD, Secretary
Stege Sanitary District

STEGE SANITARY DISTRICT 2025 BOARD MEETING SCHEDULE

(Start time is 7PM unless stated otherwise)

January 9
January 23

February 6
February 20

March 1 @9am (LRP*)

** Long Range Planning – All Day Workshop*

March 20

April 3
April 17

May 1
May 15

June 12
June 26

July 3
July 17

August 7
August 21

September 4
September 18

October 2
October 16

November 6
November 20

December 4
December 18 @2pm

2025 Stege Sanitary District Board Meeting Schedule

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Meeting Date
 ## Mtg w/ Counsel
 ## LRP Workshop
 ## Conference
 ## Holiday

STEGE SANITARY DISTRICT
Investment, Cash & Receivables Report

As of November 30, 2024

12:57:52 PM
12/09/2024

	<u>November 30, 2024</u>	<u>October 31, 2024</u>	<u>\$ Change</u>	<u>Deposits</u>	<u>Checks</u>	<u>Transfers</u>
ASSETS						
Current Assets						
Checking/Savings						
TVI & LAIF Investment Accts						
11012 · Sewer Operations- 3418	6,418,291	6,585,410	-167,119	82,881	0	-250,000
11014 · System Rehab- 3423	1,100,724	1,087,043	13,681	13,681	0	0
11017 · Five Star Money Market	1,016,991	1,016,991	0	0	0	0
11020 · TVI Investments	2,003,413	2,003,413	0	0	0	0
Total TVI & LAIF Investment Accts	<u>10,539,419</u>	<u>10,692,857</u>	<u>-153,438</u>	<u>96,562</u>	<u>0</u>	<u>-250,000</u>
Checking Accts						
100 · Mechanics Bank	13,250	13,250	0	0	0	0
101a · Five Star Bank	96,687	290,181	-193,494	15,040	-458,534	250,000
100 · County Cash Acct #3418	-6,754	-6,754	0 *	0 *	0	0
Total Checking Accts	<u>103,183</u>	<u>296,677</u>	<u>-193,494</u>	<u>15,040</u>	<u>-458,534</u>	<u>250,000</u>
11021 · Petty Cash	250	250	0	0	0	0
Total Checking/Savings	<u>10,642,852</u>	<u>10,989,783</u>	<u>-346,932</u>	<u>111,602</u>	<u>-458,534</u>	<u>0</u>
301 · Ca Employer's Retiree Benefit Trust	306,896	306,896	0	0	0	0
Total CA Employer's Retiree Benefit Trust	<u>306,896</u>	<u>306,896</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Accounts Receivable						
11072 · Accounts Receivable/Notes Payable	261,050	261,050	0			
Total Accounts Receivable	<u>261,050</u>	<u>261,050</u>	<u>0</u>			

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

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

Rex Delizo, District Manager

Date

STEGE SANITARY DISTRICT

Operating Statement

12/09/2024

November 2024

44.54% of Fiscal year Completed

	July- November 2024	Annual Budget	% of Annual Budget
Income			
31 - OPERATING REVENUE			
31010 - Sewer Service Charges	-	3,209,000	0%
31020 - Permit & Insp. Fees	10,095	12,000	84%
31030 - Connection Fees	20,257	100,000	20%
31040 - San Pablo Impact Fee	13,288	100,000	13%
31080 - Contracted Services	-	33,000	0%
31010a - Capital Service Charges	-	3,775,000	0%
Total 31 - OPERATING REVENUE	43,641	7,229,000	1%
32 - NON-OPERATING REVENUE			
32050 - Interest - 3418	82,881	110,000	75%
32052 - Interest - 3423	13,681	16,000	86%
32057 - TVI Interest	36,750	-	#DIV/0!
32058 - 5 Star Money Market	8,600	-	#DIV/0!
32080 - Property Taxes	-	585,500	0%
32085 - Insurance Dividend	-	-	0%
32090 - Miscellaneous	134	30,000	0%
Total 32 - NON-OPERATING REVENUE	142,046	741,500	19%
Transfer (to)/from Reserves	-	1,551,263	0%
Total Income	185,687	9,521,763	2%
Expense			
OPERATING EXPENSES			
Administration/General			
45-010 - Salaries & Wages	111,675	276,440	40%
45-020 - Employee Benefits	85,758	152,935	56%
45-029 - Retiree Health	4,883	13,700	36%
45-030 - Directors Expenses	12,055	37,449	32%
45-070 - Insurance	103,646	370,500	28%
Administration - Other	90,378	311,801	29%
Total Administration	408,395	1,162,825	35%
Maintenance/Engineering			
41-010 - Salaries & Wages	574,550	1,359,260	42%
41-020 - Employee Benefits	226,004	587,841	38%
41-029 - Retiree Health	6,181	14,900	41%
41-100 - Operating Supplies	8,566	40,000	21%
41-110 - Contractual Services	86,127	105,300	82%
41-207 - Contracted Repairs	8,900	74,000	12%
Maintenance- Other	70,691	344,927	20%
Total Maintenance/Engineering	981,019	2,486,208	39%
Pump Stations	7,378	40,020	18%
Total OPERATING EXPENSES	1,396,792	3,689,053	38%
CAPITAL			
41-650 - Debt Repayment (SRF Loans)	43,939	43,900	100%
Construction Projects	138,500	5,188,810	3%
Outlay(Maintenance/Engineering)	609,281	600,000	102%
Total CAPITAL	791,720	5,832,710	14%
Total Expense	2,188,512	9,521,763	23%
Net	(2,002,825)	0	

10:22 AM	STEGE SANITARY DISTRICT			
12/09/2024	Check Report			
Accrual Basis	December 12, 2024			
	Name	Memo	Amount	Num
Dec 12, 24				
	Bay Alarm Company	Fire & Burglar Alarm	-745.52	1319
	Chavan & Associates, LLP	2023-2024 Audit	-15,000.00	1320
	CSDA	CSDA Membership & Federal Poster	-8,687.00	1321
	Cutting Edge Parts	Camera Repair	-3,065.31	1322
	DATCO	DOT Random	-20.00	1323
	Direct Line	Answering Service 10/01-31/24	-116.00	1324
	Fred Bondoc	Dec Retiree Medical	-324.43	1325
	GSW Construction Inc.	Canon Pump Station Rehab 23202	-98,420.00	1326
	Jeremy Davis	DOT Exam & Rain Gear	-626.69	1327
	Nakano Landscape	Landscaping Nov 2024	-290.00	1328
	Occupational Health Centers	DOT	-59.00	1329
	Pastime Hardware	Maintenance Supplies	-26.42	1330
	PG&E- #0103467151-9	Burlingame Pump Station	-131.17	1331
	PG&E- #6675831511-4	Office/Shop	-1,849.49	1332
	Plaza Auto Service, Inc	Vehicle Maintenance	-174.72	1333
	Redwood Public Law, LLP	Legal Services	-4,237.90	1334
	Reserve Account	Postage	-200.00	1335
	Schaaf & Wheeler	Canon Pump Station Design	-4,914.43	1336
	Streamline	Website 12/1-1/1/25	-249.00	1337
	TelePacific Communications	Office Phones	-1,362.89	1338
	Universal Building Services	Janitorial Service Nov	-469.00	1339
	Vestis	Uniform Services	-477.44	1340
	WECO Industries, Inc.	Coupling & Hose	-687.22	1341
	Xerox Financial Services	Copier Lease Payment 12/03-1/02	-259.56	1342

	Name		Memo		Amount	Num
Dec 12, 24					-142,393.19	

STEGE SANITARY DISTRICT 2025 BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JANUARY	FEBUARY	MARCH	APRIL	MAY	JUNE
1/1 & 1/20 HOLIDAY CASA Winter Conf. Jan 29-31, Palm Springs	2/17 HOLIDAY CASA Policy Forum Feb 24-25, Wash, DC			5/26 HOLIDAY	6/19 HOLIDAY
1/9/2025 – 7:00 P.M.	2/6/2025 – 7:00 P.M.	3/1/2025 – 9:00 A.M.	4/3/2025 – 7:00 P.M.	5/1/2025 – 7:00 P.M.	6/12/2025 – 7:00 P.M.
<ul style="list-style-type: none"> • Board Governance Manual Review • Long Range Planning Workshop Agenda • CASA/CSDA Conf. 	<ul style="list-style-type: none"> • Performance Report • District of Distinction (every 3 years) • Long Range Planning Workshop Agenda • CASA/CSDA Conf. • CASA Conference Attendee Reports 	<p><u>9AM MEETING TIME</u></p> <ul style="list-style-type: none"> • Long Range Planning Workshop <ul style="list-style-type: none"> – Past 5 yrs. Expenditures Review – Self-Assessment of Governance – Strategic Plan Review 	<ul style="list-style-type: none"> • Draft Budget • July 4th Fair Discussion 	<ul style="list-style-type: none"> • Draft Budget • July 4th Fair Discussion 	<ul style="list-style-type: none"> • Draft Budget • Review Directors’ Meeting Compensation • District Working Capital and Reserve Policy • Approve Project Plans and Specs (+CEQA) • July 4th Fair Discussion • CASA/CSDA Conf.
1/23/2025 – 7:00 P.M.	2/20/2025 – 7:00 P.M.	3/20/2025 – 7:00 P.M.	4/17/2025 – 7:00 P.M.	5/15/2025 – 7:00 P.M.	6/26/2025 – 7:00 P.M.
<ul style="list-style-type: none"> • Service Rate Discussion • Long Range Planning Workshop Agenda • Director’s Contact Info • Board Training Summ. • CASA/CSDA Conf. • Quarterly Financial Statements • SPASPA Status Report • Maint. & Engr. Reports • Monthly Financials • CLOSED SESSION <ul style="list-style-type: none"> – Quarterly Claims Rpt. – Manager Perf. Eval. 	<ul style="list-style-type: none"> • Actuarial Analysis of Retiree Health Benefits Report (even years) • Service Rate Discussion • Long Range Planning Workshop Agenda • Board Training Summ. • CASA/CSDA Conf. • Board Governance Manual Approval • Form 700 • Maint. & Engr. Reports • Monthly Financials 	<ul style="list-style-type: none"> • Auditor – RFP • California Employer’s Retiree Benefit Trust (CERBT) • Service Rate Discussion • Action Plan • Board Training Summ. • Consent Decree Quarterly Report • CASA Conference Attendee Reports • Form 700 • Maint. & Engr. Reports • Monthly Financials 	<ul style="list-style-type: none"> • Draft Budget • Employee Benefit Package Review • Appoint Labor Negot. • Service Rate Discussion • July 4th Fair Discussion • Board Training Summ. • Quarterly Financial Statements • SPASPA Status Report • Maint. & Engr. Reports • Monthly Financials • CLOSED SESSION <ul style="list-style-type: none"> – Quarterly Claims Rpt. 	<ul style="list-style-type: none"> • Draft Budget • July 4th Fair Discussion • Board Training Summ. • Review of Comparable Agencies • Resolution Ordering Board Election (even years) • Service Rate Discussion • Maint. & Engr. Reports • Monthly Financials • CLOSED SESSION <ul style="list-style-type: none"> – Manager Perf. Eval. – Conf. Labor Negot. 	<ul style="list-style-type: none"> • Resolution Salary of District Manager • Resolution Employee Salary Ranges • Resolution Approve/Adopt Budget • Review and Approve Incentive Award • Adopt Incentive Award Goals & Objectives • July 4th Fair Discussion • CD Quarterly Report • CASA/CSDA Conf. • Maint. & Engr. Reports • Monthly Financials • CLOSED SESSION <ul style="list-style-type: none"> – Counsel Perf. Eval.

STEGE SANITARY DISTRICT 2025 BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
7/4 HOLIDAY 4 th of July Fair Booth	CASA Annual Conf. Aug 13-15, San Diego CSDA Annual Conf. Aug 25-28, Monterey	9/1 HOLIDAY Board Training AB 1234 (even years) AB 1661 (odd years)		11/27-28 HOLIDAY	12/11 LUNCHEON 12/25 HOLIDAY
7/3/2025 – 7:00 P.M.	8/7/2025 – 7:00 P.M.	9/4/2025 – 7:00 P.M.	10/2/2025 – 7:00 P.M.	11/6/2025 – 7:00 P.M.	12/4/2025 – 7:00 P.M.
<ul style="list-style-type: none"> • District Investment Policy • CASA/CSDA Conf. 	<ul style="list-style-type: none"> • Conn. Charge Report per Gov. Code 66013 • CSDA Annual Conf. 	<ul style="list-style-type: none"> • Health Care Benefits Review • CSDA Conf. Attendee Reports 	<ul style="list-style-type: none"> • Regional PSL Program Update • Regional FOG Program Update 	<ul style="list-style-type: none"> • Proposed Meeting Calendar • Board Officer Succession Plan 	<ul style="list-style-type: none"> • Resolution Certifying Election Results (even years) • Connection Charge Review • Proposed Meeting Calendar • CASA/CSDA Conf.
7/17/2025 – 7:00 P.M.	8/21/2025 – 7:00 P.M.	9/18/2025 – 7:00 P.M.	10/16/2025 – 7:00 P.M.	11/20/2025 – 7:00 P.M.	12/18/2025 – 2:00 P.M.
<ul style="list-style-type: none"> • Hearing +Res./Ord. – Establish and Collect Sewer Service Charges – Director Meeting Compensation • Resolution Filing Notice of Completion • Reimb. Report per Gov. Code 53065.5 • Candidate filing period (even years) • CASA/CSDA Conf. • Form 470 • July 4th Fair Debrief • Quarterly Financial Statements • SPASPA Status Report • Maint. & Engr. Reports • Monthly Financials • CLOSED SESSION – Quarterly Claims Rpt. 	<ul style="list-style-type: none"> • Select Actuary for Analysis of Retiree Health Benefits (odd years) • Quarterly (FY End) Financial Statements • CASA Conf. Attendee Reports • CSDA Annual Conf. • Maint. & Engr. Reports • Monthly Financials 	<ul style="list-style-type: none"> • Consent Decree Quarterly Report • Maint. & Engr. Reports • Monthly Financials 	<ul style="list-style-type: none"> • Quarterly Financial Statements • SPASPA Status Report • Maint. & Engr. Reports • Monthly Financials • CLOSED SESSION – Quarterly Claims Rpt. – Manager Perf. Eval. 	<ul style="list-style-type: none"> • CASA/CSDA Conf. • Maint. & Engr. Reports • Monthly Financials 	<p><u>2PM MEETING TIME</u></p> <ul style="list-style-type: none"> • Fiscal Year Financial Audit • Pension + OPEB UAL Reports • Connection Charge Review • Meeting Calendar Approval • Emergency Contact Update • Consent Decree Quarterly Report • CASA/CSDA Conf. • Maint. & Engr. Reports • Monthly Financials • Nomination & Election of Officers