

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF MARCH 18, 2021
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

***** AGENDA *****

Items on the agenda may be taken out of order.

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

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

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

Public comment can be sent remotely by delivering to 7500 Schmidt Lane, El Cerrito, CA 94530 or via email to comments@stegesan.org with "Public Comment" in the subject line. To provide written comment on an item on the agenda or to address the Board during Public Comment, please note the agenda item number that you want to address or whether you intend for the comment to be included in Public Comment. Comments timely received 15 minutes before the starting time of the meeting will either be provided as written comment or be read into the record, with a maximum allowance of 3 minutes per individual comment read into the record, subject to the Board President's discretion. Copies of all timely received written comments will be provided to the Board and will be added to the official record.

Pursuant to Executive Order N-29-20, Board Members Christian-Smith, Gilbert-Snyder, Merrill, Miller, and O'Keefe may be attending this meeting via remote conferencing. In the event that any Board Member elects to attend remotely, all votes conducted during the remote conferencing session will be conducted by roll call vote.

I. Call To Order

II. Roll Call

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

III. Public Comment:

(Members of the public are invited to address the Board concerning topics that are **not** on the agenda)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF MARCH 18, 2021
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

IV. Approval of Minutes

- Motion: A. Approval of February 11, 2021 Regular Board Meeting Minutes
(The Board will review and consider approval of the minutes)
- Motion: B. Approval of March 6, 2021 Long Range Planning Workshop Meeting Minutes
(The Board will review and consider approval of the minutes)

Info/Motion **V. Communications**

- A. Oral Communications
1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings
 - a. City & Community Meetings
- B. Written Communications
1. CASA Capitol Connects, Mar. 5, 2021

Info/Motion **VI. Reports of Staff and Officers**

- A. Attorney's Report
1. Uniform Construction Cost Accounting Act
(The Board will consider providing direction to prepare a future amendment to the purchasing policy and consideration of Uniform Construction Cost Accounting Act)
- B. Manager's Report
1. Monthly Maintenance Summary Report
 2. Monthly Report of Sewer Replacements and Repairs
 3. Consent Decree Quarterly Status Report
 4. Draft Action Plan
 5. Canon Pump Station Alternative Consideration
 6. Summary of Business Agenda Items per Strategic Plan Goal

VII. Business

- Info/Motion A. California Employer's Retiree Benefit Trust (CERBT) Fund Disbursement
(The Board will consider receiving a disbursement from the fund)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF MARCH 18, 2021
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

Res./Motion: B. RESOLUTION 2155-0221 AMENDING THE BOARD GOVERNANCE
MANUAL OF THE STEGE SANITARY DISTRICT
(The Board will consider approval of the resolution)

Info: **VIII. Financial Statements**
A. Monthly Investment, Cash, Receivables Report
B. Monthly Operating Statement

Info/Motion: **IX. Approval of Checks**
A. Checks for March 18, 2021 - Fund No. 3418 & 3423
(The Board will be asked to approve the checks)

Info: **X. Future Agenda Items**
April 1, 2021
Diversity, Equity, and Inclusion

April 15, 2021
CLOSED SESSION – Quarterly Claims Report
Employee Benefits Package
Quarterly Financial Statements
Draft Budget
July 4th Fair Discussion
San Pablo Avenue Specific Plan Area Status Report

XI. Adjournment
(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on April 15, 2021 at 7:00 P.M. unless cancelled, at the District Board Room, 7500 Schmidt Lane, El Cerrito, CA.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF FEBRUARY 11, 2021
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

***** MINUTES *****

- I. Call To Order:** President O’Keefe called the meeting to order at 7:00 P.M.
- II. Roll Call:** Present: Christian-Smith (@7:04P.M. by video-conference), Gilbert-Snyder (video-conference), Merrill, Miller (video-conference), O’Keefe (video-conference)
- Absent: None
- Others Present: Rex Delizo, District Manager
 Alex Mog, Office of District Counsel (video-conference)
 Kary Richardson, Administrative Supervisor (video-conference for Item VII.C)
 Will Kane, Actuary, Total Compensation Systems, Inc. (video-conference for Item VII.C)

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:** Miller commented that he will be attending the Long Range Planning Workshop late due to a schedule conflict. There was no other public comment.

Item VII.C was taken out of order at this time in the meeting.

VII. Business

- C. RESOLUTION 2156-0221 AMENDING THE EMPLOYEE PERSONNEL POLICIES OF THE STEGE SANITARY DISTRICT, ARTICLE IV, SECTION 1. EMPLOYEE BENEFITS, 4.1.8. RETIREE HEALTH BENEFITS

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF FEBRUARY 11, 2021
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

Actuary Will Kane of Total Compensation Systems, Inc. presented the results of the draft Actuarial Study of Retiree Health Liabilities Under GASB 74/75. He and Administrative Supervisor, Kary Richardson, then answered several questions from the Board. The Board then considered and approved the resolution to change the current \$280 per month retiree health benefit level to match the 2021 Kaiser Medicare Supplemental rate of \$324.48 per month for current and future retirees.

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve Resolution 2156-0221 Amending the Employee Personnel Policies of the Stege Sanitary District, Article IV, Section 1. Employee Benefits, 4.1.8. Retiree Health Benefits

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

The Board resumed the order of the agenda at this time in the meeting.

IV. Approval of Minutes

A. Approval of Minutes of January 21, 2021 Board Meeting

MOTION: By Merrill, seconded by Christian-Smith, to approve the minutes of the January 30, 2020 Board Meeting

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF FEBRUARY 11, 2021
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

ABSENT: None

V. Communications

A. Oral Communications

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

a. California Association of Sanitation Agencies (CASA) Winter Conference, January 27-28, 2021

In accordance with AB 1234, Directors Christian-Smith, Merrill, and Miller each reported on their attendance at the CASA Conference.

b. City & Community Meetings

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

B. Written Communications

1. TAKE ACTION: H.R. 535 and S.91 Special Districts Provide Essential Services Act

The Board considered the request for special districts to send letters of support for the Special Districts Provide Essential Services Act.

MOTION: By Merrill, seconded by Miller, to approve sending a letter of support for H.R. 535 and S.91, the Special Districts Provide Essential Services Act

VOTE: AYES: Christian-Smith, Merrill, Miller, O'Keefe

NOES: Gilbert-Snyder

ABSTAIN: None

ABSENT: None

2. TAKE ACTION: AB 361 – Brown Act: Remote Meetings During Emergencies

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF FEBRUARY 11, 2021
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

The Board considered the request for special districts to send letters of support for Assembly Bill 361 (Rivas) which will allow public agencies to meet remotely during a declared emergency as they do now under the Governor's Executive Orders related to COVID-19.

MOTION: By Gilbert-Snyder, seconded by Merrill, to approve sending letters of support for Assembly Bill 361 (Rivas)

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

VI. Reports of Staff and Officers

A. Attorney's Report:

Mog reported on the legality of tiered pricing of sewer service charges under Proposition 218's cost of service requirement.

B. 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 payments were made in January.

3. Draft Long Range Planning Agenda

The Manager reported on the draft agenda.

4. 2020 Performance Report

The Manager presented the report.

5. Form 700 Statement of Economic Interest/Conflict of Interest

The Manager reminded the Board to file their Form 700s.

6. SDLF Certificate in Special District Governance

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF FEBRUARY 11, 2021
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

The Manager reported on the requirements to receive the certificate.

7. Fiscal Year (FY) 2020 Community Power Resiliency Allocation to Special Districts - Notification of Award Denial

The Manager reported that the District's proposal for 2 emergency generators was not selected for funding.

VII. Business

A. RESOLUTION 2154-0221 REVISING THE MISSION STATEMENT OF THE STEGE SANITARY DISTRICT

The Board approved the resolution revising the District's mission statement to better represent the District's mission.

MOTION: By Miller, seconded by Gilbert-Snyder, to approve Resolution 2154-0221 Revising the Mission Statement of the Stege Sanitary District

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

NOES: None

ABSTAIN: None

ABSENT: None

B. RESOLUTION 2155-0221 AMENDING THE BOARD GOVERNANCE MANUAL OF THE STEGE SANITARY DISTRICT

The Board considered the resolution to amend the Board Governance Policy Manual but tabled the discussion to give Directors time to consider suggested changes to the manual regarding "serial" meetings.

C. RESOLUTION 2156-0221 AMENDING THE EMPLOYEE PERSONNEL POLICIES OF THE STEGE SANITARY DISTRICT, ARTICLE IV, SECTION 1. EMPLOYEE BENEFITS, 4.1.8. RETIREE HEALTH BENEFITS

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF FEBRUARY 11, 2021
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

This item was taken out of order earlier in the meeting (see above).

D. RESOLUTION 2157-0221 EXTENDING EMERGENCY PAID SICK LEAVE AND EMERGENCY FAMILY AND MEDICAL LEAVE FOR STEGE SANITARY DISTRICT EMPLOYEES

The Board approved the resolution to voluntarily extend protections and relief offered by the Families First Coronavirus Response Act (FFCRA).

MOTION: By Christian-Smith, seconded by Merrill, to approve Resolution 2157-0221 Extending Emergency Paid Sick Leave and Emergency Family and Medical Leave for Stege Sanitary District Employees

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

NOES: None

ABSTAIN: None

ABSENT: None

VIII. Monthly Financial Statements

- A. Monthly Investment, Cash, Receivables Report
- B. Monthly Operating, Statement

The financial statements were reviewed by the Board.

IX. Approval of Checks

- A. Checks for February 11, 2021 – Fund No. 3418 & 3423.

MOTION: By Merrill, seconded by Christian-Smith, to approve the payment of the bills, Check Nos. 26958 through 26986 in the amount of \$79,097.59

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF FEBRUARY 11, 2021
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

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

X. Future Agenda Items

March 7, 2020 @9:00 AM

Long Range Planning Workshop

March 19, 2020

California Employer's Retiree Benefit Trust (CERBT) Contributions

Consent Decree Quarterly Report

Board Training Summary

Form 700

+RESOLUTION – Board Governance Manual Approval

XI. Adjournment

The meeting was adjourned at 9:08 P.M. The next meeting of the Stege Sanitary District Board of Directors will be the Long Range Planning Workshop held on Saturday, March 6, 2021 at 9:00 A.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, CA.

Rex Delizo
 STEGE SANITARY DISTRICT
 Secretary

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 LONG RANGE PLANNING WORKSHOP
 SATURDAY, MARCH 6, 2021, 9:00AM - 4:00PM
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

*****MINUTES*****

- I. Call To Order:** President O’Keefe called the meeting to order at 9:00 A.M.
- II. Roll Call:** Present: Christian-Smith (video-conference), Gilbert-Snyder (video-conference), Merrill, Miller, O’Keefe (video-conference)
- Absent: None
- Others Present: Rex Delizo, District Manager
 Melanie Mintz, City of El Cerrito Community
 Development Director (video-conference for the San Pablo Avenue Specific Plan Progress Report agenda item only)
- 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:** Miller commented on an upcoming City of El Cerrito public meeting that will be held on March 9, 2021, regarding a Cannabis Operating Permit at 10764-10770 San Pablo Avenue. There was no other public comment.
- IV. Long Range Planning Workshop**
- **Past 5 Years Expenditures Review**
 The Board reviewed and discussed trends from the District’s finances of the past 5 years and a trend line report for salary, benefits, construction, and other expenses. There were no significant issues.
 - **Salary Survey**
 The Board reviewed and discussed the survey of comparable sanitary district salaries and the California Special District Association (CSDA) Salary & Benefits Survey Report. The Board asked staff to bring the item back for consideration in April to give Board Members extra time to process the

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
LONG RANGE PLANNING WORKSHOP
SATURDAY, MARCH 6, 2021, 9:00AM - 4:00PM
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

information. The Board may also discuss and consider setting a policy on what basis to set employee salary ranges each year.

- **USEPA Consent Decree Progress and Planning**

The Board reviewed and discussed the District's latest Annual Report submittal and EBMUD's latest Flow Model Calibration, Wet Weather Facilities (WWF) Output Ratios, and Output Test Results. The Board would like to continue to take a proactive approach to I/I reduction and specifically asked staff to bring back an item at a future Board meeting on accelerating private sewer lateral replacements.

- **Self-Assessment of Governance**

Each Board Member completed an individual board member self-evaluation questionnaire and discussed each of their conclusions. The Board would like to do more to promote public outreach, especially considering the cancellation of the 4th of July fair due to the COVID pandemic, and suggested enhancing our website with possibly a virtual tour or videos on day-to-day operations.

- **San Pablo Avenue Specific Plan Progress Report**

City of El Cerrito Community Development Director, Melanie Mintz, gave a presentation to the Board and answered questions on current and expected development along the San Pablo Avenue corridor. Staff will continue to follow up with City of El Cerrito staff on their proposed changes to the San Pablo Avenue Specific Plan Area (SPASPA) and make the appropriate amendments to the District's SPASPA impact fee, as needed.

- **Future Funding Considerations**

The Board reviewed and discussed future funding considerations and asked staff to target additional sewer rehabilitation work in high I/I areas with the next FY budget and to forward the information on the City of El Cerrito's recent presentation on CalPERS Pension repayment strategies for the Board to review.

- **Tiered Pricing**

The Board reviewed and discussed a possible surcharge for properties served by pump stations. The Board asked staff to bring back an item at a future

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
LONG RANGE PLANNING WORKSHOP
SATURDAY, MARCH 6, 2021, 9:00AM - 4:00PM
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

Board meeting on the costs of installing individual pump stations for each parcel served by the one “community” Canon pump station.

- **Strategic Plan**

The Board reviewed and discussed the strategic plan and asked staff to bring back information at a future Board meeting on how many items in the strategic plan are addressed by the Board each year.

V. Adjournment

The meeting was adjourned at 3:21 P.M. The next meeting of the District Board of Directors will be held on Thursday, March 18, 2021 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary

CASA Capitol Connects, Mar. 5, 2021

AB 818 (Bloom): Labeling of Non-Flushable Wipes

CASA's "Non-flushable Wipes Bill," AB 818 (Bloom), sponsored in partnership with National Stewardship Action Council (NSAC) and Association of Nonwoven Fabrics Industry (INDA) was introduced ahead of the February 19th bill introduction deadline. Assembly Member Richard Bloom is once again carrying the bill this year, which requires "Do Not Flush" symbols and phrases for non-flushable wet wipes products that are used for diapering and other household purposes. Flushed wipes not only cause dangerous and costly backups in sewer pipes, but they also contribute to microplastics pollution. This bill is nearly identical AB 1672 from last year and is set to be heard in the Assembly Environmental Safety and Toxic Materials Committee on March 19th before it is heard in the Assembly Judiciary Committee. CASA is strongly supporting and engaging on this bill. To aid agencies in grassroots outreach we also recently created this bill fact sheet (attached) as well as a coalition support letter (attached) your agency may sign on to ahead of the committee hearings (please contact [Alma Musvosvi](#) if you would like to join the multi-agency support letter). We are looking forward to making major progress with this important legislation this year!



SB 323 (Caballero): Water and Sewer Fees: Validations

Senator Anna Caballero introduced ACWA's sponsored bill, SB 323, which would create a statute of limitations for legal challenges to water and sewer service rates. The intent of the bill is to ensure that public agency water and sewer service rates have the same protections other essential government services. SB 323 has been double referred to the Senate Governance and Finance Committee and Senate Judiciary Committee and is set to be heard in Senate Governance and Finance Committee on March 11. If your agency would like to sign on to ACWA's coalition support letter (attached), please contact [Kristopher Anderson](#). CASA will consider taking a position on the bill during our upcoming State Legislative Committee meeting on March 12th.

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AB 818: Proper Labeling of Wet Wipes



What's the problem with wet wipes?

- Wet wipes are really popular and are often mistakenly flushed.
- When wipes enter sewer systems they cause major damage and environmental problems.
- There is serious inconsistency in wipes labeling, making consumer confusion the main reason for these problems.
- Nearly all wipes contain plastic and when flushed contribute to microplastic pollution.



ultimately borne by local ratepayers. Ragging and debris from improperly flushed wipes products can lead to major operations and maintenance impacts for wastewater systems, and many have had to upgrade and replace parts of their treatment systems solely to manage the influx of wipes. Equipment such as pump systems, bar screens, and large grinders are often required to manage the volume of wipes debris in the systems. The manual maintenance mandatory to remove the debris from treatment system equipment also creates worker safety concerns given the close exposure to raw sewage and the potential for being stuck by needles or other sharp objects when physically removing clogs. Wipes have also been known to cause sanitary sewer overflows at private residences and neighborhoods, which can impact water quality, can be incredibly costly to clean up, and are subject to penalties by the State Water Board.

Public agencies dedicate significant time and effort to educating the public about the proper disposal of wipes products and other pollutants. The combination of system upgrades, operations and maintenance, and public outreach campaigns to deal with this pollution is very costly for wastewater agencies, and ultimately these costs are borne by the users of the system. A new national study indicates **California wastewater agencies spend \$47 million annually to deal with wet wipes.**

Wipes Contain Plastic

Nearly all wipes marketed as diaper wipes, household cleaning wipes, and cosmetic wipes have a significant amount of plastic in them. These are not intended to be flushed, yet regularly end up in the sewers. Plastic fibers are engineered for strength, and these wipes don't break down, they rope together and create massive clogs that catch other debris.

Plastic Pollution

Plastic pollution is a major problem and an increased focus on limiting single use plastic products is warranted. When plastics are erroneously flushed, they shed fibers which wastewater treatment plants are not designed to remove. These fibers can be discharged into waterways and research demonstrates that microplastics have significant negative impacts on the aquatic ecosystem. Consumers should never be directed to flush wipes that are made of plastic.

Inconsistent Consumer Information

The nonwoven fabrics industry has an industry standard for labeling products as "Do Not Flush" if they are intended to be disposed of in the trash. However, while some companies abide by the standard labeling guidelines, there is a lack of consistency in labeling, and some wipes product labels have no information about disposal at all. The inconsistency in labeling coupled with the popularity of "flushable" wipes products creates consumer confusion about the proper disposal of these products.

Major Cost Burden for Local Governments to Deal with Wipes

There are significant, tangible costs for wastewater agencies to manage and clean up wipes pollution and those costs are

A Simple Solution: Clear Consumer Messaging

Manufacturers of wet wipes should clearly label their products so that consumers know how they should dispose of wipes. Products intended to go in the trash should be labeled "Do Not Flush."



July 3, 2020

The Honorable Bill Quirk, Chair
Assembly Environmental Safety and Toxic Materials Committee
Legislative Office Building, Room 171
Sacramento, CA 95814

Submitted Online via [CA Leg Advocacy Portal](#)

RE: AB 818 (Bloom): Support

Dear Chairman Quirk:

The undersigned organizations are pleased to support AB 818(Bloom). We urge the committee to move AB 818, a straightforward bill that will encourage pollution prevention through clear and consistent consumer information.

AB 818 would establish labeling requirements for wet wipes packaging so that Californians will know how to properly dispose of these popular consumer products. In recent years, wet wipes have become widely available as they're designed for a variety of daily household purposes. Despite voluntary industry labeling guidelines, proper disposal information is inconsistent on wipes product labels, and some wipes are advertised as "flushable," which can lead to confusion about what products can be flushed down the toilet and which are instead intended for the trashcan. Because many wet wipes are made from plastic they are not compatible with sewer systems and infrastructure. Improperly flushing these incredibly durable products results in their getting caught in pipes or accumulating with fats, oils, and grease and becoming larger obstructions that cause costly backups and sometimes result in raw sewage overflows. Further down the sewer line, wipes tend to weave together and create giant rags which get stuck in pump systems and motors and damage expensive public infrastructure. Additionally, environmental harm can come from flushing wipes since they shed microplastics into the wastewater system that can ultimately be discharged to the aquatic environment.

Over the last decade, wet wipes have been an increasing problem for property owners, sewer systems, and ratepayers. A recent national analysis indicates California wastewater agencies spend nearly \$50 million annually on operations and maintenance alone to manage this problem which could be much more easily and affordably managed if consumers knew to dispose of wipes in the trash instead. AB 818 would ensure wet wipes packaging clearly communicates the appropriate disposal method for the products not intended to be flushed, and further requires wipes manufacturers to conduct education and outreach about the "Do Not Flush" symbol and label notice. This straightforward bill has been mutually agreed to by the wipes manufacturers and wastewater and product stewardship representatives. If enacted, it will establish the strongest wet wipe labeling requirements in the country.

For these reasons our coalition supports AB 818, and we respectfully request your support when the bill is heard in the Assembly Environmental Safety and Toxic Materials Committee.

Sincerely,

cc: Assembly Member Richard Bloom
Jessica Gauger, California Association of Sanitation Agencies

[DATE]

The Honorable Anna Caballero
California State Senate
State Capitol, Room 5052
Sacramento, CA 95814

RE: SB 323 (Caballero) – Water and sewer agencies: statute of limitations
Position: SUPPORT

Dear Senator Caballero:

The Association of California Water Agencies (ACWA) and undersigned organizations write to express our strong support for SB 323, which would provide public agency water and sewer service rates the same protections already afforded to fees and charges that fund other essential government services.

This bill would authorize a local agency or interested person to bring a validation action in a superior court to determine the validity of a fee or charge for water and sewer service. It would also require an interested party bring a validation action within 120 days after the fee or charge becomes effective.

Reliable long-term financial planning is paramount in providing essential government services, like water and sewer. Public water and sewer utility budgets are largely funded by revenue collected through service rates. These rates provide the funding necessary to supply safe drinking water, upgrade and improve aging infrastructure, and operate effectively. While public water and sewer service providers require financial stability to meet these demands, existing law does not prevent lawsuits that seek refunds or seek to invalidate existing rate structures *years* after rates have been adopted and collected.

The California State Legislature has recognized the need to minimize fiscal uncertainty for public agencies providing essential government services by creating statutes of limitation for legal challenges to certain fees and charges, such as municipal electric rates¹ and connection and capacity fees assessed by water and sewer agencies². However, existing law offers a piecemeal statutory landscape where statutes of limitation are afforded to fees and charges that fund some essential government services but not others. SB 323 would close this gap in existing law by allowing customers to bring legal challenges to water and sewer rates within a reasonable—but limited—period of time. By following precedent established in existing law, this bill strikes a balance between the interests of ratepayers and the need for public agencies to maintain reliable sources of revenue.

The impacts of COVID-19 have exacerbated many challenges facing local agencies. The necessary disruptions to in-person work and Governor Newsom's executive order prohibiting water shutoffs have made water districts' revenue and financial planning more unpredictable. Now is the time to make existing legal protections consistent and increase predictability for utility providers throughout our State.

For the above reasons, we strongly support SB 323 and appreciate your interest in this issue. If you have any questions about our position or this bill, please contact ACWA Legislative Advocate Kristopher Anderson at KrisA@acwa.com or (916) 441-4545.

¹ See Public Utilities Code § 10004.5.

² See Government Code § 66022.

Sincerely,

[NAME]

cc: The Honorable Melissa Hurtado

CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT FREQUENTLY ASKED QUESTIONS (FAQs)

These FAQs have been compiled to assist agencies that are participating in the California Uniform Public Construction Cost Accounting Act (the Act), as contained in Public Contract Code (PCC) Section 22000, et seq. All references are to PCC, unless otherwise stated.

1. What is the Uniform Public Construction Cost Accounting Act?

The Act is legislation that was enacted in 1983 to help promote “uniformity of the cost accounting standards and bidding procedures on construction work performed or contracted by public entities in the state” (Section 22001). The Act is a voluntary program available to all public entities in the State, but it applies only to those public agencies that have “opted in” to the provisions set forth by the Act using the processes outlined in the Act. The entirety of the Act is found at Sections 22000-22045.

2. What are some of the key provisions of the Act?

The Act allows for public project work in the amount of \$60,000 or less to be performed by a public agency’s force account using the public agency’s own resources, or by negotiated contract, or by purchase order (Section 22032(a)). Public projects in the amount of \$200,000 or less may use the informal or formal bidding procedures set forth in Section 22032(b) or (c) of the Act. Public projects at a cost of more than \$200,000 must use formal bidding procedures to let the contract pursuant PCC Section 22032(c).

3. What are the benefits of the program?

- Increased force account limit for public agencies;
- Simplified bidding for projects that are \$200,000 or less;
- Reduced number of formal bids based on project size; and
- Expedited contracting for projects under \$200,000.

Many participating agencies appreciate the program because it has given them more leeway in the execution of public works projects under a certain dollar amount; sped up the award process; expedited project delivery; reduced the time, effort, and expense associated with bidding projects under \$200,000; and simplified administration for those projects. Few agencies have experienced challenges with the accounting requirements and overhead provisions. Moreover, adjustments, when required, have been relatively simple; most required procedures were already in place, so there were few, if any, major changes to existing operations. The current Standard Accounting Codes Structure satisfies reporting requirements when used properly.

4. Is the Uniform Public Construction Cost Accounting Act mandatory for public agencies?

No. The Act is a voluntary program requiring a public agency to “opt in” using the process outlined in the Act.

5. How does a public agency become subject to the Act?

The governing body must elect by resolution to become subject to the Act and must file a copy of the approved resolution with the State Controller’s Office (Section 22030). Sample documents are available at: http://www.sco.ca.gov/ard_cuccac.html. Once an agency has opted into the Act, it will remain a part of the program.

6. May a public agency withdraw from the Act?

Yes. An agency may withdraw from the Act by filing with the State Controller’s Office an approved resolution of the agency’s election to withdraw that was made during a public meeting of the agency’s governing body.

7. Must a participating agency “opt in” to the Act annually?

No. Once a participating agency “opts in” to the Act, the agency remains subject to the Act until it “opts out” of the Act.

8. What is the California Uniform Construction Cost Accounting Commission?

The Commission was created to administer the Act, per Section 22010. It consists of 14 members: 13 members appointed by the State Controller and the License “A” member of the Contractors’ State License Board. Seven members represent the public sector (counties, cities, school districts, and special districts). Six members represent the private sector (public works contractors and unions). The Commission members receive no salary, but are eligible for reimbursement of their direct expenses related to the Commission.

9. What are the Uniform Public Construction Cost Accounting Procedures?

These procedures are to be used for tracking costs for work performed by an Agency’s own forces on a “project” as defined by the Act (Section 22002(c)). The procedures do not apply to operations or maintenance work, or any work that meets the criteria listed in Section 22002(d).

These procedures are intended to capture and record all direct and indirect labor, materials, equipment, subcontractors, and supervision costs, as well as the appropriate overhead costs for the public agency associated with each “project” it performs with its own forces. The procedures follow industry-standard accounting methods, and in many cases are not much different from those already in place at most agencies. Sample forms are available in the CUCCAC Cost Accounting Policies and Procedures Manual at http://www.sco.ca.gov/Files-ARD-Local/CUCCAC_Manual.pdf

School districts may use the Standard Accounting Code Structure to comply with tracking requirements.

10. Are the cost accounting procedures applicable for agencies whose work forces perform only maintenance tasks as defined in the Act and that contract all of their public projects to third parties?

No. The cost accounting procedures are applicable only for agencies that perform public project work such as construction and alteration by force account or otherwise. As maintenance does not constitute a “project” under the Act, the cost accounting procedures do not apply.

11. When are participating agencies required to advertise if they choose to maintain a list of qualified contractors?

At least once per calendar year, each Public Agency that has elected to become subject to the Act and intends to use the notice provisions outlined in Section 22034(a) must establish a new list or update its existing list of qualified contractors by mailing, faxing, or emailing written notice to all construction trade journals designated for that Agency under Section 22036. The notice must invite all licensed contractors to submit the name of their firms to the Agency for inclusion on the Agency’s list of qualified bidders for the following twelve (12) months. Effective January 1, 2016, a participating agency can choose a specific date of their choice in which to renew its list of qualified contractors.

12. May an agency that chooses to maintain a list add a contractor to the list at any time during the year?

Yes.

13. What is meant by the term “qualified contractors” as used in section 22034(a)(1) of the Act?

Qualified contractors are contractors licensed by the State to perform the subject work. The Commission has determined that nothing in the Act prohibits a participating agency from using additional objective pre-qualification standards in the formation and maintenance of their Qualified Contractors Lists if they so desire.

14. Can a public agency disqualify or exclude certain contractors from the Qualified Contractors List required in Section 22034(a)(1)?

Agencies may disqualify contractors from Qualified Contractors Lists when the contractors fail to furnish information to meet the minimum criteria as established by the Commission.

15. For agencies that do not maintain an informal bidders list, are they allowed to choose who would get notifications of projects?

No. Section 22034(a)(2) provides for notifications to construction trade journals and exchanges in lieu of sending notifications to contractors on an informal bidders list. An agency may send notices to selected contractors provided it has also met the advertisement requirements of Section 22034(a).

16. What is the difference between “qualifying contractors” under the Act and “prequalification of contractors” by school districts under Section 20101?

Qualifying contractors is a process that allows contractors to register with a public agency for notification of public works opportunities. The prequalification process under Section 20101 is a more complex process that requires a standardized questionnaire and evaluation of contractors using standard scoring criteria. The prequalification process is applicable under the Local Agency Public Construction Act, and does not apply to the Uniform Public Construction Cost Accounting Act.

17. Must a public agency a) notify contractors about public projects if the contractors are believed to not have the skills, credentials, or experience to perform the work required for the public project; and b) consider bids submitted by contractors that the public agency believes do not have the skills, credentials, or experience to perform the work?

a) Yes. If a contractor is on the Qualified Contractors List, the contractor must be notified by the agency of public projects for which he or she is licensed to perform (Section 22034(a)(1)).

b) All bids received must be considered, unless an agency makes appropriate legal findings that a contractor is not legally responsible or his or her bid is not responsive.

18. Does the Act allow flexibility in cases of emergency and when repair or replacements are necessary to permit the continued conduct of a public agency’s operations or services?

Yes. For the purposes of the Public Contract Code, an “emergency” is defined at Section 1102 as “a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.”

The Act sets forth in Section 22035(a) how a governing body should proceed in case of emergency repairs or replacements. This section states:

In cases of emergency when repair or replacements are necessary, the governing body may proceed at once to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts. The work may be done by day labor under the direction of the governing body, by contractor, or by a combination of the two.

Section 22050 et seq., provides the emergency contract procedures to be followed in these cases.

19. Do the alternative bidding procedures apply only to public projects as defined in Section 22002(c)?

The alternative bidding procedures apply only to work that constitutes a “public project” as defined in Section 22002(c) and has a construction cost within the

limits described in Section 22032. The alternative bidding procedures are not required for the purchase of goods or materials that are not part of a “public project.”

However, as outlined in Section 22003, a participating agency may also use the alternative bidding procedures when contracting for maintenance or other work that does not fall within the definition of a “public project” if it so chooses.

20. What will membership in the Act cost my agency?

Nothing. There are no membership fees or dues. However, the Commission does accept grants to assist it in carrying out its duties (Section 22015(c)).

21. What are the most common concerns addressed by the Act?

These are:

- Cost accounting policies and procedures;
- Informal bidding procedures; and
- Accounting procedures review.

Cost accounting requirements for the Act follow those common to the construction industry. The informal bidding on public projects up to \$200,000 is seen by agencies as an effective tool to expedite completion of small projects. While an accounting procedures review could potentially hold up a project for a minimum of 45 days pursuant to Section 22043(c)(1), these types of reviews have been rare in the Commission’s history.

22. Must an agency calculate an overhead rate to apply the accounting procedures?

No. Cities with populations of less than 75,000 must assume an overhead rate equal to 20% of the total costs of the public project, including the costs of material, equipment, and labor (Section 22017(b)(1)). Cities with a population of more than 75,000 may either calculate an actual overhead rate or assume an overhead rate of 30% of the total costs of a public project including the costs of materials, equipment, and labor (Section 22017(b)(2)).

23. When a public entity opts into the Act, does the Act supersede other contracting legal requirements such as statutory requirements for performance bonds, prevailing wages, and certificates of insurance, etc.?

No. The Act supersedes only the bidding procedures used once a public agency has opted into the Act and has notified the Controller. All other contracting requirements of the PCC remain applicable.

24. Can a public agency claim to be to be exempt from following all of the requirements in Public Contract Code by claiming it only has to follow the language and procedures within the Act?

No. The Act is part of the Public Contract Code; therefore, if the Act is silent on a particular matter, then the Public Contract Code applies on that matter.

25. If public agencies are not following the advertising requirements in the Act, will the Commission address those agencies? Can a complaint be brought to the Commission?

Yes. Recent legislative changes have expanded the Commission's authority to enforce provisions of the Act. The Commission may review complaints filed by interested parties when evidence is provided that:

- The participating agency performed work after rejecting all bids, claiming it could do the work less expensively (Section 22042(a)).
- The work performed exceeded the force account limits (Section 22042(b)).
- The work was improperly classified as maintenance (Section 22042(c)).
- A public agency did not comply with the informal bidding procedures set forth at Section 22034 (Section 22042.5).

26. Section 20112 specifically requires school districts to advertise twice for a two-week period, while Section 22037 requires advertising once, 14 days in advance of the date of opening of bids. How do participating school districts reconcile this conflict?

When the Act is in conflict with any other section in the Public Contract Code, the Act shall supersede. The Act requires advertising once, 14 days in advance of the date of opening of bids. Districts participating in the Act may choose to maximize their outreach by advertising twice.

27. May a public agency contract separately for like work at the same site at the same time using the under \$60,000 Force Account method?

No. Section 22033 states:

It shall be unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of this article requiring work to be done by contract after competitive bidding.

Separating "like work" would be permitted only if the total of all the "like work" is less than \$60,000. If the work is more than \$60,000, it must be advertised and bid according to the provisions of the Act (i.e. bid informally if the total amount is less than \$200,000; bid formally if the total amount exceeds \$200,000).

28. May a public agency bid out two separate projects that occur at the same time and site, but are different types of work?

Yes. There is no violation if the work is competitively bid. If an agency wishes to use the negotiated or informal bidding processes, it must apply the

appropriate limits to each of the projects. Each project must be separate in scope. Projects may not be separated by trade to avoid bidding. If the total of all jobs is greater than \$60,000 then the informal or formal bid limits apply.

29. Can an agency separately bid out for the materials and supplies on a project to avoid contractor markup and then bid out for the installation labor or perform installation with its own forces?

An agency may separately procure the materials and supplies for a project; however, all costs (materials, supplies, labor) of a project must be included in the project cost estimate to determine whether the project falls within the force account, informal bid, or formal bid thresholds.

In addition, if installation is performed by force account, an overhead rate must be applied to all direct costs of the project and included in the cost estimate. For example, if materials/supplies cost \$50,000 to procure separately and the estimated labor cost to install is \$25,000, the project could not be performed with force account, but would fall within the informal bid threshold because the total cost estimate is \$75,000.

30. Must a value be assigned to the volunteer labor when the California Conservation Corps or another volunteer organization provides labor on a public project?

No. Volunteer labor from volunteer organizations does not need to be included as a cost of a public project for bid limit purposes as long as no costs are associated with the volunteer labor.

31. By opting into the Act, does a public agency automatically bring all of its component divisions or departments into the Act?

Yes. When a public agency elects to become subject to the uniform construction cost accounting procedures, the entire legal entity is considered subject to the Act and no divisions or departments are exempt.

32. When a public agency opts into the Act, does it automatically bring all districts under control of its governing Board into the Act?

No. Special Districts, which are governed by a board of supervisors or city council, are subject only if a separate election is made for each special district.

33. PCC 22034 requires that participating agencies adopt an Informal Bidding Ordinance. What do schools and special districts that cannot adopt Ordinances do to comply?

Agencies that do not have the ability to adopt Ordinances should discuss Section 22034 compliance with their legal counsel.

Additional inquiries and questions may be directed by email to LocalGovPolicy@sco.ca.gov, or by regular mail to:

State Controller's Office
Local Government Programs and Services Division
Local Government Policy Section
P.O. Box 942850
Sacramento, CA 94250

California Uniform Construction Cost Accounting Commission
Participating Agencies by Type as of (3-2-2021)

272 Cities

65 Community College Districts

44 Counties

654 School Districts

374 Special Districts

1409 Total Participating Agencies

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

1. ROUTINE PREVENTIVE MAINTENANCE ACTIVITIES

There were 19 normal working days	Days	Feet
Unit #10 (combo) operated:	3	8,430
Unit #11 (rodder) operated:		
Unit #15 (video) operated:	13	24,942
Unit #16 (combo) operated:	15	77,302

	Month (feet)		Quarter (feet)		
	Planned	Unplanned	Planned	Unplanned	Remaining
Total Cleaned	66,056	19,675	154,259	22,624	47,271
Total Video	17,227	7,715	28,240	11,645	24,458

2. MONTHLY SERVICE CALLS

After-hour service calls: calls 1 out 1

STEGE SANITARY DISTRICT - SERVICE CALLS, OVERFLOWS AND BACKUPS

YEAR	MO	SERVICE CALLS		LATERAL PROBLEMS		STRUCTURAL MAINLINE FAILURES		MAINLINE OVERFLOWS INTO HOMES	
		CURRENT MONTH	12 MONTH AVERAGE	CURRENT MONTH	12 MONTH AVERAGE	CURRENT MONTH	TOTAL LAST 12-MOS	CURRENT MONTH	TOTAL LAST 12-MOS
2021	Feb	12	13.2	10	7.3	0	2	0	2
		CATEGORY 1 SSOs		OVERFLOWS CAUSED BY MAINLINE		OVERFLOWS RELATED TO WET WEATHER			
		CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS		
		0	1	0	5	0	0		

3. SAFETY AND TRAINING

Safety and training meetings were conducted twice a month.

MONTHLY SERVICE CALLS

February-2021

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
2/1/2021 Monday 9:00 AM	212318 212306	6128 PANAMA 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.
2/2/2021 Tuesday 11:43 AM	251102 251101	507 COLUSA AVE. EL CERRITO, CA 94530 <i>Last Call: 1/24/2019</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
2/3/2021 Wednesday 11:30 AM	265703 265702	8754 TERRACE DR. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	A, E				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
2/4/2021 Thursday 3:09 PM	211212 211211	3450 YOSEMITE AVE. RICHMOND, CA 94804 <i>Last Call: 12/29/2001</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
2/5/2021 Friday 7:53 AM	211221 211211	3450 YOSEMITE AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, LC				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
2/9/2021 Tuesday 2:41 PM	222004 222003	10102 SAN PABLO 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.
2/10/2021 Wednesday 11:35 PM	103305 103304	2425 COLUMBIA AVE. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
2/11/2021 Thursday 1:51 PM	274120 274119	524 BELOIT AVE. KENSINGTON, CA 94707 <i>Last Call: 8/6/2020</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
2/15/2021 Monday 11:50 AM	162127 162021_1	7221 GLADYS AVE. EL CERRITO, CA 94530 <i>Last Call: 9/19/2015</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	O				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM, THE ODOR WAS UNDER THE HOUSE.
2/18/2021 Thursday 12:02 PM	161117 161116	11261 SAN PABLO 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.
2/18/2021 Thursday 3:33 PM	234015 234014	633 COVENTRY RD. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
2/25/2021 Thursday 8:24 AM	224115 224101	514 NORVELL ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				CUSTOMER HAD A SLOW DRAIN. THE MAIN LINE WAS CLEAR.

PROBLEM TYPE:

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

SPILL

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

SPILL

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

SPILL END

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

MAINLINE: 0
LATERAL: 10
OTHER: 2
TOTAL SERVICE CALLS: 12
MAINLINE OVERFLOW: 0
MAINLINE SURCHARGE: 0

SANITARY SEWER OVERFLOWS (SSOs) LAST 12 MONTHS

March-2021

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS	CAT*	VOL	RCVR'D	NET
3/23/2020 Monday 8:00 PM	102311 102308	1338 SOUTH 56TH ST. RICHMOND, CA 94804	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	W, OF	MH	B	ST	SSO WAS CAUSED BY CLOTH TOWELS AND WIPES	CAT 3	5 gallons	5 gallons	0 gallons
4/19/2020 Sunday 10:44 AM	282104 282103	651 KEARNEY ST. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B, D, OF	BLDG	ML	BLDG	SSO CAUSED BY BROKEN MAIN DUE TO 3RD PARTY CONTRACTOR.	CAT 3	151 gallons	26 gallons	125 gallons
7/15/2020 Wednesday 11:56 AM	231906 231901	329 RUGBY AVE. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B	ML	ML	SD, C	BROKEN MAIN	CAT 1	117 gallons	12 gallons	105 gallons
12/13/2020 Sunday 4:37 PM	262118 262104	703 EVERETT ST. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	OF, T	BLDG	B	BLDG	WE FOUND A PLASTIC SOFTBALL IN SEWER LINE.	CAT 3	36 gallons	36 gallons	0 gallons
12/22/2020 Tuesday 8:36 PM	212115 212154	5735 COLUMBIA AVE. RICHMOND, CA 94804	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D, W	MH	B	ST	FOUND DEBRIS AND BABY WIPES IN MAINLINE.	CAT 3	6 gallons	6 gallons	0 gallons

PROBLEM TYPE:

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

SPILL

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

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

TOTAL SSO VOLUME (GALS): 315
TOTAL VOLUME RECOVERED (GALS): 85
TOTAL VOLUME UNRECOVERED (GALS): 230

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

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

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

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STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
February 2021

I SEWER REPLACEMENT - FY 2019-20			
A.	BUDGET ALLOCATION		\$2,867,000
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$0
C.	SEWER REPLACEMENTS PAID THIS MONTH		
1			\$0
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%	\$2,867,000
G.	PERCENTAGE OF FISCAL YEAR REMAINING	33.33%	
H.	TOTAL REPLACEMENT FOOTAGE PAID TO DATE	0 (\$ - /LF)	
II SEWER REPAIRS - FY 2019-20			
A.	BUDGET ALLOCATION		\$66,000
B.	PRIOR BUDGET EXPENDED		\$27,600
C.	SEWER REPAIRS PAID THIS MONTH		
1			\$0
2			
3			
4			
5			
SUBTOTAL FOR THIS MONTH			\$0
SUBTOTAL FOR LAST MONTH			\$27,600
D.	TOTAL BUDGET EXPENDED	41.82%	\$27,600
E.	TOTAL RETENTION HELD	0.00%	\$0
F.	BUDGET REMAINING	58.18%	\$38,400
G.	PERCENTAGE OF FISCAL YEAR REMAINING	33.33%	
H.	TOTAL NUMBER OF REPAIRS PAID TO DATE	5 \$ 5,520.00 /REPAIR)	

STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
February 2021

III SAN PABLO AVE SPECIFIC PLAN AREA (SPASPA) UPGRADE - FY 2020-21			
A.	BUDGET ALLOCATION		\$1,000,000
B.	PRIOR BUDGET EXPENDED		\$0
C.	SPASPA UPGRADES PAID THIS MONTH		
1	None		
	SUBTOTAL FOR THIS MONTH		\$0
	SUBTOTAL FOR LAST MONTH		\$0
D.	TOTAL BUDGET EXPENDED	0.00%	\$0
E.	TOTAL 5% RETENTION HELD	0.00%	\$0
F.	BUDGET REMAINING	100.00%	\$1,000,000
G.	PERCENTAGE OF FISCAL YEAR REMAINING	33.33%	
H.	TOTAL SPASPA UPGRADE FOOTAGE PAID TO DATE	0 (\$ - /LF)	



STEGE SANITARY DISTRICT

Report Date: 3/8/2021

% FY Remain: 33.33%

BOARD OF DIRECTORS CONSENT DECREE PROGRESS REPORT

FY Start Date 7/1/2020

FY End Date 6/30/2021

CD Start Date 9/22/2014

FY "Effective" Date 7/1/2013

CIP PROJECT	20201	COMPLETED	GOAL	PERCENTAGE
REPLACED since FY start		142 /	11,660	LF Yearly Objective Rate 1%
REPLACED since FY "Effective" Date		76,096 /	78,680	LF Cumulative Requirement 97%
CLEANED since FY start		655,877 /	211,200	LF Minimum Requirement 311%
HOTSPOTS since FY start		159,518 /	100,000	LF Minimum Requirement 160%
CCTV since FY start		154,813 /	77,616	LF Yearly Objective Rate 199%
CCTV since CD start		1,338,940 /	582,120	LF Cumulative Requirement 230%
ROOT FOAMING this FY		43,610 /	31,240	LF Minimum Requirement 140%

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, 2020	Comments to EBMUD on Draft Performance Evaluation Plan (PEP)
June 30, 2021	Review of Regional Standards Report
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

ACTION PLAN FOR 2021

The following are the issues and action items discussed at the March 6, 2021 Long-Range Planning (LRP) Workshop:

1. Salary Survey

The Board reviewed and discussed the survey of comparable sanitary district salaries and the California Special District Association (CSDA) Salary & Benefits Survey Report. The Board asked staff to bring the item back for consideration in April to give Board Members extra time to process the information. The Board may also discuss and consider setting a policy on what basis to set employee salary ranges each year.

Action Item: Bring the item back for consideration at the upcoming Board meeting in April 2021.

2. USEPA Consent Decree Progress and Planning

The Board reviewed and discussed the District's latest Annual Report submittal and EBMUD's latest Flow Model Calibration, Wet Weather Facilities (WWF) Output Ratios, and Output Test Results. The Board would like to continue to take a proactive approach to I/I reduction and specifically asked staff to bring back an item at a future Board meeting on accelerating private sewer lateral replacements.

Action Item: Bring back an item at a future Board meeting on accelerating private sewer lateral replacements by September 2021.

3. Self-Assessment of Governance

Each Board Member completed an individual board member self-evaluation questionnaire and discussed each of their conclusions. The Board would like to do more to promote public outreach, especially considering the cancellation of the 4th of July fair due to the COVID pandemic, and suggested enhancing our website with possibly a virtual tour or videos on day-to-day operations.

Action Item: Consider enhancing the District website with possibly a virtual tour or videos on day-to-day operations.

4. San Pablo Avenue Specific Plan Progress Report

City of El Cerrito Community Development Director, Melanie Mintz, gave a presentation to the Board and answered questions on current and expected development along the San Pablo Avenue corridor. Staff will continue to follow up with City of El Cerrito staff on their proposed changes to the San Pablo Avenue Specific Plan Area (SPASPA) and make the appropriate amendments to the District's SPASPA impact fee, as needed.

Action Item: Continue to follow up with City of El Cerrito staff on their proposed changes to the San Pablo Avenue Specific Plan Area (SPASPA) and make the appropriate amendments to the District's SPASPA impact fee, as needed.

5. Future Funding Considerations

The Board reviewed and discussed future funding considerations and asked staff to target additional sewer rehabilitation work in high I/I areas with the next FY budget and to forward the information on the City of El Cerrito's recent presentation on CalPERS Pension repayment strategies for the Board to review.

Action Item: Target additional sewer rehabilitation work in high I/I areas with the next FY budget and forward information on the City of El Cerrito's recent presentation on CalPERS Pension repayment strategies for the Board to review by April 2021.

6. Tiered Pricing

The Board reviewed and discussed a possible surcharge for properties served by pump stations. The Board asked staff to bring back an item at a future Board meeting on the costs of installing individual pump stations for each parcel served by the one "community" Canon pump station.

Action Item: Bring back an item at a future Board meeting on the costs of installing individual pump stations for each parcel served by the one "community" Canon pump station by June 2021.

7. Strategic Plan

The Board reviewed and discussed the strategic plan and asked staff to bring back information at a future Board meeting on how many items in the strategic plan are addressed by the Board each year.

Action Item: Bring back information at a future Board meeting on how many items in the strategic plan are addressed by the Board each year by June 2021.

Canon Pump Station Alternative Consideration

As per the discussion with Ben Chick of Schaaf & Wheeler on 3/8/2021.

Proposal:

Instead of improving Canon Pump Station (estimate \$700,000), consider providing individual E1 style pumps to 23 parcels.

Discussion:

- Assumes 23 individual pumps are able to sustain a communal force main system.
- Who assumes ownership and maintenance responsibilities of E1 pumps? District or homeowner?
 - Need to convince all 23 parcels to accept pumps regardless of ownership.
 - Need to factor maintenance costs long term, and liability of crews entering private property. Need to hire mechanical Contractor?
- Communal force main needs to be constructed. Diameter likely to be 2"
 - 2" force main will be difficult if not impossible to maintain.
 - Current force main project needs to be abandoned and revised.

Costs:

- Individual pumps estimated to be **\$20,000-\$30,000**.
 - Costs could double if older house is not electrically wired or if plumbing needs to be redone. Larger electrical service may be required.
- 23 parcels x \$30,000 = \$690,000.
- +Additional costs for individual "force main laterals".

Unintended costs:

- If property owners in the future are unaware of the pumps, then private SSOs may occur in back yards as private wet wells fill and overflow.
- Is backup power required for individual homes for extended power failure events such as PSPS?

Summary of Business Agenda Items per Strategic Plan Goal

STRATEGIC PLAN GOAL		Number of Business Agenda Items by Goal				
		FY 2018/19	FY 2019/20	FY 2020/21 (as of 2/2021)	TOTAL	AVERAGE
1	Comply with State and Federal Regulations	10	3	2	15	5.0
2	Maintain and Improve Infrastructure	17	6	14	37	12.3
3	Ensure Financial Stability and Efficiency	13	20	15	48	16.0
4	Provide a Safe and Rewarding Work Environment that Recognizes the Worth and Value of Employees	13	14	17	44	14.7
5	Maintain and Improve Community Outreach and Communication	11	13	10	34	11.3

CALIFORNIA EMPLOYERS' RETIREE BENEFIT TRUST (CERBT) DISBURSEMENT

ISSUE:

The Board will consider receiving a disbursement from the California Employers' Retiree Benefit Trust (CERBT) for Fiscal Year 2020-21.

FISCAL IMPACT:

From the Actuarial Analysis of Retiree Health Benefits as of June 30, 2020, the Annual Required Contribution (ARC) for Fiscal Year 2020-21 is \$21,028. The total amount of retiree medical payments for the 6 existing retirees is projected to be \$21,761 (*6 mos. @\$280 + 6 mos. @\$324.48*). The fiscal impact would be disbursement of the difference of \$733 from the CERBT fund.

STRATEGIC PLAN:

GOAL 3: Ensure Financial Stability and Efficiency

WORK PLAN ITEM "m": Establish and follow a plan to fully fund retirement liabilities

BACKGROUND:

The California Employers' Retiree Benefit Trust (CERBT) is a low cost Section 115 trust fund dedicated to prefunding Other Post-Employment Benefits (OPEB) such as retiree health care obligations. The employer controlled contributions and investment earnings are to be used solely to pay for retiree benefits and to reduce OPEB liabilities reported on annual financial statements.

In October 2010, the Board decided to deposit \$115,950, one-half of the Unfunded Actuarial Accrued Liability (UAAL), into the CERBT fund. In 2012, instead of contributing the remaining half of the UAAL into the CERBT fund, the Board decided to pay retiree medical payments directly and contribute the excess portion of the Annual Required Contribution (ARC) into the CERBT Fund.

From 2013-15, since retiree medical payments continued to be less than the ARC, the payments were made directly and the excess ARC amount contributed into the CERBT fund.

From 2016-20, the retiree medical payments were instead higher than the ARC, but each year the Board decided to pay the retiree medical payments without receiving a disbursement of the difference from the CERBT fund to cover the difference.

For the current FY 2020-21, retiree medical payments are again higher than the ARC and there is an opportunity to receive a disbursement from the fund to pay the excess difference of \$733.

RECOMMENDATION:

Pay retiree medical payments without receiving a disbursement from the CERBT fund.

ALTERNATIVE:

Instruct staff to receive a disbursement of \$733 (or portion thereof) from the CERBT fund to pay the excess difference.

ATTACHMENTS:

- TABLE Premiums Paid vs. ARC per Actuarial Valuation of Retiree Health Benefits Summary as of June 30, 2020
- CERBT Quarterly Statement ending December 31, 2020

Stege Sanitary District Retiree Medical Plan

per Actuarial Valuation of Retiree Health Benefits Summary as of June 30, 2020

Fiscal Year	Number Retired	Premiums Paid by District on Cash Basis	District Contribution (ARC)	Premiums paid over/(under) ARC	Assets End of Year
2020-21	6	\$21,761	\$21,028	\$733	\$233,380
2021-22	6	\$23,363	\$22,072	\$1,291	\$234,671
2022-23	7	\$27,256	\$23,619	\$3,637	\$238,308
2023-24	8	\$31,150	\$25,256	\$5,894	\$244,202
2024-25	8	\$31,150	\$26,976	\$4,174	\$248,376
2025-26	9	\$35,044	\$28,830	\$6,214	\$254,590
2026-27	9	\$35,044	\$31,116	\$3,928	\$258,518
2027-28	9	\$35,044	\$33,275	\$1,769	\$260,287
2028-29	10	\$38,938	\$35,680	\$3,258	\$263,544
2029-30	10	\$38,938	\$38,274	\$664	\$264,208



Market Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Balance	\$245,400.99	\$232,646.88
Contribution	0.00	0.00
Disbursement	0.00	0.00
Transfer In	0.00	0.00
Transfer Out	0.00	0.00
Investment Earnings	27,028.35	39,834.56
Administrative Expenses	(31.82)	(61.92)
Investment Expense	(23.26)	(45.26)
Other	0.00	0.00
Ending Balance	\$272,374.26	\$272,374.26
FY End Contrib per GASB 74 Para 22	0.00	0.00
FY End Disbursement Accrual	0.00	0.00
Grand Total	\$272,374.26	\$272,374.26

Unit Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Units	13,343.167	13,343.167
Unit Purchases from Contributions	0.000	0.000
Unit Sales for Withdrawals	0.000	0.000
Unit Transfer In	0.000	0.000
Unit Transfer Out	0.000	0.000
Ending Units	13,343.167	13,343.167
Period Beginning Unit Value	18.391529	17.435677
Period Ending Unit Value	20.413035	20.413035

Please note the Grand Total is your actual fund account balance at the end of the period, including all contributions per GASB 74 paragraph 22 and accrued disbursements. Please review your statement promptly. All information contained in your statement will be considered true and accurate unless you contact us within 30 days of receipt of this statement. If you have questions about the validity of this information, please contact CERBT4U@calpers.ca.gov.

Statement of Transaction Detail for the Quarter Ending 12/31/2020

Stege Sanitary District

Entity #: SKB0-2595946637



Date	Description	Amount	Unit Value	Units	Check/Wire	Notes
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Client Contact:
CERBT4U@CalPERS.ca.gov

**RESOLUTION 2155-0321 AMENDING THE BOARD GOVERNANCE MANUAL OF
THE STEGE SANITARY DISTRICT**

ISSUE:

The Board will consider a resolution to amend the Board Governance Policy Manual.

FISCAL IMPACT:

The fiscal impact to review the manual is minimal.

STRATEGIC PLAN:

GOAL 5: Maintain and Improve Community Outreach and Communication

WORK PLAN ITEM "i": Maintain governance and transparency practices that qualify for the Special District Leadership Foundation District of Distinction Accreditation and the District Transparency Certificate of Excellence

BACKGROUND:

At the 1/7/2021 Board Meeting, the Board conducted their annual review of the Board Governance Policy Manual and made minor amendments. The Board discussed a possible change to the Board/Board Communications section regarding "serial" meetings but wanted more time to work out the language. Directors Gilbert-Snyder and Merrill announced that they would work together on better language for this section. The Board asked staff to bring the manual back with the minor amendments for consideration at a future Board meeting.

At the 2/11/2021 Board Meeting, the Board reviewed the amended Board Governance Policy Manual but decided to table the discussion in order to give Directors time to consider suggested changes regarding "serial" meetings (*see page 10*).

RECOMMENDATION:

Approve the resolution.

ALTERNATIVES:

1. Take no action (keep the manual unchanged).
2. Amend the manual and approve the resolution, as amended.

ATTACHMENTS:

- RESOLUTION 2155-0321
- Board Governance Policy Manual (amended)
- Memo to Board re: Section 6, Item #36, "Serial" Meetings (*see Page 10*)

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RESOLUTION NO. 2155-0321

RESOLUTION AMENDING THE BOARD GOVERNANCE MANUAL OF THE STEGE
SANITARY DISTRICT

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

- A. The District established and maintains a Board Governance Manual which is reviewed annually.
- B. After the latest review, the District determined the need to make amendments to the Board Governance Manual.

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

- 1. The Stege Sanitary District Board Governance Manual is hereby approved with several amendments throughout.
- 2. The effective date of this amendment is March 18, 2021.

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 18th day of March 2021 by a X-X vote as follows:

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

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

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

MEMO TO: Stege Sanitary District Board of Directors
FROM: Directors Gilbert-Snyder & Merrill
DATE: January 26, 2021
SUBJECT: Revisions to the Board Governance Policy Manual

BACKGROUND:

At the January 7, 2021 meeting of the Board it was agreed that Directors Gilbert-Snyder and Merrill would work together to draft a proposed revision to Section 6, Item #36, of the Board Governance Policy Manual. Item #36 addresses communications between Board members. Specifically, it cautions that “even two members” should “avoid discussing District matters.” Directors Gilbert-Snyder and Merrill expressed concern regarding this language and it was agreed that they would work together to draft proposed alternative language.

DISCUSSION:

The intent of the Brown Act is to ensure that the Board’s actions are taken openly and that their deliberations are conducted openly. To ensure that this is the case, the Brown Act specifically prohibits a “series of communications” between a “majority of the members” regarding a subject matter of the legislative body (California Code Section 54952.2(b)). This is typically referred to as a prohibition of “serial meetings.” Serial meetings can occur through a series of “hub & spoke” or “daisy-chain” meetings. This basically means that board member A talks to board member B who then talks to board member C (or any combination that ultimately involves a majority of the board). It is important to note that the Brown Act does NOT discourage a minority of the legislative body from discussing subject matter of the legislative body.

In the case of the 5-member Stege Board, it only takes three members to create a majority, therefore it is important for Stege Board members to clearly understand the intent of the Brown Act and the concept of serial meetings. However, the Brown Act does not prohibit two Stege Board members from discussing Stege matters outside of a Stege Board meeting.

It is the opinion of Directors Gilbert-Snyder and Merrill that there can be benefits to discussions between two Board members so long as they remain within the legal bounds of the Brown Act. Two Board members may find it easier to craft concepts and ideas to present to the entire Board for deliberation (such as this particular document). While Board members must avoid creating a serial meeting, it is not the intent of the Brown Act to stifle creativity between two Board members.

PROPOSAL:

We propose the following revisions to Section 36 of the Board Governance Policy Manual.

36. Board/Board Communications. Conversations between and among Board members are governed by the Brown Act. All Board members shall familiarize themselves with the Brown Act and comply with its requirements. Whenever three or more Board members are together outside of a Board meeting, they shall avoid discussing District matters. ~~To avoid any possibility of a "serial" meeting, when even two members are together, even they should avoid discussing District matters.~~ Board members must understand the concept of, and avoid, "serial" meetings. Communications include electronic communications. General matters relating to sewage collection and local government are not restricted by the Brown Act and are appropriate topics of conversation under any circumstances.

SECTION 1

MISSION STATEMENT

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.

(Resolution No. 2154-0221)

SECTION 2

DISTRICT SUMMARY

The Stege Sanitary District (District) was organized in 1913 to provide for the collection, treatment and disposal of wastewater from the developed area in southwest Contra Costa County. The original District boundaries were similar to those of today, however service within the boundaries has expanded to include over 35,000 people and 13,900 sewer connections. The only expected growth of the District is through building on the few remaining vacant parcels, commercial and residential development within the San Pablo Avenue Specific Plan, and BART's Transit Oriented Development (TOD).

The present service area of the District comprises 5.3 square miles and includes the communities of El Cerrito, Kensington and a part of Richmond Annex. The sewage collection system includes approximately 150 miles of collection lines and two small pump stations. The primary elements of this collection system are the public main sewers and the private lateral sewers. The District owns and has maintenance responsibility for the main sewers located in public rights-of-way or in easements on private land. Individual property owners own and have maintenance responsibility for their lateral sewers installed from the building plumbing to the main sewer. Wastewater collected in the District system flows to the Special District #1 Interceptor sewer and is then conveyed to the East Bay Municipal Utility District (EBMUD) Wastewater Treatment Facility in Oakland.

SECTION 3

ROLES OF DISTRICT OFFICERS

The Stege Sanitary District Board of Directors consists of five (5) Directors elected at large and serving staggered four (4) year terms with elections being held on even-numbered years. The roles, obligations, and responsibilities of members of the Board are as follows:

Officers of the Board include the **President**, **Vice-President** and **Secretary** of the Board. The term of office of the President and Vice-President of the Board of Directors shall commence upon their election by the Board.

The **President** of the Board shall be elected annually by the Board at the last meeting of each calendar year. The President of the Board shall serve as Chairperson at all Board meetings. The President shall have the same rights as the **other Directors** to vote; introduce motions, resolutions and ordinances; and to engage in debate. The President signs all contracts, deeds, warrants, releases, receipts and documents in the name of the District unless the Board, by resolution, authorizes the Manager or other District officers or employees to sign the documents. The President of the Board is also responsible for interacting with and communicating Board directions to the Manager so that the Manager can effectively and efficiently carry out Board directives.

The **Vice-President** shall be elected annually by the Board at the last meeting of each calendar year, to act in the President's absence or inability to act.

The **Secretary** of the Board may be a Director or an individual appointed by the Board to serve in the position of Secretary of the Board for a period of time deemed appropriate by the Board. It is the current practice of the Board to designate the District Manager as Secretary.

If a Secretary is a Director, the Secretary shall be elected annually to the office by the Board at the last regular meeting of each calendar year. If not a Director, the Secretary shall serve at the pleasure of the Board for an unspecified term of office. The Secretary shall be responsible for preparation of minutes and a record of actions taken at Board and Board Committee meetings and other duties established by the Sanitary District Act of 1923 (the "Act") or otherwise by law.

District Counsel's Role in Representing the District

As a direct report of the Board of Directors, the District Counsel is responsible for representing the Stege Sanitary District in all legal matters. As Chief Legal Officer, the District Counsel represents the District as a whole, including the District Board of Directors, District management

and staff. The District Counsel shall comply with all applicable professional rules of conduct that govern the representation of organizations, including State Bar Rules of Professional Conduct, Rule No. 3-60, which states:

“In representing an organization, a member [lawyer] shall conform his or her representation to the concept that the client is the organization itself, acting through its highest authorized officer, employee, body, or constituent overseeing the particular engagement.”

It is the policy of the District Board of Directors that the District Counsel may not represent any Board Member or employee of the District in an individual or personal capacity. The District Counsel shall take direction from the majority of the Board. The District Counsel cannot take any action requested by an individual Board member or employee contrary to the desires of the Board as expressed by the Board majority. However, given the nature of legislative entities, which may often be split with a consistent “majority” and “minority,” the District Counsel should provide balanced legal advice to both sides.

This policy is not intended to discourage the individual Board Members or the District Manager or Staff from seeking legal advice from the District Counsel related to District policy and operations. The District Counsel shall use his or her professional judgment to ensure that legal services are provided in a manner consistent with this policy and the Rules of Professional Conduct.

SECTION 4

CORE BELIEFS OF THE DISTRICT BOARD OF DIRECTORS

1. We strive to meet our public health and environmental requirements, in the most efficient and cost effective way, for present and future District customers.
2. Our work will be of high-quality and responsive to our customers’ desires and needs. Our customers are those who pay our rates and/or use our services.
3. Stege Sanitary District operates for the benefit of our customers and the public, not for the benefit of our staff or board. We will try to accommodate both our customers and our staff, but our customers come first.
4. We are committed to working in the best interests of the District, not personal interests.
5. We will earn and keep the public trust in our stewardship by adhering to high standards of honesty, transparency, and personal integrity.
6. We will plan and proactively take advantage of evolving technology and best management practices.

7. We are committed to minimizing hazards to our employees and the public, recognizing the special hazards involved in operating a wastewater collection system.

FINANCIAL RATES

8. Our rates shall be fair, equitable, and reasonable.
9. Our reserves shall be maintained at levels that will provide adequate, but not excessive, funds to support anticipated working capital and emergency needs.
10. “Pay as you go” with existing funds rather than borrowed is the preferred way to finance our fixed assets.
11. We will periodically review all procedures and policies to ensure our rates are fair, justified and sustainable to achieve our mission and maintain the current and long-term viability of the District.

ASSET MANAGEMENT

12. We are entrusted by our customers with funds and fixed assets to accomplish our mission. We are stewards of these resources, not owners.
13. Recognizing the long life of our fixed assets, we are committed to managing them over the long term and maintaining them in a serviceable condition.
14. The benefits of capital replacements must justify the costs or to fulfill regulatory requirements.

PERSONNEL

15. We believe a diverse and inclusive work environment is important in fulfilling our core values.
16. We believe that the District must strive to create a safe, productive, and positive working environment for all staff, ensuring effective collaboration and communication at all levels.
17. To encourage safe and productive work methods, we support professional training and development for staff and Directors.
18. We believe that our staff should be compensated at levels that are consistent with recruiting, hiring, and retaining high quality employees.
19. Our personnel management philosophy is based on the belief that our employees value doing a good job.

ETHICS/INTEGRITY

20. We are committed to ethical personnel practices.
21. We are committed to prudent, ethical, and legal financial practices.
22. We are committed to an open transparent governance.
23. We believe that the staff, manager, and board should work together as a team in order to accomplish District goals.
24. We believe in equal opportunity for all, and special privilege for none.

25. As individuals, we are responsible for our actions; as a group, we support our colleagues in their efforts to fulfill their responsibilities.
26. We are mindful that, as elected officials, our actions, both inside and outside the board room, may reflect on the District.

SECTION 5

CULTURAL NORMS OF THE DISTRICT BOARD OF DIRECTORS

1. The Board will be efficient in the number of meetings it holds to limit costs and payments to Directors. No more than one board meeting and one committee meeting per month or two board meetings per month should be the normal schedule.
2. Directors will be compensated with meeting fees consistent with current law and will not receive any health or pension benefit.
3. Board members will be reimbursed expenses only for pre-approved meetings which offer significant benefits to the District. CASA and CSDA meetings will generally be reimbursed for actual and reasonable travel expenses though each Director should try to hold down costs.
4. If a member is attending a non-board meeting for which expenses will be reimbursed, the member should attend the sessions, pay attention, and, in accordance with AB 1234, provide a brief report at the next regular meeting.
5. Directors are expected to attend all board meetings. It is understood that there sometimes will be personal and business reasons that result in absences. In the event when Directors need to be excused from attendance at a meeting, they should give notice at an earlier meeting or contact staff. In the event a Director would like a change to the agenda because of an expected absence, the Director should contact the Board President prior to the meeting, rather than the District Manager or staff.
6. The Board President will contact and speak to Directors that have attendance, tardiness, lack of attentiveness, or meeting participation issues or problems.
7. Directors should be engaged, participate, and pay attention at all board meetings.
8. Newly elected or appointed Directors should receive a copy of the Board Governance Policy Manual and Board Handbook prior to attendance at their first board meeting. The new Directors will be asked to review the material and be ready to discuss it with the full board at a meeting within six months after their term begins. The purpose is to reach a consensus regarding board operations, which may include modifications of certain items.
9. Newly elected or appointed Directors should take a tour of District facilities within the first six months of their term. The Manager and Superintendent should be contacted to arrange this tour, which is an important part of a new Director's orientation.

10. In order to distribute the Directors' duties evenly, the offices of President and Vice President will be rotated among Directors so that each Director will hold those offices about once every five years. The Director who is Vice President will ordinarily be the President the following year. This rotational scheme will be followed unless there are unusual circumstances or a significant change in the composition of the Board.
11. Neither District staff nor District vehicles shall be expected to be used to transport board members to or from regular board meetings.

SECTION 6

PROTOCOLS

BOARD MEETINGS

In general, District Ordinance Code Section 2.5.2 covers Board meetings.

1. Rules of Order. Ordinarily, meetings of the Board will be conducted informally in the manner determined by the President. However, at the request of any Director, the meeting shall be conducted in accordance with the rules of order and parliamentary procedure as specified in the current edition of The Standard Code of Parliamentary Procedure by Alice F. Sturgis, copyright 1950. A copy of that reference work shall be available at every Board meeting.
2. Board Room Layout/Seating. Board meetings shall be conducted around a rectangular meeting table so Directors, Manager, and Counsel face each other. Seats for the public will be available.
3. Agenda Preparation. The Board Secretary shall prepare the agenda in consultation with the Board President, with assistance from District staff. The agenda shall be completed and posted at the District office and website no later than 72 hours prior to the start of the meeting, and agenda packets will be delivered to Directors at least 72 hours prior to the start of the meeting. Some supporting information may be supplied closer to the meeting or at the meeting.
4. Agenda Structure. The basic structure of each regular meeting agenda includes items for Roll Call, Conflict of Interest review, Public Hearings, Public Comment for issues not included on the agenda, Closed Sessions, Approval of Minutes, Communications (both oral and written), reports of Staff and Officers, Business, Monthly Financial Statements, Approval of Checks, Future Agenda Items (generally for the next two meetings), and Adjournment. The first of two meetings of the month is considered a study session and will generally not include any monthly or quarterly reports.
5. Agenda Item Identification. The Manager, as Secretary, will provide specific items for Board meeting agendas. Other agenda items may be identified as part of the Future Agenda

Item section of the regular meeting. Items identified after the adjournment of the most recent Board meeting may be added by request of any Director to the Manager. The President shall be contacted if the Manager discourages inclusion of requested items.

6. Meeting Minutes. The Board Secretary shall record action meeting minutes, including a summary of Public Comment, if any. The meeting minutes will provide an overview of the decisions reached and the actions to be taken and not a verbatim recording of the discussions. The Board will consider approval of the draft minutes at the following meeting.
7. Getting Questions Answered About Agenda Items Before a Meeting. Directors are encouraged to contact the Manager prior to the meeting if they have any questions. Some questions on agenda items may be answered prior to the meeting and this will help to minimize the length of meetings. The Manager will let the Board know if these questions become excessive.
8. Public Participation. All Board meetings are open and public, and all persons are permitted to attend any meeting, except closed sessions of the Board held in accordance with law. Public participation is addressed in Ordinance Code 2.5.2.8. Directors and staff members shall treat members of the public who attend Board meetings with respect. The President will accommodate public members wishing to speak on specific agenda items by moving these items up on the agenda, if the Board determines it is practical. The President may invite members of the public to sit at the table if seating is available.
9. Public Addressing Board. Members of the public will be asked to complete a request slip if they wish to address the Board. The Board President may choose to limit the time allowed for any member of the public to address the Board. In the event there is a large group completing slips, the Board President may ask the public members to refrain from repeating what others have said, and to further limit time allowed to speak.
10. Informal Board Reports at Meetings. Directors may briefly comment on any subject not on the agenda during the Public Comment section of the agenda. There will also be an agenda item titled Oral Communication at each Board meeting that provides an opportunity for brief informal, verbal reports. Other informal reports should be brief and limited to specific subjects on the agenda.
11. Allow Majority to Set Direction – How We Act When We’re Not in Majority. Directors shall accept decisions of the Board after action is taken. Discussion of an item shall not continue at that meeting after a vote on it has been taken.
12. Bringing Agenda Items Back for Further Discussion – Revisiting Issues. There are times that additional discussion on items may be desirable and necessary. Additional information or analysis may help to clarify questions and it may be appropriate to defer items for future agendas if and when a majority of Directors want this. Tabling should not be used as a mechanism to simply defer decisions.
13. Explanation of Votes. Explanation of a vote after the vote has been taken is discouraged. Director’s viewpoints should be expressed as part of the discussion of an issue prior to the vote.

14. Sharing Expertise. The expertise of individual Directors can be an important and useful tool in deliberating issues and setting policies. Directors should share their expertise in a judicious manner, staying on topic and being mindful not to engage in lengthy accounts of personal experiences.
15. Deliberation at Meetings. Deliberation of issues at meetings should be focused, open, honest, and undertaken with a goal of reaching a solution. When the Board is stymied or obviously there are differing opinions regarding an item under discussion or review, the Board should first focus on issues where there is agreement among directors. Disagreements should then be discussed and deliberated, in hopes of reaching a consensus.
16. Preparation for Board Meetings. Directors should come to meetings well-prepared. Agenda materials should be read and reviewed in advance of the meeting, and questions that can be answered in advance of the meeting that are not relevant to policy decisions and/or agenda items should be asked of the Manager outside of the meeting.
17. Discussion of Policy vs. Non-Policy Issues. The major focus at Board meetings shall be on policy issues, Manager's performance, and Board fiduciary responsibilities. The Board should avoid directing the Manager on day-to-day operations.
18. Disclosure. Directors should disclose to the Board if they have had discussions with parties that have a personal, financial interest in an agenda item that is to be considered by the Board.
19. Number of Meetings. The Board will generally meet twice monthly in all months except November and December, when there will usually be one meeting. An annual special meeting for long-range planning will usually be held in the Spring. Other special meetings should be scheduled to be on the same days as regular meetings, when possible, to avoid extra meeting expense compensation.
20. Remote Conferencing. In the event that any Board Member elects to attend remotely, all votes conducted during the remote conferencing session will be conducted by roll call vote.

BOARD/ MANAGER RELATIONS

21. Board/Manager Communications. Informal communications between the Manager and individual Directors by phone, electronic communication, or personal meeting is expected to occur occasionally. Formal communications regarding any concerns of Manager conduct should be directed to the Manager through the Board President. There will be communications with the Manager at Board meetings as part of the normal meeting process, and at times as specific agenda items.
22. Manager/Board Communications. The Manager's concern about Board members' conduct should be directed through the Board President or the Vice President if the concern regards the President.
23. Manager Performance Evaluation and Review. The Board will review the performance of the Manager periodically, at least twice per year. An interim review by the Board will occur sometime early in the calendar year at a Board meeting. An annual review will be performed

in June at a Board meeting and will be used as a factor in the determination of any compensation adjustments for the Manager for the next fiscal year.

24. Individual Board Member Request for Action. Individual Directors should ask the Manager to take action on issues only if there is a concern such as safety that necessitates immediate action, or another situation that requires quick action. Otherwise, Directors should request actions through the Board meeting process.
25. Individual Board Members Request for Information. Individual Board members are encouraged to ask the Manager if they have questions regarding District business or activities. The Manager will let the Board know if these types of questions become excessive. Requests for information that would require substantial staff time to handle should only come through the Board, not individual Directors.

BOARD/STAFF RELATIONS

26. Individual Board Member Request for Information. There may be instances when information should be obtained from staff. For example, when the Manager is not present or the information requested is ministerial such as conference, meeting, or hotel arrangements, staff should be contacted. Directors should generally request information regarding District business from the Manager instead of directly from staff members.
27. Individual Board Member Request for Action. Directors should not request action of staff, unless the requests involve ministerial types of actions such as conference, meeting, or hotel arrangements.
28. Handling Complaints from Staff. Directors who receive complaints from staff related to the District Manager should direct that staff to contact/inform the Board President or District Counsel as appropriate for follow up and consideration. Complaints related to other issues should be directed to the Manager.
29. Board/Staff Communications. Directors may informally communicate with staff at various District functions like the holiday lunch, safety and recognition awards lunch, and day-to-day encounters at the District office. Communications on issues like employee salaries and benefits, disciplinary issues, and other Board business should be directed through the Manager.

BOARD/COMMUNITY RELATIONS

30. Handling Complaints from the Community. Complaints from the community directed to Directors should be passed on to the Manager for response/action.
31. Addressing Concerns of the Community. Directors should be sensitive to the concerns of the community. Hosting a booth at the annual El Cerrito Fourth of July Fair, answering questions, listening to customers at this and other public events and venues provides an awareness of the community's concerns and issues. Specific concerns may be discussed at Board meetings, and some may be easily handled by passing on to the Manager and staff for action.

32. Visiting District Sites. Directors are invited to visit District facilities and projects periodically.

BOARD/BOARD RELATIONS

33. Role of the President. The President is in charge of the conduct of the Board meetings and has final approval of the agenda. The Board traditionally appoints the President as representative of the Board in negotiations with the Manager for the Manager's compensation. The President is also the official representative and spokesperson for the Board of Directors.
34. Use of Committees. Ad hoc Committees, created in accordance with the District Ordinance Code, may be used to address special issues as they arise.
35. Confidentiality and Trust. In order for the Board to function most effectively, there must be a high level of trust among the Board members. In order to maintain trust, Board members will respect the confidentiality of closed sessions and personal information. Board members may disagree, but will not indulge in backstabbing, double crossing, or other counterproductive activities.
36. Role in Public. Directors shall identify themselves as speaking for themselves, not as a representative of the Board, unless relating Board policy. Directors should not undercut Board actions in Public.
37. Board/Board Communications. Conversations between and among Board members are governed by the Brown Act. All Board members shall familiarize themselves with the Brown Act and comply with its requirements. Whenever three or more Board members are together outside of a Board meeting, they shall avoid discussing District matters. **Board members must understand the concept of, and avoid, "serial" meetings. To avoid any possibility of a "serial" meeting, when even two members are together, they should avoid discussing District matters or, at a minimum, announce the discussion at a Board meeting.** Communications include electronic communications. General matters relating to sewage collection and local government are not restricted by the Brown Act and are appropriate topics of conversation under any circumstances.
38. Electronic Communication during Meetings. The Board shall avoid disrupting meetings with electronic communication devices (e.g., cellular phones). All Board Members shall turn off electronic communication devices or set them to silent or vibrate. Board Members shall step outside of the meeting room to talk on a cellular phone. No communication is allowed that would be a violation of the Brown Act.
39. Self-Assessment of Governance. The Board will have an item at its annual Long Range Planning Workshop to assess the effectiveness of its governance.
40. Team Effectiveness. Directors are expected to support each other and function as a team. Newly appointed or elected Directors are expected to review the Board Governance Policy Manual and Board Handbook. Existing Directors are expected to assist new Directors in their transition onto the Board. Both new and existing Directors should work together

constructively to develop a new consensus as to how the Board will govern and conduct its business.

SECTION 7

CODE OF ETHICS AND BEHAVIOR

The Board of Directors of the Stege Sanitary District is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to its constituents. In order to foster civil and ethical behavior between and among members of the Board of Directors, the following rules shall be observed.

1. The dignity, style, values, and opinions of each Director shall be respected.
2. Responsiveness and attentive listening in communication is encouraged.
3. The needs of the District's constituents should be the priority of the Board of Directors.
4. The primary responsibility of the Board of Directors is the formulation and evaluation of policy and oversight of operations. Routine matters concerning the operational aspects of the District are the domain of the District Manager.
5. Directors should commit themselves to emphasizing the positive and avoid double talk, hidden agenda, gossip, backbiting, and other negative forms of interaction.
6. Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.
7. Differing viewpoints are a healthy part of the decision-making process. Individuals have the right to disagree with ideas and opinions without being disrespectful. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.

The Board of Directors shall observe the following rules when interacting with District Staff.

1. In seeking clarification on ministerial items, Directors may approach staff members directly to obtain information.
2. In seeking clarification on non-ministerial items, especially those involving personnel, legal action, land acquisition and development, finance, and programming, Directors should refer directly to the District Manager.
3. In handling complaints from residents and property owners of the District, said complaints should be referred directly to the District Manager.

4. In handling items related to safety, concerns for safety or hazards should be reported to the District Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.
5. When approached by District staff concerning specific District policy, Directors should direct inquiries to the District Manager. The chain of command should be followed.

The work of the District is a team effort. The Board should work together in a collaborative process with District Staff, assisting each other in conducting the affairs of the District.

1. When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions to the District Manager.
2. Directors should develop a working relationship with the District Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.
3. Individual Directors should function as a part of the whole Board. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.
4. Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

SECTION 8

CONFLICT OF INTEREST CODE

The Political Reform Act (Cal. Gov. Code Sec. 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission (FPPC) has adopted a regulation (2 Cal. Code of Regs. Sec. 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, it may be amended by the FPPC to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. Sec. 18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the Conflict of Interest Code of the Stege Sanitary District.

Designated employees shall file their statements of economic interest (Form 700) with Contra Costa County resulting in an electronic copy to Stege Sanitary District. Stege Sanitary District

will retain statements for all designated employees and will make the statements available for public inspection and reproduction (Cal. Gov. Code Sec. 81008).

APPENDIX TO STEGE SANITARY DISTRICT
CONFLICT OF INTEREST CODE
DESIGNATED OFFICIALS AND EMPLOYEES

<u>Designated Positions</u>	<u>Disclosure Category</u>
Secretary of the Board	All
Legal Counsel	All
Consultants ^{1,2}	All

It has been determined that the positions listed below manage public investments and will file a Statement of Economic Interest pursuant to Cal. Gov. Code Sec. 87200:

<u>Position</u>	<u>Disclosure Category</u>
Members of the Board of Directors	All
District Manager	All

Persons who hold more than one position need only file one Statement of Economic Interest.

¹ With respect to Consultants, the District Manager may determine, in writing, whether a particular consultant participates in the making of governmental decisions in conducting the firm's business with the District. Such determination shall include a description of the consultant's duties, and, based upon that description, a statement of the extent of disclosure requirements. The District Manager shall forward a copy of this determination to the Board of Supervisors of the Contra Costa County. Nothing herein excuses any such consultant from any other provisions of this Conflict of Interest Code.

² If these Designated Employees are business firms, the Statement shall be filed by the individual or individuals in the firm who participate in the making of governmental decisions in conducting the firm's business with the District.

Disclosure Categories

Category 1. A designated employee assigned to Category 1 is required to disclose investments which may foreseeably be materially affected by any decision made or participated in by the designated employee.

Category 2. A designated employee assigned to Category 2 is required to disclose interests in real property which may be materially affected by any decision made or participated in by the designated employee.

Category 3. A designated employee assigned to Category 3 is required to disclose income which may be materially affected by any decision made or participated in by the designated employee.

Category 4. A designated employee assigned to Category 4 is required to disclose any business entity in which the designated employee is a director, officer, partner, trustee, or holds any position of management which may be materially affected by any decision made or participated in by the designated employee.

(Ordinance No. 2074-0117)

SECTION 9

STATEMENT OF ECONOMIC INTERESTS (FORM 700)

The California Political Reform Act requires certain state and local government officials to disclose their private economic interests on an official Statement of Economic Interests form. The purpose of the financial disclosure is to alert public officials to personal interests that might be affected while they are performing their official duties (i.e., making governmental decisions). Disclosure also helps inform the public about potential conflicts of interest.

Disclosure is made on the Statement of Economic Interests (Form 700) available at Fair Political Practices Commission website (www.fppc.ca.gov). Filed forms are public documents that must be made available to anyone who requests them.

Essentially, there are four times to file Form 700:

- An "initial" statement is required within 30 days of the date when an office or position has been added to a newly-adopted or newly-amended conflict of interest code.
- An "assuming office" statement is required within 30 days of the date when taking a position already designated in a conflict of interest code.
- "Annual" statements are required before April 1 of each year, covering the preceding calendar year.

- A "leaving office" statement is required within 30 days of the date you leave a designated position.

To ensure current regulations and deadlines are met, Directors shall refer to the Fair Political Practices Commission website (www.fppc.ca.gov) and Contra Costa County website (www.cocovote.us) for up to date rules and filing schedules.

SECTION 10

CAMPAIGN FINANCES (FORM 460/470)

Any candidate or officeholder who has a controlled committee, or who has raised or spent or will raise or spend \$2,000 or more during a calendar year in connection with election to office or holding office shall file a California Fair Political Practices Commission Form 460 - Recipient Committee Campaign Statement available at the Fair Political Practices Commission website (www.fppc.ca.gov).

Any candidate or officeholder who does not have a controlled committee and who does not intend to raise or spend \$2,000 or more in a calendar year shall file a California Fair Political Practices Commission Form 470 - Officeholder and Candidate Campaign Statement available at the Fair Political Practices Commission website (www.fppc.ca.gov). This statement is used to declare that the candidate/officeholder has no intention of receiving or spending \$2,000 or more in a calendar year.

In most cases, July 31 is the filing deadline. To ensure current regulations and deadlines are met, Directors shall refer to the Fair Political Practices Commission website (www.fppc.ca.gov) and Contra Costa County website (www.cocovote.us) for up to date rules and filing schedules.

SECTION 11

BOARD MEMBER COMPENSATION POLICY

It is the policy of the Stege Sanitary District Board of Directors that Board members will be compensated for attendance at all Board meetings, in accordance with Section 2.9 of the District Code of Regulations. Board members will not be compensated for attendance at CASA, City

Council, City Council Committee, Neighborhood Council, other Special District Meetings, or Special District Association Meetings. Compensation will consist of meeting fees consistent with current law and will not include any health, pension or other benefit.

The current Directors' fees payable to members of the Board of Directors of the Stege Sanitary District is \$223.88 per meeting day of service.

(Ordinance No. 2139-0720)

SECTION 12

POLICY PROHIBITING ACCEPTANCE OF GRATUITIES

Board members shall not accept gratuities offered or presented except for trivial items of negligible commercial value, such as a hat, cap, note pad, pen, blotter, calendar or other item that does not exceed \$25.

Gifts that are offered should be refused; gifts that are delivered shall be returned if possible, and gifts that cannot be returned should be donated to the District for disposition.

One area that is often troublesome is the acceptance of meal invitations. Inexpensive, working meals (such as lunch) for the purpose of discussion of business related to the District may be acceptable; however, Board members are cautioned that these events shall be kept as infrequent as possible.

To ensure current regulations are met, Directors shall refer to the Fair Political Practices Commission website (www.fppc.ca.gov) for up to date rules regarding limits on gifts.

SECTION 13

ATTENDANCE AT MEETINGS, SEMINARS AND CONFERENCES POLICY

It shall be the policy of the Board of Directors of the Stege Sanitary District to encourage its members to maintain and enhance their directorship and committee skills through attendance at Board approved meetings, seminars and conferences determined to have value for that purpose.

(Ordinance No. 1456-0189)

SECTION 14

EXPENSE REIMBURSEMENT POLICY

If time permits, Directors shall seek Board approval before attending meetings, seminars, and conferences for which reimbursement is sought. District staff attendance at such function shall be preapproved by the Manager and within the constraints of the appropriate budget.

All Directors and staff who claim reimbursement of travel expenses shall be responsible for maintaining and submitting a record of travel expenses incurred on behalf of the District and, where required, for documenting said costs.

Meal and incidental expenses shall be reimbursed at amounts that do not exceed the Internal Revenue Service (IRS) standards established for the location in which the expenses were incurred.

District procedures regarding reimbursement of personal expenses related to travel on District business should be reviewed and updated periodically.

It shall be the policy of the Stege Sanitary District to reimburse travel expense claims for its Directors and staff, in conformance with all applicable District policies and procedures, and appropriate procedures shall be established.

(Ordinance No. 1762-0501)

SECTION 15

REQUIRED BOARD TRAINING COURSES

The Board of Directors of the Stege Sanitary District shall, at a minimum, take the required training courses as follows:

- AB 1234 Ethics Training every 2 Years, as required by law
- AB 1825 Harassment Prevention Training every 2 Years, as required by law

- Governance Training every 5 Years, as required to maintain Special District Leadership Foundation's District of Distinction Accreditation

The Board of Directors of the Stege Sanitary District are encouraged to complete all four modules of the California Special Districts Association (CSDA) Special District Leadership Academy as follows:

- Module 1: Governance Foundations
- Module 2: Setting Direction & Community Leadership
- Module 3: Board's Role in Finance & Fiscal Accountability
- Module 4: Board's Role in Human Resources

SECTION 16

PUBLIC RELATIONS POLICY

It is the policy of the Stege Sanitary District Board of Directors that: 1) customers should be periodically informed about District business, and 2) any requests from the media (print, audio, or video) regarding District affairs shall be directed to the District Manager.

District newsletters are a means of conveying this information, and newsletters should be sent to all known customers. There should be two newsletters each year, and the target transmittal dates are May and November. These dates provide an even spacing of six months between letters and the May date allows for informing customers about budget information for the next fiscal year, including service charge changes.

Other means of conveying this information include through the District website, email, participating in community events such as the 4th of July Fair, and social media and online communities such as Facebook, Twitter, Nextdoor, and Yelp.

SECTION 17

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

It is the policy of the District that employment practices and conditions shall be free of unlawful discrimination on the basis of race, religion, color, national origin, ancestry, pregnancy,

childbirth, medical condition, physical or mental disability, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military or veteran status, political affiliation, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act of the California Family Rights Act), domestic violence victim status, or any other basis as defined and protected by federal or state law (collectively, “protected categories”). This policy covers District employees, applicants, volunteers, and elected or appointed officials.

(Resolution No. 2144-0820 – Amended Personnel Policy)

SECTION 18

DISCRIMINATION AND HARASSMENT PREVENTION POLICY

The District is committed to providing a work environment free from discrimination and harassment. This includes discrimination and harassment based on a “protected category,” as defined above. Discrimination and harassment are prohibited by the District and may result in disciplinary action, up to and including dismissal.

Accordingly, the District adopts this anti-discrimination and anti-harassment policy or Discrimination and Harassment Prevention Policy (“DHP Policy”) to encourage professional and respectful behavior and prevent discriminatory and harassing conduct in the workplace. The District also prohibits retaliation against a person who engages in activities protected under this policy (“protected activities”). Reporting, or assisting in reporting, suspected violations of this policy and cooperating in investigations or proceedings arising out of a violation of this policy are considered “protected activities.”

This DHP Policy covers District employees, applicants, and elected or appointed officials. As used in this DHP Policy only, the term “employee” includes contractors and volunteers in the workplace. The DHP Policy extends to conduct with a connection to an employee’s work, even when the conduct takes place away from District premises. In addition, discrimination or harassment carried out by persons with whom the District has a business, service, or professional relationship is prohibited and may result in termination of the business relationship, or other appropriate response as determined by the District.

All employees, applicants, and elected or appointed officials are expected to assume responsibility for maintaining a work environment that is free from discrimination, harassment, and retaliation. Employees, applicants, and elected or appointed officials are encouraged to

promptly report conduct that they believe violates this policy so that the District has an opportunity to address and resolve any concerns. Managers and supervisors are required to promptly report conduct that they believe violates this policy. We are committed to responding to alleged violations of this policy in a timely and fair manner and to taking appropriate action aimed at ending the prohibited conduct.

A. Prohibited Discrimination. As used in this policy, discrimination is defined as the unequal treatment of an employee or applicant in any aspect of employment, including discrimination based solely, or in part, on the employee's, or applicant's protected category. Discrimination also includes unequal treatment based upon the employee or applicant's association with a member of these protected categories. Discrimination may include, but is not necessarily limited to:

1. Hostile or demeaning behavior towards applicants or employees because of their protected category;
2. Allowing the applicant's or employee's protected category to be a factor in hiring, promotion, compensation or other employment-related decisions unless otherwise permitted by applicable law; and
3. Providing unwarranted assistance or withholding work-related assistance, cooperation, and/or information to applicants or employees because of their protected category.

B. Prohibited Harassment. As used in this policy, harassment is defined as disrespectful or unprofessional conduct, including disrespectful or unprofessional conduct based on any of the protected categories listed above. Harassment in employment may take many different forms including:

1. Verbal conduct such as epithets, derogatory comments, threats, gestures, teasing, slurs or unwanted jokes or comments.
2. Visual conduct such as the posting or distribution of offensive posters, symbols, cartoons, drawings, photographs, or emails.
3. Physical conduct such as physically threatening another person, assault, offensive touching, impeding or blocking movement, restraint, or physical interference with normal work or movement.

C. Sexual Harassment. As used in this policy, sexual harassment is defined as harassment based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, and gender expression, or conduct of a sexual nature. It may include any of the actions described as harassment above, as well as other unwelcome sex-based conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors,

conversations regarding sexual activities, or other verbal or physical conduct of a sexual nature. Sexually harassing conduct need not be motivated by sexual desire and may include situations that began as reciprocal relationships, but that later cease to be reciprocal.

Sexual harassment is generally categorized into two types:

1. Quid Pro Quo Sexual Harassment (“this for that”)

- a) Submission to sexual conduct is made either explicitly or implicitly as a term or a condition of an individual's employment.
- b) Submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual.

2. Hostile Work Environment Sexual Harassment

- a) Conduct of a sexual nature or on the basis of sex by any person in the workplace that unreasonably interferes with an employee’s work performance and/or creates an intimidating, hostile or otherwise offensive working environment.

Examples of such conduct include:

- Unwelcome sexual advances, flirtation, teasing, sexually suggestive or obscene letters, invitations, notes, emails, voicemails or gifts.
- Sex, gender or sexual orientation-related comments, slurs, jokes, remarks or epithets.
- Leering, obscene or vulgar gestures or making sexual gestures.
- Displaying or distributing sexually suggestive or derogatory objects pictures, cartoons, or posters or any such items.
- Impeding or blocking movement, unwelcome touching or assaulting others.
- Any sexual advances that are unwelcome as well as reprisals or threats after a negative response to sexual advances.
- Conduct or comments consistently targeted at one gender, even if the content is not sexual.

- D. No Retaliation: Employees should feel free to report valid claims of unlawful harassment without fear of retaliation of any kind. The District will not retaliate against or tolerate retaliation against employees for making any complaint of unlawful harassment in good faith, or against any employee for cooperating in an investigation.

1. As used in this policy, “retaliation” is defined as any adverse employment action taken against an employee because the employee engaged in any protected activity, as defined above.
 2. “Adverse employment action” is conduct or an action that materially affects the terms and conditions of the employee’s employment status or is reasonably likely to deter the employee from engaging in protected activity. Even actions that do not result in a direct loss of compensation may be regarded as an adverse employment action when considered in the totality of the circumstances.
 3. Examples of retaliation under this policy include but are not limited to: demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusing to promote or consider for promotion because of reporting a violation of this policy; harassing another employee for filing a complaint; denying employment opportunities because of making a complaint or for cooperating in an investigation; changing someone’s work assignments for identifying harassment or other forms of discrimination in the workplace; treating people differently such as denying an accommodation; or not talking to an employee when otherwise required by job duties, or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.
- E. Harassment and Abusive Conduct Prevention Training. All District employees are required to participate in sexual harassment and abusive conduct prevention training. The training will also cover other types of prohibited harassment, such as harassment based on gender identity, gender expression, and sexual orientation. Supervisory employees are required to take two hours of training under this section every two years. Non-supervisory employees are required to take one hour of training every two years. The District will make this training available to employees during regular working hours at no cost to the employee. Records of these training activities will be maintained in District files.
- F. Employee Response. Any employee who believes he or she has been unlawfully harassed or discriminated against should promptly report it orally or in writing to the employee’s supervisor or the District Manager. An employee is not required to complain first to a supervisor if that person is the individual who is harassing and/or engaging in discriminatory action against the employee. Instead, the employee may report the harassment/discrimination to the District Manager. If the District Manager is the harassing and/or discriminating actor, the employee may report the harassment/discrimination to the President of the Board of Directors.

When notified of a potential violation of the DHP Policy, the President of the Board of Directors will consult with District Counsel.

- G. Supervisor Duty to Report. All managers and supervisors are required to promptly report conduct that they believe violates the District's DHP Policy so that the District has an opportunity to address and resolve any concerns. The District is committed to responding to alleged violations of this policy in a timely and fair manner and to take appropriate action aimed at ending the prohibited conduct.
- H. Complaint & Investigation Procedure: The District will take an affirmative role to protect its employees from discrimination, harassment, and retaliation. Any employee or applicant who experiences or witnesses behavior that they believe violates this policy is encouraged to:
1. Identify the offensive behavior to the offending employee or other person and request that the behavior cease.
 2. Report the offensive behavior either orally or in writing to the employee's supervisor or manager or the District Manager. Any manager or supervisor who receives a complaint of harassment or discrimination must immediately report the complaint to the District Manager. If the District Manager is the subject of the complaint of harassment or discrimination, the manager or supervisor must report the complaint to the President of the Board of Directors.
 3. The District Manager or his/her designee will promptly look into the facts and circumstances of any alleged violation, as appropriate. As provided above, the President of the Board of Directors will perform this duty if the District Manager is the subject of the complaint.
 4. The District shall initiate an investigation where it has reason to believe that conduct in violation of this DHP policy has occurred. All investigations will be timely, thorough, fair, and completed by qualified personnel.
 - i. To the extent possible, the District will endeavor to keep the reporting of the applicant or employee's concerns confidential; however, complete confidentiality cannot be guaranteed when it interferes with the District's ability to fulfill its obligations under this policy.
 - ii. All employees are required to cooperate fully with any investigation.
 5. Upon completion of the investigation, if the misconduct is substantiated, the District will take appropriate remedial action, as provided below, to prevent and correct misconduct and unlawful behavior, up to and including formal discipline where warranted.

- I. Filing External Complaints: Employees and applicants may file formal complaints of discrimination, harassment, or retaliation with the agencies listed below. Individuals who wish to pursue filing with these agencies should contact them directly to obtain further information about their processes and time limits.

California Department of Fair Employment and Housing

2218 Kausen Drive, Suite 100 Elk Grove, CA 95758

800-884-1684 (voice), 800-700-2320 (TTY) or California's Relay Service at

711 contact.center@dfeh.ca.gov

<https://www.dfeh.ca.gov>

U.S. Equal Employment Opportunity Commission

450 Golden Gate Avenue 5 West,

P.O. Box 36025

San Francisco, CA 94102-3661

1-800-669-4000 or 510-735-8909 (Deaf/hard-of-hearing callers only)

<http://www.eeoc.gov/employees>

J. Remedial Action:

1. If harassment or discrimination is found to have occurred in violation of District policy, the District shall take action to ensure or confirm that the harassment or discrimination is stopped. The District shall take whatever measures are reasonably necessary to ensure its workplaces remain free from unlawful discrimination or harassment.
2. The District shall maintain a complaint procedure to provide an avenue for complaints, investigations, and appropriate remediation. Employees are encouraged to utilize the complaint process described in subsection (H) above if they experience unlawful discrimination or harassment. The complaint process shall be available and disseminated to all District employees.
3. Employees found to have engaged in discrimination or harassment covered by this DHP Policy may be subject to disciplinary action, up to and including termination of employment.
4. Employees found to have been dishonest or uncooperative during an investigation into allegations of discrimination or harassment may be subject to disciplinary action, up to and including termination of employment.
5. This DHP Policy shall not be construed to create a private or independent right of action against the District, or any of its employees or officials. The District reserves the right to interpret and apply this policy to provide greater protection than what is afforded under existing federal and state law.

- K. Obligation of Employees. Employees are responsible for knowing the District's policy on anti-discrimination and anti-harassment; refraining from discriminatory behavior, including harassment; reporting incidents of discrimination in a timely fashion; cooperating with any investigation concerning allegations of discrimination; and maintaining confidentiality concerning any such investigation.

(Resolution No. 2144-0820 – Amended Personnel Policy)

SECTION 19

DISTRICT ELECTIONS POLICY

The Stege Sanitary District Board of Directors is comprised of five (5) Directors elected at large and serving staggered four (4) year terms with elections being held on even-numbered years.

California Elections Code Section 10505 requires a general district election be held in each special district to choose a successor for each elective officer whose term will expire on the first Friday in December following the election to be held on the first Tuesday after the first Monday in November in each even-numbered year.

As allowed in California Elections Code Section 10400, District elections shall be consolidated with the statewide general elections to reduce costs and achieve greater voter participation.

As set forth in California Elections Code Section 10520, the District shall reimburse the county for the actual costs incurred by the county elections official in conducting the election for the District.

As set forth in California Elections Code Section 13307, before a nominating period opens, the District Board must determine whether a charge shall be levied against each candidate submitting a candidate's statement to be sent to the voters; determine the number of words, may estimate the cost; and determine whether the estimate must be paid in advance.

As set forth in California Elections Code Section 12112, the election official of the principal county shall publish a notice of the election once in a newspaper of general circulation in the District.

After the election, upon receipt of the statement of the election official declaring the elected candidate(s), the Board Secretary shall immediately notify each winning candidate.

At the first Board Meeting, which shall occur after the county elections official declares the elected candidate or elected candidates, the District Board of Directors shall adopt a Resolution certifying the election results. The Resolution shall direct the Secretary of the Stege Sanitary District to enter on the official records of the Stege Sanitary District, the Resolution certifying the results of the election, showing: 1) the whole number of ballots cast in the Stege Sanitary District; 2) the names of the persons voted for; 3) for what office each person was voted for; 4) the number of votes given at each precinct to each person and 5) the total number of votes given to each person. The Resolution shall also direct the Secretary of the Stege Sanitary District to deliver to each of the persons so elected a certified copy of the Resolution signed by the Secretary and authenticated.

Pursuant to California Elections Code Section 10554, elected candidates take office at noon on the first Friday in December following the District election. Each elective officer shall take the official oath and execute any bond required prior to taking office. All Directors elected shall be inducted into the respective office after taking the Oath of Office.

SECTION 20

CHECK APPROVAL POLICY

All Stege payments shall be reviewed and approved by the Board. All checks shall be signed by the District Manager and the Board President (or his/her designee). Time critical payments, where there is not time for Board review and approval, shall be reviewed and approved by the Board President (or his/her designee).

SECTION 21

POLICY PROHIBITING DISCUSSION WITH BIDDERS

Directors shall not discuss District projects or bids with any potential bidders. Any inquiries regarding District projects or procurements shall be referred to the District Manager or staff, with the District Manager's permission, for appropriate handling and response.

SECTION 22

LEGISLATIVE ADVOCACY POLICY

Although the expenditure of public funds for the purpose of supporting or opposing a ballot measure or candidate is prohibited, the expenditure of public funds is allowed to advocate for or against proposed legislation or regulatory actions which will affect the public agency expending the funds.

It is the policy of the District to proactively monitor and advocate for legislation affecting the District. Monitoring legislation is a shared function of the Board of Directors and District Manager or designated staff. This process involves interaction with local, state, and federal government entities both in regard to specific items of legislation and to promote positive intergovernmental relationships. Accordingly, involvement and participation in local, regional, state, and national organizations such as the California Special Districts Association (CSDA) and the California Association of Sanitation Agencies (CASA) is encouraged and supported by the District. Generally, the District will not address matters that are not pertinent to the District's mission statement, such as social issues or international relations issues.

Legislative issues affecting the District shall be added to a board meeting agenda for formal direction from the Board of Directors. Legislative position letters shall typically state whether the District is in the position of "support", "support if amended", "oppose", or "oppose unless amended", and shall include justification for the recommended action. If possible, the letter shall include examples of how the bill would specifically affect the District, e.g. "the funding the District will lose due to this bill could pay for X capital improvements." The District may also choose to provide a letter of concern or interest regarding a legislative issue without taking a formal position.

SECTION 23

BOARD HANDBOOK
(Under Separate Cover)

SECTION 24

DISTRICT ORDINANCE CODE
(Under Separate Cover)

STEGE SANITARY DISTRICT

Operating Statement

03/15/2021

February 2021

69.32% of Fiscal year Completed

	July- February 2021	Annual Budget	% of Annual Budget
Income			
31 - OPERATING REVENUE			
31010 - Sewer Service Charges	1,540,336	2,789,000	55%
31020 - Permit & Insp. Fees	4,990	15,000	33%
31030 - Connection Fees	19,320	150,000	13%
31040 - San Pablo Impact Fee	2,902	250,000	1%
31080 - Contracted Services	-	30,000	0%
31010a - Capital Service Charges	1,584,077	2,901,000	55%
Total 31 - OPERATING REVENUE	3,151,625	6,135,000	51%
32 - NON-OPERATING REVENUE			
32050 - Interest - 3418	28,066	70,000	40%
32052 - Interest - 3423	3,701	15,000	25%
32080 - Property Taxes	312,191	400,000	78%
32085 - Insurance Dividend	-	-	0%
32090 - Miscellaneous	25	21,000	0%
Total 32 - NON-OPERATING REVENUE	343,983	506,000	68%
Transfer (to)/from Reserves	-	1,861,911	0%
Total Income	3,495,608	8,502,911	41%
Expense			
OPERATING EXPENSES			
Administration/General			
45-010 - Salaries & Wages	133,083	201,000	66%
45-020 - Employee Benefits	121,308	165,644	73%
45-029 - Retiree Health	6,751	10,300	66%
45-030 - Directors Expenses	11,578	39,731	29%
45-070 - Insurance	179,723	167,000	108%
Administration - Other	116,007	287,000	40%
Total Administration	568,449	870,675	65%
Maintenance/Engineering			
41-010 - Salaries & Wages	697,958	1,046,160	67%
41-020 - Employee Benefits	346,280	604,566	57%
41-029 - Retiree Health	6,760	10,300	66%
41-100 - Operating Supplies	15,123	40,000	38%
41-110 - Contractual Services	75,573	98,100	77%
41-207 - Contracted Repairs	27,600	66,000	42%
Maintenance- Other	102,577	311,450	33%
Total Maintenance/Engineering	1,271,870	2,176,576	58%
Pump Stations	10,384	16,460	63%
Total OPERATING EXPENSES	1,850,703	3,063,711	60%
CAPITAL			
41-650 - Debt Repayment (SRF Loans)	148,220	148,200	100%
Construction Projects	69,550	4,977,000	1%
Outlay(Maintenance/Engineering)	140,737	314,000	45%
Total CAPITAL	358,507	5,439,200	7%
Total Expense	2,209,210	8,502,911	26%
Net	1,286,399	0	

STEGE SANITARY DISTRICT
Investment, Cash & Receivables Report

1:05 PM
03/15/2021

As of February 28, 2021

	<u>February 28, 2021</u>	<u>January 31, 2021</u>	<u>\$ Change</u>	<u>Deposits</u>	<u>Checks</u>	<u>Transfers</u>
ASSETS						
Current Assets						
Checking/Savings						
LAIF Investment Accts						
11012 · Sewer Operations- 3418	8,901,617	9,023,551	-121,934	28,066	0	-150,000
11014 · System Rehab- 3423	1,009,589	1,005,889	3,701	3,701	0	0
Total LAIF Investment Accts	<u>9,911,207</u>	<u>10,029,440</u>	<u>-118,233</u>	<u>31,767</u>	<u>0</u>	<u>-150,000</u>
Checking Accts						
100 · Mechanics Bank	27,019	53,336	-26,317	8,676	-184,992	150,000
100 · County Cash Acct #3418	-127,783	-127,783	0 *	0 *	0	0
Total Checking Accts	<u>-100,764</u>	<u>-74,447</u>	<u>-26,317</u>	<u>8,676</u>	<u>-184,992</u>	<u>150,000</u>
11021 · Petty Cash	250	250	0	0	0	0
Total Checking/Savings	<u>9,810,693</u>	<u>9,955,243</u>	<u>-144,550</u>	<u>40,443</u>	<u>-184,992</u>	<u>0</u>
301 · Ca Employer's Retiree Benefit Trust	232,647	232,647	0	0	0	0
Total CA Employer's Retiree Benefit Trust	<u>232,647</u>	<u>232,647</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Accounts Receivable						
11072 · Accounts Receivable	4,433	4,602	-169			
Total Accounts Receivable	<u>4,433</u>	<u>4,602</u>	<u>-169</u>			

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

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

Rex Delizo, District Manager

Date

11:37 AM	STEGE SANITARY DISTRICT			
03/15/2021	Check Report			
Accrual Basis	March 18, 2021			
	Name	Memo	Amount	Num
Mar 18, 21				
	Aramark Uniform Services	Uniform Services	-1,082.31	26987
	Bay Alarm Company	Burglar & Fire Alarm	-879.35	26988
	CCP Industries	Gloves	-164.06	26989
	Clark Pest Control	Pest Control	-142.00	26990
	County Clerk Elections Division	11/3/20 Election Cost	-300.00	26991
	D'Arcy & Harty Construciton	Project 20201	-604,498.74	26992
	DEK Electric	Burlingame Pumpstation Repair	-1,040.89	26993
	Department of Consumer Affairs	Civil Engineer Certificate Renewal Paul Soo	-180.00	26994
	Direct Line	Answering Service 02/01-28/21	-105.00	26995
	Don's Tire Service, Inc.	Tire Repair	-37.50	26996
	East Bay Sanitary Co., Inc.	Debri Box & Garbage Service	-2,189.62	26997
	East Bay Times	Newspaper Subscription	-490.24	26998
	EBMUD 12374900001	Office/Shop	-160.65	26999
	EBMUD 57132800001	Office/Shop	-610.85	27000
	El Cerrito Police Department	Alarm Permit	-19.00	27001
	Exxonmobil	Gas	-266.55	27002
	Meyers Nave	Legal Service	-4,151.93	27003
	Mobile Fleetcare	Vehicle Maintenance	-686.20	27004
	MR Copy	Copier Supplies	-429.07	27005
	Nakano Landscape	Landscaping Feb 2021	-290.00	27006
	Pastime Hardware	Maintenance Supplies	-10.37	27007
	PG&E- #0103467151-9	Burlingame Pumpstation Repair	-125.78	27008
	PG&E- #6675831511-4	Office/Shop	-1,768.46	27009
	Plaza Auto Service, Inc	Vehicle Maintenance	-57.14	27010
	Pump Repair Service Co.	Canon Pumpstation Repairs	-915.00	27011
	ServiceMaster Restoration Services	Cleaning 2645 Carquinez	-2,719.87	27012
	TelePacific Communications	Office Phones	-1,082.59	27013

	Name	Memo	Amount	Num
	Total Flow Inc.	Flow Meter Monitoring	-53,525.00	27014
	Universal Building Services	Carpet Cleaining & Janitorial Service	-840.00	27015
	WECO Industries, Inc.	Nozzle & O2 Sensor	-329.84	27016
	Xerox Financial Services	Copier Lease Payment 2/03-4/02	-416.12	27017
Mar 18, 21			-679,514.13	

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING AGENDA CALENDAR

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING AGENDA CALENDAR

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