

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF OCTOBER 5, 2023
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.

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

*Public comment can be sent remotely by delivering a physical copy to **7500 Schmidt Lane, El Cerrito, CA 94530** or via email to comments@stegesan.org with "Public Comment" in the subject line. To provide written comment on an item on the agenda or to address the Board during Public Comment, please note the agenda item number that you want to address or whether you intend for the comment to be included in Public Comment. Comments timely received at least 15 minutes before the starting time of the meeting will be provided to the Board of Directors and will be added to the official record.*

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

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:

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF OCTOBER 5, 2023
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

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

- Motion: **IV. Approval of Minutes**
 A. Approval of September 7, 2023 Special Board Meeting Minutes
 (The Board will be asked to review and approve the minutes)
 B. Approval of September 7, 2023 Regular Board Meeting Minutes
 (The Board will be asked to review and approve the minutes)
- Info: **V. Communications**
 A. Oral/Written Communications
 1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings
- Info: **VI. Reports of Staff and Officers**
 A. Committee Reports
 B. Manager’s Report
 1. EBMUD Memo – Regional Private Sewer Lateral (PSL) Program Update
 2. EBMUD Memo – Regional Fats, Oils, or Grease (FOG) Program Update
 3. Special District Leadership Foundation – District of Distinction
- VII. Business**
 (none)
- VIII. Approval of Checks**
Info/Motion: A. Checks for October 5, 2023 - Fund No. 3418 & 3423
 (The Board will be asked to approve the October 5, 2023 checks)
- Info: **X. Future Agenda Items**
 October 19, 2023
 San Pablo Avenue Specific Plan Area Status Report
 Quarterly Financial Statements
 CLOSED SESSION – Quarterly Claims Report

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF OCTOBER 5, 2023
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

CLOSED SESSION – Manager Performance Evaluation

November 9, 2023

Proposed Meeting Calendar

Board Officer Succession Plan

CASA Conference

CLOSED SESSION

Conference with Legal Counsel—Anticipated Litigation

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9

Number of Potential Cases: 1

Ivry – Government Tort Claim filed: 9/5/2023

XI. Adjournment

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on October 19, 2023 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 SPECIAL MEETING OF SEPTEMBER 7, 2023
 TIME OF SPECIAL MEETING: 5:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

*****MINUTES*****

I. Call To Order: Vice President Gilbert-Snyder called the meeting to order at 5:01 P.M.

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

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

III. Public Comment: There was no public comment.

IV. Business

A. Meyers Nave AB 1661 Harassment Prevention Training and Education for Board Members

Meyers Nave provided two hours of required training and education.

V. Adjournment

The meeting was adjourned at 7:06 P.M. The next meeting of the District Board of Directors will be held immediately following this special meeting at the District Board Room, 7500 Schmidt Lane, El Cerrito, California.

Rex Delizo
 STEGE SANITARY DISTRICT
 Secretary

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF SEPTEMBER 7, 2023
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

*****MINUTES*****

I. Call To Order: President Christian-Smith called the meeting to order at 7:09 P.M.

II. Roll Call: Present: Beach, Gilbert-Snyder, Merrill, O’Keefe, Christian-Smith
 Absent: None
 Others Present: Rex Delizo, District Manager
 Kristopher Kokotaylo, District Counsel
 Frederick Siu, Resident
 Thomas Troy, Resident

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

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

VII. Business

B. Consideration of Variance to District Standards – 906 Galvin Dr., El Cerrito, CA

The Board considered the request for a variance from the District’s Standard Specifications requirement of a minimum of 4” pipe for sewer laterals.

MOTION: By O’Keefe, seconded by Gilbert-Snyder, to reject the property owner’s request for a variance, instruct property owner to replace all non-compliant pipe with 4” clay or cast iron pipe (open trench) or 4” HDPE (pipe burst only), and have the property owner consider use of the District’s PSL Loan Program

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF SEPTEMBER 7, 2023
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

ABSENT: None

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

III. Public Comment: Resident Thomas Troy gave public comment on a past closed session item regarding his Government Tort Claim filed on 5/2/2022. The Board advised Mr. Troy that it could not discuss his government tort claim as it related to a legal matter and directed him to communicate with the District Manager. Resident Frederick Siu gave public comment regarding lack of care for storm sewers and storm drainage by the City and County. There was no other public comment.

IV. Approval of Minutes

A. Approval of August 17, 2023 Regular Board Meeting Minutes

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve the minutes of the August 17, 2023 Regular Board Meeting, as amended

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

NOES: None

ABSTAIN: None

ABSENT: None

V. Communications

A. Oral/Written Communications

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

a. August 28-31, 2023 California Special Districts Association (CSDA) Annual Conference

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF SEPTEMBER 7, 2023
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

In accordance with AB 1234, Directors Beach and Gilbert-Snyder each reported on their attendance for governance training provided before the CASA conference.

b. CSDA Call to Action – Support ACA 13 (Ward)

The Board discussed the request and approved submittal of a letter of support for ACA 13.

MOTION: By Merrill, seconded by Beach, to provide a letter of support for ACA 13 (Ward)

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

NOES: None

ABSTAIN: None

ABSENT: None

VI. Reports of Staff and Officers

A. Attorney’s Report

Kokotaylo reported on ACA 1 that would lower the voter threshold from a two-thirds majority to a 55% majority to approve local bonds and certain special taxes for affordable housing, public infrastructure, downpayment assistance, and permanent supportive housing projects. He then reported on the California Supreme Court overturning a lower court’s California Voting Rights Act (CVRA) ruling in the Pico Neighborhood Association et al. v. City of Santa Monica case due to the failure of the lower court to evaluate the dilution claim appropriately.

B. Committee Reports

The PSL Loan Public Outreach Committee reported on their evaluation of the sub basin information provided by staff and received input from the Board on the committee’s planned approach to choosing a sub basin to target for outreach. Staff will provide more information for consideration at a future

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF SEPTEMBER 7, 2023
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

Board meeting before the committee chooses a sub basin for targeted outreach.

C. Manager's Report

1. Monthly Maintenance Summary Report

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

2. Monthly Report of Sewer Replacements and Repairs

The Manager reported no invoices were paid last month.

3. Consent Decree Quarterly Report

The Manager reported on the status of the Consent Decree annual requirements.

4. CalPERS 2024 Health Care Premiums

The Manager reported on the upcoming 2024 health care premium increases.

VII. Business

A. Cancellation of the September 21, 2023 Board Meeting

The Board agreed to cancel the upcoming Board meeting on September 1, 2022 since there are no timely agenda items to consider.

MOTION: By O'Keefe, seconded by Beach, to approve the cancellation of the September 21, 2023 Board Meeting and have staff post a Notice of Meeting Cancellation on the District website and bulletin board outside the District office

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF SEPTEMBER 7, 2023
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

B. Consideration of Variance to District Standards – 906 Galvin Dr., El Cerrito, CA

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

VIII. Monthly Financial Statements

- A. Monthly Investment, Cash, Receivables Report
- B. Monthly Operating Statement
- C. California Employers' Retiree Benefit Trust (CERBT) Quarterly Statement

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

IX. Approval of Checks

- A. Checks for September 1, 2022 - Fund No. 3418 & 3423

MOTION: By O'Keefe, seconded by Gilbert-Snyder, to pay the bills, Check Nos. 28316 through 28339 in the amount of \$74,957.95

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

X. Future Agenda Items

September 21, 2023

*** MEETING CANCELLED ***

October 5, 2023

Regional PSL Program Update

Regional FOG Program Update

CLOSED SESSION

Conference with Legal Counsel—Anticipated Litigation

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF SEPTEMBER 7, 2023
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9

Number of Potential Cases: 1

Guzman De Leon – Government Tort Claim filed: 8/21/2023

The Board entered into closed session at 8:48 P.M. and returned to open session at 9:06 P.M. President Christian-Smith announced the Board had taken no reportable actions.

XI. Adjournment

The meeting was adjourned at 9:07 P.M. The next meeting of the District Board of Directors will be held on Thursday, October 5, 2023 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary

MEMO

Date: September 28, 2023
 To: Paul Soo, Stege Sanitary District
 From: Christine Pagtakhan, EBMUD
 Cc: Rex Delizo, Stege Sanitary District

Subject: Regional Private Sewer Lateral Program Update - Stege Sanitary District

The Regional PSL Program requires property owners to obtain a Compliance Certificate from EBMUD which certifies that EBMUD inspectors witnessed a test that proves that their sewer lateral is free of leaks. The following Regional PSL Program highlights were pulled from the 2023 Annual Report (July 2022 – June 2023)

- Issued 3,569 PSL Compliance Certificates under the Regional PSL Program in FY23, and had a 91% compliance rate with the point-of-sale trigger.
- Compliance Certificate counts for all *other* Satellites (Albany, Alameda, Piedmont, Emeryville, Oakland) from July 2011 – June 2023: 52,082 compliance certificates.
- Certified 48.1 miles of private sewer laterals from July 2022 – June 2023, and a total of 653.1 miles of private sewer laterals from July 2011 – June 2023.

Stege Sanitary District Compliance Certificate counts:

- FY17 (7/2016-6/2017) – 285 certificates issued
- FY18 (7/2017-6/2018) – 323 certificates issued
- FY19 (7/2018-6/2019) – 314 certificates issued
- FY20 (7/2019-6/2020) – 293 certificates issued
- FY21 (7/2020-6/2021) – 351 certificates issued
- FY22 (7/2021-6/2022) – 491 certificates issued
- FY23 (7/2022-6/2023) – 319 certificates issued
- July 2011 – June 2023 – 4,185 compliance certificates

Table 1: Compliance Certificates by Satellite

	Alameda	Albany	Emeryville	Oakland	Piedmont	Stege	TOTAL ¹
Last Period, FY22 ²	876	588	226	4,230	127	491	6,538
This Period, FY23	449	75	135	2,496	95	319	3,569
Cumulative, FY12-FY23	4,397	1,248	1,354	43,358	1,725	4,185	56,267
% Increase or Decrease Last Period to This Period	-49%	-87%	-40%	-41%	-25%	-35%	-45%

¹The totals reported here include certificates issued to parcels that were previously certified (“recertifications”). During the last period, FY22, 198 of the total 6,538 Compliance Certificates were recertifications. During this period, FY23, 249 of the total 3,569 Compliance Certificates were recertifications. Cumulatively, FY12-FY23, 828 of the total 56,267 Compliance Certificates were recertifications.

² The total number of Compliance Certificates for FY22 reported here is 32 percent higher than the number reported in the FY22 Annual Report due to retroactive issuance of Compliance Certificates.

Other Program Updates:

The PSL software application, which maintains the inspection scheduling and manages PSL Program data, has been prioritized for upgrades to meet the current performance needs. The current PSL application is over ten years old and is not robust enough to handle the more complicated aspects of managing the PSL Program and parcel compliance. During this reporting period, EBMUD issued a Request for Proposals, which included detailed technical and functional requirements. Three vendors submitted proposals and EBMUD invited each to provide all-day demonstrations. The evaluation, selection, contract negotiation, and award are scheduled for the next reporting period.

EBMUD completed a major revision to the PSL Program Contractor Guideline to clarify requirements to maintain a smooth and cost-effective program for all stakeholders. The Guideline was translated into Spanish and Chinese. Procedures for scheduling and performing verification tests were formalized, including the following:

- Clarifications on requirements and procedures for scheduling inspections, including detailed instructions for scheduling special appointments,
- Information about the new form required for HOA and multilateral inspections,
- Clarification on cross-connections with the stormwater system and removing them prior to inspection,
- Consequences of violating these procedures, including specific actions that EBMUD will take and a description of the new Contractor Suspension List, and
- Information regarding the new voluntary PSL Contractor List.

Stege Sanitary District Construction and Remodel Permits:

Construction and Remodel Permits for FY23: See Table 2 below.

- Closed Permits: 71 permits
- Closed Permits with Certificate: 36 permits
- Compliance Rate: 49%
- EBMUD will continue to perform additional outreach and refresher training for City permit counters to help improve the compliance rates for construction and remodel projects.

Table 2: Construction/Remodel Permits Closed and Compliance Certificates Issued

	Number of Permits Closed	Number in Compliance	Number Noncompliant	Percent Noncompliant
Alameda				
FY19	64	61	3	5%
FY20	66	64	2	3%
FY21	86	83	3	3%
FY22	79	74	5	6%
FY23	84	75	9	11%
Albany				
FY19	7	7	0	0%
FY20	22	19	3	14%
FY21	22	20	2	9%
FY22	27	22	5	19%
FY23	30	29	1	3%
Emeryville				
FY19	16	16	0	0%
FY20	21	21	0	0%
FY21	28	27	1	4%
FY22	62	58	4	6%
FY23	54	46	8	15%
Oakland				
FY19	467	456	11	2%
FY20	390	390	0	0%
FY21	327	322	5	2%
FY22	237	236	1	0%
FY23	448	447	1	0%
Piedmont				
FY19	16	16	0	0%
FY20	3	3	0	0%
FY21	8	8	0	0%
FY22	6	6	0	0%
FY23	44	43	1	2%
Stege				
FY19	54	24	30	56%
FY20	13	7	6	46%
FY21	45	31	14	31%
FY22	31	16	15	48%
FY23	71	36	35	49%
FY19 Total	624	580	44	7%
FY20 Total	515	504	11	2%
FY21 Total	516	491	25	5%

	Number of Permits Closed	Number in Compliance	Number Noncompliant	Percent Noncompliant
FY22 Total	442	412	30	7%
FY23 Total	731	676	55	8%

Enforcement Statistics and Efforts:

The “point-of-sale” trigger is responsible for approximately 92% of all triggering actions and generates the most Compliance Certificates. During this reporting period, EBMUD continued its enforcement process for non-compliant properties in accordance with the legal authority provided by the Regional Ordinance. The enforcement process includes the following steps:

- First Courtesy Notice of Non-Compliance;
- Second Courtesy Notice of Non-Compliance: sent approximately 30 days after the First Courtesy Notice; and
- Notice of Violation and Order: sent approximately 30 days after Second Courtesy Notice.
- Notice of Continuing Non-Compliance: sent approximately 30 days after Notice of Violation and Order and regularly thereafter until compliance is achieved.

Table 3 shows property sales and compliance rate data for the PSL Program during this reporting period and the preceding six months. From January 2022 through December 2022, the most recent available sales months since at least six months have passed, the average compliance rate is 91 percent. Enforcement activities for title transfers occurring during this period improved compliance by an average of 5 percentage points from an average initial compliance rate of 85 percent.

Table3: Sales and Compliance Rates by Month

Month	Total Property Sales Subject to Ordinance¹	Noncompliant Properties	Noncompliance Rate
Jan 2022	292	31	11%
Feb 2022	282	22	8%
Mar 2022	515	42	8%
Apr 2022	482	25	5%
May 2022	271	10	4%
Jun 2022	479	28	6%
Jul 2022	374	34	9%
Aug 2022	443	43	10%
Sep 2022	366	35	10%
Oct 2022	371	39	11%

Month	Total Property Sales Subject to Ordinance ¹	Noncompliant Properties	Noncompliance Rate
Nov 2022	333	50	15%
Dec 2022	285	62	22%
Jan 2023	165	n/a	n/a
Feb 2023	206	n/a	n/a
Mar 2023	310	n/a	n/a
Apr 2023	307	n/a	n/a
May 2023	378	n/a	n/a
Jun 2023	352	n/a	n/a
Total (Calendar Year 2022)	4,493	421	9% ²
Total (FY23)	3,890	n/a	n/a

¹To be more inclusive of all property sales subject to Ordinance requirements, starting with sales that occurred in November 2022, EBMUD has included parcels within HOAs where the property owner has responsibility for their upper and/or lower private sewer lateral. This table will continue to exclude parcels within HOAs that have submitted a statement of responsibility documenting that the HOA has responsibility for all private sewer laterals.

²Noncompliance rate is calculated for parcels for which 6 months or more have passed since the sales date as of the end of this reporting period.

Outreach to Homeowner Associations (HOAs):

The Regional Ordinance recognizes the right of an HOA and its property owner members to allocate responsibility for the maintenance of shared infrastructure, including PSLs, in any manner they choose. HOAs that are responsible for maintaining PSLs within a Common Interest Development are not subject to trigger-based compliance but instead were required to obtain Compliance Certificate(s) for such PSLs by July 12, 2021, which occurred during the previous reporting period. The Regional Ordinance was amended in May 2019 to better address the unique circumstances and enforcement challenges for HOAs. The amendments included a requirement for HOAs to submit a Statement of Responsibility describing the maintenance responsibility allocation for PSLs.

During the current reporting period, EBMUD continued to review all submitted Statement of Responsibility documentation and follow up with the HOAs and Property Management Groups to obtain additional information as needed. The 2021 compliance deadline required all PSLs under the responsibility of the HOA to be certified as leak-free. Of the 594 HOAs in the PSL Program service area, 59 have declared they are not responsible for any PSL within the Common Interest Development, making all compliance requirements trigger-based. The remaining 535 HOAs were required to comply with the July 12, 2021, deadline and certify the portion of PSL under their maintenance responsibility within the Common Interest Development. At the end of the reporting period, 477 HOAs have

completed inspections to confirm all PSLs are leak-free (89 percent). Of those 477 HOAs, 205 need only to submit required documentation to be considered fully compliant. As noted in the previous year’s annual report, EBMUD’s inspection team has experienced the anticipated significant increase in inspection requests in Common Interest Developments. EBMUD reallocated resources during the last two fiscal years, which has been critical to complete more HOA inspections and issue enforcement to noncompliant HOAs. EBMUD began issuing enforcement notices to HOAs that were not responsive to past outreach efforts. In June 2023, EBMUD issued 145 First Courtesy Notices and 122 Pre-Courtesy Notices to noncompliant HOAs. Enforcement on noncompliant HOAs will continue during the next fiscal year. An additional 50 HOAs have PSLs exceeding 1,000 feet and have later deadlines.

Parcel or Parcel Groups with PSLs Exceeding 1,000 Feet

The requirements set forth in Section 12 of the Regional Ordinance require property owners of parcels or parcel groups with greater than 1,000 feet of PSLs to submit a Condition Assessment Plan (CAP) by July 12, 2016, and a Corrective Action Work Plan (CAWP) by July 12, 2021. The amended Regional Ordinance establishes firm deadlines for these property owners to complete the work identified in their CAWP and ensure that laterals are leak-free. For most properties with PSLs greater than 1,000 feet, all laterals must be certified by July 12, 2026. For those parcels or parcel groups with either greater than 5,000 feet of PSLs or more than 50 percent of their PSLs requiring replacement, laterals must be certified by July 12, 2029. EBMUD may consider extensions on a case-by-case basis for the most complex situations, based on criteria specified in the Regional Ordinance. Property owners may comply with PSL Program requirements any time prior to the deadlines. Table 4 summarizes the status of known parcels or parcel groups subject to the requirements described in this section.

Table 4: Status of Parcels or Parcel Groups with PSLs Exceeding 1,000 Feet

Description	Qty of Parcels or Parcel Groups
Total Parcels or Parcel Groups Identified ¹	97
<i>Parcels or Parcel Groups with Compliance Certificates</i>	25
<i>CAP and CAWP Submitted²</i>	58
Parcels or Parcel Groups in Enforcement for Non-Compliance	14
<i>CAP Only Submitted</i>	6
<i>No CAP, CAWP, or Compliance Certificate</i>	8

¹The total number of parcels or parcel groups reported is higher than the number reported in the FY22 Annual Report because this number increases as EBMUD receives Statement of Responsibility documents from HOAs or CAP and/or CAWP from non-HOAs and identifies additional properties in this category.

²Includes only those parcels or parcel groups without Compliance Certificates.



Currently, 83 properties in this category are in compliance by having obtained a Compliance Certificate (25 properties) or by having submitted the required CAWP (58 properties). Since the last reporting period, four additional properties were determined to have over 1,000 feet of PSLs and were therefore added to the total number identified.

Fourteen identified properties in this category have not submitted a CAWP or obtained a Compliance Certificate and are noncompliant. Of these 14, six have submitted a CAP.

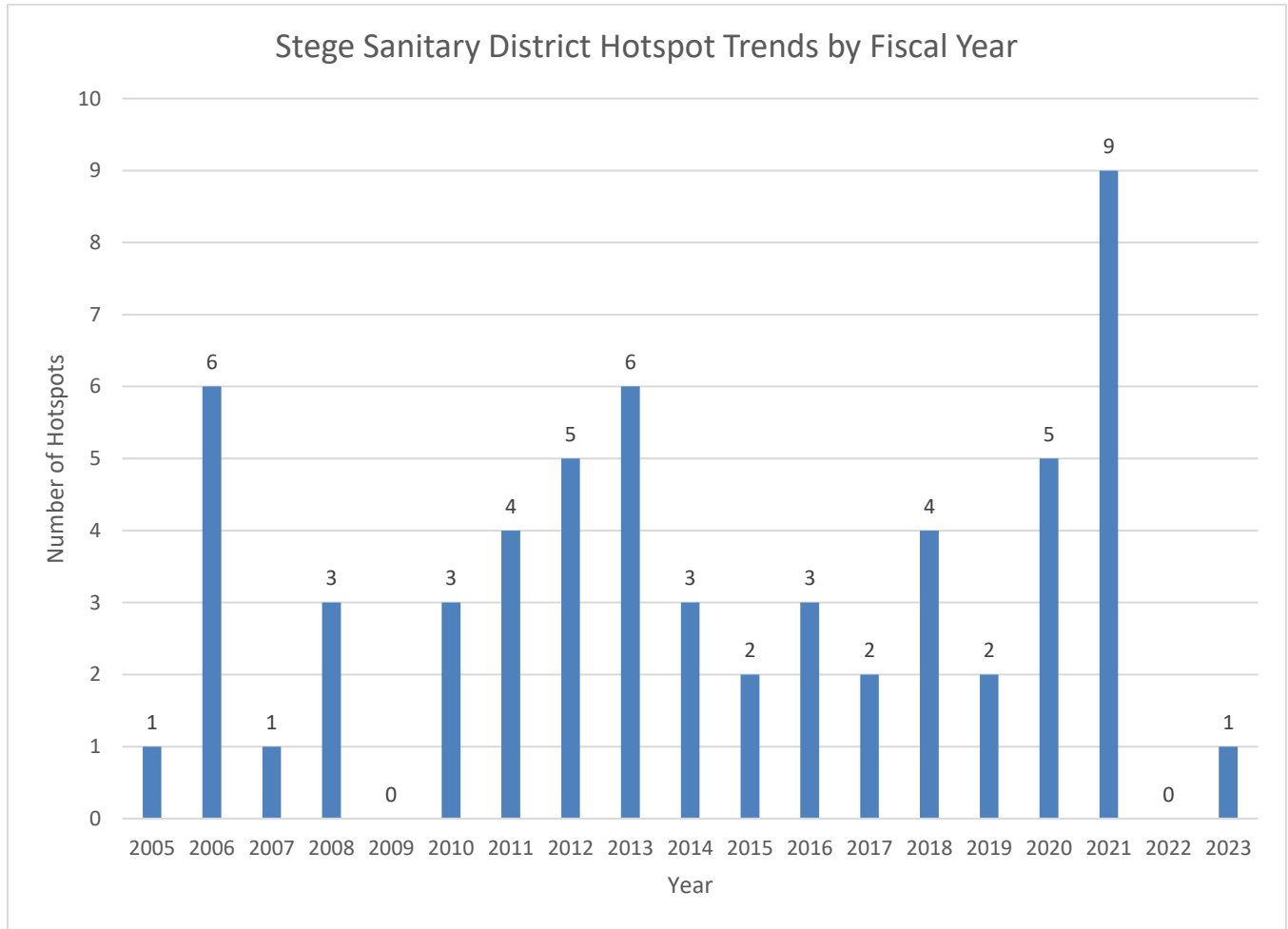
During this reporting period EBMUD began issuing enforcement notices to these property owners. EBMUD issued 43 First Courtesy Notices and 38 Second Courtesy Notices, to property owners of parcels or parcel groups with greater than 1,000 feet of PSLs that have failed to submit a CAP and/or CAWP. EBMUD will continue these enforcement efforts.

FOG CONTROL PROGRAM – STEGE ANNUAL SUMMARY
JULY 2022 – JUNE 2023
STEGE SANITARY DISTRICT

Hotspot Investigation Summary

1 hotspot was reported during FY2023. Chart 1 demonstrates hotspot trends from FY2005 – FY2023 for Stege Sanitary District.

Chart 1



Reported Hotspots During FY 2023

Hotspot No.	Incident Type	Date of Incident	Address	Upstream Manhole	Downstream Manhole
Stege - 59	SSO	1/8/2023	620 Coventry Dr	234016	234015

Stege – 59: EBMUD sent FOG/Wipes letters to 8 residences in the neighborhood. The letters were accompanied with the “Do not flush” and “Residential FOG” brochures, as well as a FOG scraper.

Food Service Establishments (FSEs)

At time of this report, EBMUD has records of approximately 185 food FSEs present in Stege Sanitary District.

Inspections Completed for Current and Previous Year

	Annual Inspection Totals
This Year (July 2022 – June 2023)	19
Previous Year (July 2021– June 2022)	4

Inspection List

FSE Name	FSE Address	Date of Inspection	Inspection Type
Safeway Store #2940	11450 San Pablo Ave	7/19/2023	Grease Interceptor
El Mono Fresh Flavors of Peru	11720 San Pablo Ave B	7/19/2023	Grease Interceptor
Noodles Fresh	10042 San Pablo Ave	9/16/2022	Grease Interceptor
Asian Pearl	3288 Pierce St A118	9/27/2022	Grease Interceptor
Mi	3288 Pierce St B 101	8/22/2023	Grease Interceptor
Pho Saigon	3288 Pierce St 116	7/15/2022	Grease Interceptor
Daimo Restaurant	3288 Pierce St A	8/25/2022	Grease Interceptor
Eastbay Saigon Seafood Harbor Rest	3150 Pierce St	8/25/2022	Grease Interceptor
99 Ranch Market - 3288 Pierce St F Richmond	3288 Pierce St F	9/27/2022	Grease Interceptor
Hot Pot City - 3288 Pierce St Richmond	3288 Pierce St A109	9/27/2022	Grease Interceptor

Kentucky Fried Chicken X610503	10175 San Pablo Ave	9/28/2022	Grease Interceptor
Jack In The Box - 5920 Cutting Blvd El Cerrito	5920 Cutting Blvd	3/28/2023	Grease Interceptor
Wingstop Restaurant	340 El Cerrito Plz	5/19/2023	Grease Interceptor
Zomsa	10558 San Pablo Ave	5/9/2023	Grease Interceptor
Ihop Restaurant	11511 San Pablo Ave	9/29/2023	Grease Interceptor
Inca Palace Restaurant	3288 Pierce A105	8/3/2022	Grease Interceptor
Isshin Ramen	3288 Pierce St C136	8/3/2022	Grease Interceptor
Pho Saigon	3288 Pierce St 116	8/3/2022	Grease Interceptor
Ihop Restaurant	11511 San Pablo Ave	5/9/2023	Grease Interceptor

Grease Control Devices Summary

No FSEs received installation requirement notices during this reporting year.

Residential Outreach Summary

Annual Holiday Campaign participants:

Costco Richmond

4801 Central Ave, Richmond, CA 94804
1 poster, 10 grease scrapers, stickers

El Cerrito Natural Grocery

10367 San Pablo Ave, El Cerrito, CA 94530
1 poster, 25 magnets, 3 grease scrapers

Pastime Hardware

10057 San Pablo Ave, El Cerrito, CA 94530
1 poster, 20 grease scrapers, stickers, magnets, tear-off pads

Kensington Home and Hardware

303 Arlington Ave, Kensington, CA 94707
2 posters

Community Events

Baykeeper – Clean Bay Challenge: April 2023

EBMUD was a sponsor for Baykeeper’s Clean Bay Challenge working toward removing 300 pounds of trash from the San Francisco Bay.

Solano Stroll: September 11, 2022

EBMUD staff participated in the Solano Stroll event to provide outreach to Albany and Berkeley residents and business owners on our various Pollution Prevention programs, including unwanted medications and proper disposal of FOG (Exhibit A).

Alameda Shindig: April 15, 2023

EBMUD staff participated in the Alameda Shindig event to provide outreach to Alameda residents and business owners on our various Pollution Prevention programs, including unwanted medications and proper disposal of FOG (Exhibit B).

EBMUD Centennial Event: May 21, 2023

EBMUD celebrated this important milestone by hosting a 100th Birthday Party and Community Fair at Lake Temescal that was attended by over 3,000 people. Staff provided outreach on our various Water Quality, Pollution Prevention, and FOG programs (Exhibit C).

FOG Collection Totals

Location	Date	Amount Collected
El Cerrito Recycling Center	July 2022 – June 2023	3,126 gallons



SHOWCASE YOUR COMMITMENT TO EXCELLENCE

District of Distinction Application

The District of Distinction is an accreditation program that enables districts to demonstrate to their communities, the media and legislators their commitment to operate in a sound, responsible manner. Districts apply for designation as a District of Distinction by submitting financial audits, policies and procedures and proof of training received by directors and executive staff.

Requirements:

FINANCIAL AUDITS

Districts must demonstrate they undergo regular financial audits, have no major deficiencies and apply any recommendations to future years.

What to submit:

- Copies of the three most recent district audits, including financial statements (3 letters) SAS 114 - *The Auditor's Communication with Those Charged with Governance*, SAS 115 - *The Auditor's Communications on Internal Control Related Matters*, and management letter. Each audit, including findings and recommendations, will be reviewed by a member of the Certification & Audit Review Advisory Committee. Committee members are volunteers from the special district community, including district controllers, directors of finance and CSDM certified general managers.

POLICIES AND PROCEDURES

Districts must demonstrate that their operations conform to all statutes and regulations under state law as reflected in a policies and procedures manual. Policies and procedures should focus on governance, ethics, board conduct, district finances, reserves, reimbursement/compensation, etc.

What to submit:

- Copy of your district's current approved policies and procedures manual.
- Copy of your district's Board minute action adopting and/or having reviewed the policies and procedures manual within the past year.

TRAINING

What to submit:

Documentation showing class attendance, such as certificate of completion for each board member, general manager and other executive staff members (as identified by the board) in the following areas:

- Governance Training:** Six hours of basic governance training. (New board members and executive staff must complete within the past 5 years) *Governance Foundations*, offered by CSDA's Special District Leadership Academy, satisfies this requirement. Other courses may qualify as well, however will need to be submitted for review by SDLF. Also, *Board Member Best Practices* (3 hours) plus 2 approved webinars will satisfy that requirement. Approved webinars are: *Board Member and District Liability Issues*, and *Who Does What? Best Practices in Board Staff Relations*.
*Districts with boards larger than 7 need at least a majority of total board members completing this training requirement.
- Ethics Training:** Documentation verifying completion of AB 1234 ethics compliance training within the last two years.
- Harassment Prevention Training:** Documentation verifying completion of AB 1825 harassment prevention training within the last two years.

OTHER

Districts must also include the following items with the accreditation/re-accreditation application:

What to submit:

- Board of Directors roster
- List of executive staff, including titles
- Completed application for accreditation/re-accreditation
- Accreditation/re-accreditation application fee
- Completed SDLF District Transparency Certificate of Excellence

Who should apply to be a District of Distinction?

Any California special district that wants to demonstrate publicly the effectiveness of its operations. Applying for this designation shows that your district understands and respects the responsibilities inherent to providing essential public services in a fiscally responsible manner.

What does a district receive for completing the program?

Districts of Distinction earn the right to use the program’s seal on district materials and a plaque honoring their accomplishment. SDLF will also send a letter to a local publication and notify legislators on a district’s behalf.

How does a district apply?

Districts interested in earning the Districts of Distinction designation must complete the application and submit it along with the required documentation. Applications must also be accompanied by an application fee.

If my district is a member of the Special District Risk Management Authority (SDRMA), will getting a District of Distinction accreditation save me money on my premiums?

Yes. SDRMA offers Credit Incentive Points (CIPs) if your district earns the District of Distinction accreditation which can provide significant premium discounts. For more information, contact SDRMA at 800.537.7790 or visit www.sdrma.org.

RE-ACCREDITATION

How long is the designation valid?

The Districts of Distinction designation is valid for three years and a district may be re-accredited by submitting the application and all current required documents for review along with the re-accreditation fee.

Fees

The fees are on a sliding scale, based on a district’s budget:

INITIAL ACCREDITATION & RE-ACCREDITATION

Annual operating budget	Fee
\$0-299,999	\$175
\$300,000-749,999	\$200
\$750,000-999,999	\$225
\$1,000,000--2,999,999	\$300
\$3,000,000 or more	\$450

Submit this application along with all required documentation and payment to:

Special District Leadership Foundation
 1112 I Street, Suite 200
 Sacramento, CA 95814
 Phone: 916-231-2909 • Fax: 916-442-7889 • sdlf.org

Electronic filing is preferable.

info@sdlf.org.

District:		
Mailing Address:		
City:	State:	Zip:
Contact Name:	Title:	
Phone:	Fax:	
Email:	Website:	
Assembly Member(s)*:		
Senator*:		
Local Newspaper(s):		
I certify that the information submitted is accurate and complete to the best of my knowledge.		Signature:

SILVER, GOLD OR PLATINUM RECOGNITION

Board Members who have received Certificate in Special District Governance: (attach additional pages if necessary)

	Date:
	Date:
	Date:

General Manager:

Has completed Certificate in Special District Governance Has completed Certified Special District Manager (CSDM)

PAYMENT

Total: \$	<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover <input type="checkbox"/> American Express
Acct. Name:	Acct. Number:
Expiration Date:	Authorized Signature:

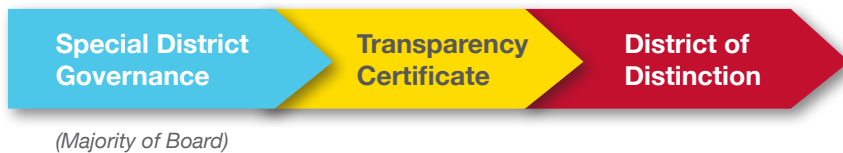
Take Your District to the Next Level! Is Your District a District of Distinction?

The District of Distinction is an accreditation program that enables districts to demonstrate to their communities, legislators, and other key stakeholders, their commitment to operate in a sound, responsible manner. Districts apply for designation as a District of Distinction by submitting financial audits, policies and procedures, and proof of training received by directors and executive staff. Showcase your district's efforts to be among the best and take your district to the next level!

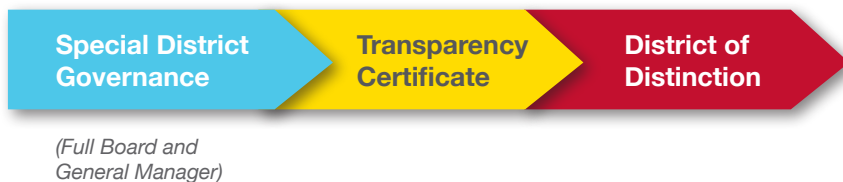
SDLF's base level accreditation confirming core administration and governance best practices.



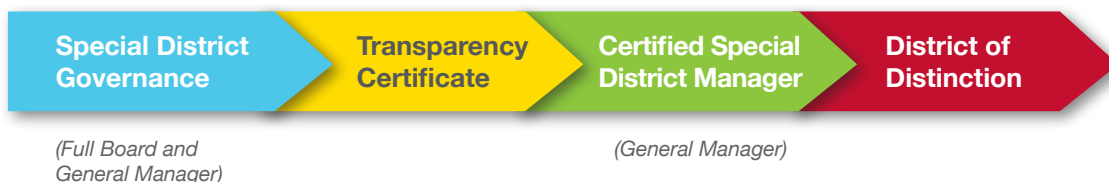
Demonstrates a district's commitment to take their district to the next level by also incorporating governance training as a core value.



Demonstrates a district's commitment to transparency, sound operating practices, and comprehensive governance training for the entire Board.



SDLF's highest level of recognition for a district. Incorporates completion of all SDLF programs demonstrating a comprehensive approach to excellence in district management and governance.





The Special District Leadership Foundation (SDLF) is an independent, non-profit organization formed to promote good governance and best practices among California's special districts through certification, accreditation, and other recognition programs. The SDLF and its activities are supported by the California Special Districts Association and the Special District Risk Management Authority.

Certificate in Special District Governance

Designed to honor special district board members and trustees that have taken the time to receive specific professional development training to include core governance curriculum through completion of the Special District Leadership Academy plus 10 hours of other related continuing education.



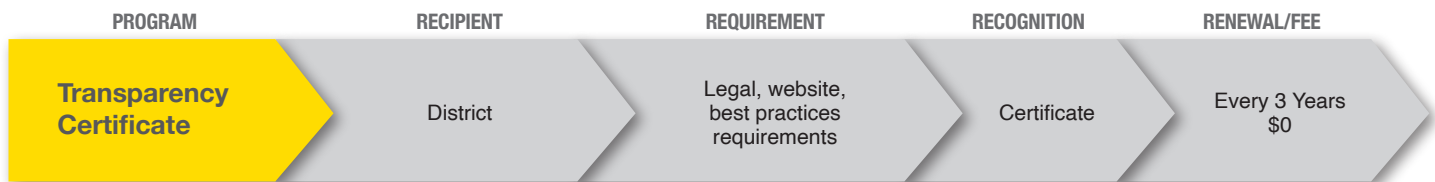
Certified Special District Manager (CSDM)

A voluntary professional designation that helps document and recognize an individual's knowledge, skills, experience, and capabilities as a special district manager.



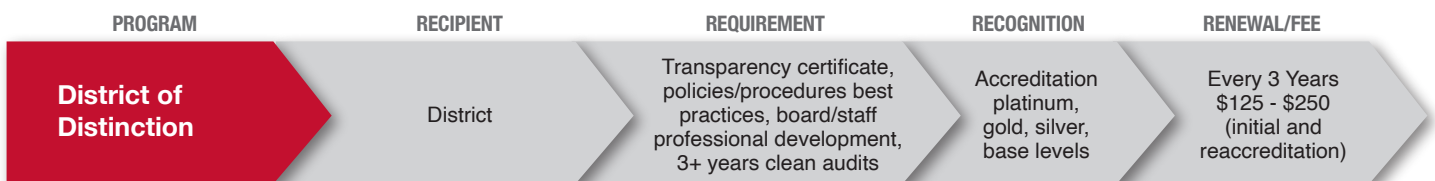
District Transparency Certificate of Excellence

Created in an effort to further promote transparency in the operations and governance of special districts to the public and to provide special districts with an opportunity to showcase their efforts in transparency.



District of Distinction Accreditation (Transparency Certificate is a required component)

Designed as a way for districts to strive to be among the best through a comprehensive approach to implementing governance, management, transparency, and fiscal best practices.



SDLF Scholarships

Annually, SDLF awards thousands of dollars in professional development scholarships to individuals (board members & staff) in districts. Visit sdlf.org to learn what is available and apply!

Contact SDLF and get involved

1112 I Street, Suite 200, Sacramento, CA 95814
t: 916.231.2909
www.sdlf.org
e: info@sdlf.org

ACHIEVING DISTRICT GOALS... TOGETHER.



Two Conferences for Training Throughout the State

February 26 – March 1, 2023 – La Quinta (Palm Springs Area)

OR

October 22 – 25, 2023 – Sonoma County (Santa Rosa)



CSDA's 2023
**Special District
Leadership Academy Conference**

A Comprehensive Governance Leadership Conference for Elected and Appointed Directors/Trustees



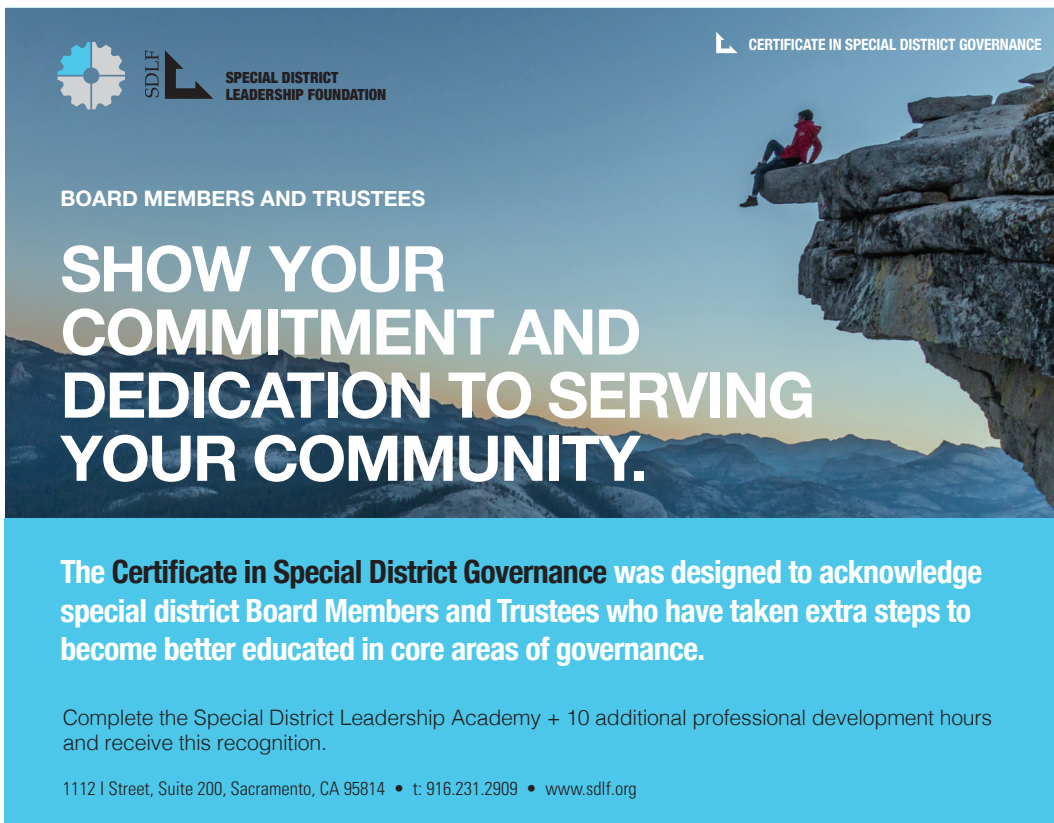
BOARD & STAFF LEARN TO WORK AS A TEAM.


Participate in the **Special District Leadership Academy Conference** and complete all four modules of the Academy during the course of two and a half days.


This conference content is based on CSDA's Special District Leadership Academy (SDLA) groundbreaking, curriculum-based continuing education program, which recognizes the necessity for the board and general manager to work closely toward a common goal. SDLA provides the knowledge base to perform essential governance responsibilities and is designed for both new and experienced special district board members.

“This conference was very informative and presented well. Each presenter was very knowledgeable on the subject matter. I feel this training should be mandatory for all special district board members and GM’s.”

Scott Frick,
Scott Valley Fire Protection District



 **SPECIAL DISTRICT LEADERSHIP FOUNDATION**

 **CERTIFICATE IN SPECIAL DISTRICT GOVERNANCE**

BOARD MEMBERS AND TRUSTEES

SHOW YOUR COMMITMENT AND DEDICATION TO SERVING YOUR COMMUNITY.

The Certificate in Special District Governance was designed to acknowledge special district Board Members and Trustees who have taken extra steps to become better educated in core areas of governance.

Complete the Special District Leadership Academy + 10 additional professional development hours and receive this recognition.

1112 I Street, Suite 200, Sacramento, CA 95814 • t: 916.231.2909 • www.sdlf.org



Two Locations • Two Options

ATTEND CSDA'S SPECIAL DISTRICT LEADERSHIP ACADEMY CONFERENCE



Local boards are the reason why local control is local. Special district boards are the voices of the community, and they are also a large reason why special districts exist.

The truth is that every elected or appointed public official needs to worry about governance; governance is what boards do. It's what they bring to the table.

Governance is taking the wishes, needs, and desires of the community and transforming them into policies that govern the district.

Whether you're new to the board, or someone who has served for many years, this conference provides essential tools and information to effectively govern your district!

Attendees will learn:

- Teamwork: The roles of the board and staff in your district.
- Attributes and characteristics of highly effective boards.
- How culture, norms, values, and operating styles influence the district.
- Specific jobs the board must perform.
- How individual values, skills, and knowledge help to shape how effective boards operate.
- The importance of moving from "I" to "we" as the governance team.
- The board's role in setting direction for the district.
- The board's role in finance and fiscal accountability.
- And much more!



SDRMA Credit Incentive Points

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses, and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points can be earned based on an agency's attendance at the Special District Leadership Academy Conference, reducing SDRMA member's annual contribution amount.



February 26 – March 1, 2023

Embassy Suites La Quinta Hotel & Spa
50-777 Santa Rosa Plaza
La Quinta, CA 92253

HOTEL ROOM RESERVATIONS

Room reservations are available at the CSDA rate of \$180 plus tax, single or double occupancy. You will receive a link to make your hotel reservation AFTER you have registered for the conference. The room reservation cut-off is January 25, 2023; however, space is limited and may sell out before this date.

CSDA rate includes complimentary full, cooked to order breakfast buffet, complimentary Nightly Managers Reception, complimentary self-parking, and complimentary guest room Wi-Fi.



EARLY BIRD DISCOUNT

The early bird discount for this location requires registration on or before Tuesday, January 25, 2023.

Cancellations must be in writing and received by CSDA no later than January 25, 2023 at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after January 25, 2023. Substitutions are acceptable and must be done in writing no later than February 17, 2023 at 5:00 p.m. Please submit any cancellation notice or substitution requests to meganh@cgsda.net or fax to 916-520-2465.



October 22 – 25, 2023

Hyatt Regency Sonoma Wine Country
170 Railroad Street
Santa Rosa, CA 95401

HOTEL ROOM RESERVATIONS

Room reservations are available at the rate of \$157* plus tax, single or double occupancy plus \$25/night per room discounted destination fee. You will receive a link to make your hotel reservation AFTER you have registered for the conference. The room reservation cut-off is September 22, 2023; however, space is limited and may sell out before this date.

CSDA rate and discounted destination fee includes glass of wine upon check-in, unlimited personal Wi-Fi access, exclusive winery offers from winery partners, electric vehicle charging stations, daily in-room water, and daily wine tasting in lobby.

**Rate at this location will be the current per-diem rate; \$157 as of 11/22 but subject to change.*



EARLY BIRD DISCOUNT

The early bird discount for this location requires registration on or before Thursday, September 22, 2023.

Cancellations must be in writing and received by CSDA no later than September 22, 2023, at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after September 22, 2023. Substitutions are acceptable and must be done in writing no later than October 13, 2023, at 5:00 p.m. Please submit any cancellation notice or substitution requests to meganh@cgsda.net or fax to 916-520-2465.

FIRST-TIME ATTENDEE

SCHEDULE OF EVENTS



SUNDAY

5:30 – 7:00 p.m.

REGISTRATION AND NETWORKING RECEPTION

Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.

TUESDAY

8:30 – 10:00 a.m.

FULFILLING YOUR DISTRICT'S MISSION: CHARTING THE COURSE

** This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership*

This conference session will highlight the importance of setting the direction for your district. Learn the critical components of direction setting for your district along with how to avoid planning pitfalls. Attendees will walk through the steps of establishing and fulfilling your district's mission, vision, values, strategic goals, and how to communicate those objectives to your constituents.

10:00 – 10:30 a.m.

BREAK (All Attendees)

10:30 – 12:00 p.m.

FULFILLING YOUR DISTRICT'S MISSION: CHARTING THE COURSE (continued)

12:00 – 1:00 p.m.

LUNCH PROVIDED (All Attendees)

1:15 – 2:45 p.m.

GET THE WORD OUT! BEST PRACTICES FOR COMMUNICATION AND OUTREACH

** This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership.*

This conference session looks at common communication breakdowns and potential areas for improvement in public agency communications. It will discuss proper and effective communication methods to be aware of as a governing official including:

- Identifying audiences.
- Responding to public input.
- Media relations.
- Legislative outreach and advocacy.

MONDAY

8:30 – 10:00 a.m.

BUILDING A FOUNDATION FOR GOOD GOVERNANCE

** This session covers Module 1 of the Special District Leadership Academy: Governance Foundations.*

In this conference session, the instructor will lay the groundwork for good governance in your district.

Attendees will discover:

- Why good governance is so important to the overall well-being of the district.
- The traits of effective board members.
- What good governance means and how to effectively put it into practice.
- How to move your board from "I" to "we," including how to become an effective team, establish team standards, and essential conditions for team building.

10:00 – 10:30 a.m.

BREAK (All Attendees)

10:30 a.m. – 12:30 p.m.

BUILDING A FOUNDATION FOR GOOD GOVERNANCE (continued)

12:30 – 1:30 p.m.

LUNCH PROVIDED (All Attendees)

1:45 – 3:00 p.m.

DEFINING BOARD/STAFF ROLES AND RELATIONSHIPS

** This session covers Module 4 of the Special District Leadership Academy: Board's Role in Human Resources.*

This conference session will teach participants how to determine the human resource (HR) health of their district and what areas to focus on as a board and individual governing official including:

- Identifying the board's role in human resources.
- Recognizing HR red flags and positive indicators.
- Developing and maintaining essential HR policies.
- Covering confidentiality and legal liabilities.
- Evaluating the general manager.

3:00 – 3:30 p.m.

BREAK (All Attendees)

3:30 – 4:30 p.m.

DEFINING BOARD/STAFF ROLES AND RELATIONSHIPS (continued)

5:30 – 7:00 p.m.

SIP AND SAVOR EVENING RECEPTION

Sponsored by the Special District Risk Management Authority (SDRMA)

Join us for a lively evening of networking and refreshments.



2:45 – 3:00 p.m.

BREAK (All Attendees)

3:00 – 4:00 p.m.

GET THE WORD OUT! BEST PRACTICES FOR COMMUNICATION AND OUTREACH
(continued)

OPEN EVENING

● WEDNESDAY

8:30 – 10:00 a.m.

SHOW ME THE MONEY! WHAT DO BOARD MEMBERS NEED TO KNOW ABOUT DISTRICT FINANCES?

** This session covers Module 3 of the Special District Leadership Academy: Board's Role in Finance and Fiscal Accountability.*

This conference session will provide a review and insight of important financial concepts, reports, and policies specific to public agencies including special districts. Attendees will learn:

- How to ask the right questions.
- How to link the finance process to the district mission and goals.
- Budget process, budget assessment, and communicating budget information to the public.
- How to develop and analyze capital improvement plans and reserve guidelines.

10:00 – 10:15 a.m.

BREAK (All Attendees)

10:15 a.m. – 12:00 p.m.

SHOW ME THE MONEY! WHAT DO BOARD MEMBERS NEED TO KNOW ABOUT DISTRICT FINANCES? (continued)

12:00 p.m.

GRADUATION CERTIFICATE DISTRIBUTION

First-time attendees must attend all sessions and turn in their completed certificate application in order to receive their certificate at the conclusion of the conference.

“I found the programming relevant and timely as a newly elected board member. I liked that staff attended to give different perspectives. The presenters were leaders in their field, very knowledgeable and generous with their time for further discussion.”

Heidi Doyle,

North Tahoe Fire Protection District



We love maximizing the benefits we offer. You love winning prizes! We start with an exploration of membership benefits to make sure your district is taking full advantage of all we provide. Along the way, you'll win prizes!

REASONS TO ATTEND:

- We mentioned prizes, right?
- Learn how to navigate our website & community portal so you can quickly access resources
- Explore CSDA value-added benefits that may save your district money!
- BINGO is for everyone! Members & non-members all benefit
- Meet new peers! This activity has a way of bringing people



SDLA Graduate? Join us for our Returning Attendee Track with Two Days of Breakout Sessions with topics such as:

- **HOW TO LEAD YOUR BOARD MEETINGS AWAY FROM CHAOS**
- **INTRODUCTION TO LABOR RELATIONS**
- **FINANCING AND FINANCIAL MANAGEMENT**
- **BROWN ACT UPDATES**
- **STRATEGIC PLANNING**

Check the SDLA Website for Returning Attendee Track Session details when agenda is confirmed.

RETURNING ATTENDEE
SCHEDULE OF EVENTS



SUNDAY

5:30 – 7:00 p.m.
REGISTRATION AND NETWORKING RECEPTION
Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.

MONDAY

8:30 a.m. – 12:30 p.m.
BREAKOUT SESSIONS

10:00 – 10:30 a.m.
BREAK *(All Attendees)*

12:30 – 1:30 p.m.
LUNCH PROVIDED *(All Attendees)*

1:45 – 4:30 p.m.
BREAKOUT SESSIONS

3:00 – 3:30 p.m.
BREAK *(All Attendees)*

5:30 – 7:00 p.m.
SIP AND SAVOR
EVENING RECEPTION



Sponsored by the Special District Risk Management Authority (SDRMA)
Join us for an entertaining evening of networking and refreshments.

TUESDAY

8:30 a.m. – 12:00 p.m.
BREAKOUT SESSIONS

10:00 – 10:30 a.m.
BREAK *(All Attendees)*

12:00 – 1:00 p.m.
LUNCH PROVIDED *(All Attendees)*

1:15 – 4:00 p.m.
BREAKOUT SESSIONS

2:45 – 3:00 p.m.
BREAK *(All Attendees)*

4:00 p.m.
CONFERENCE ENDS FOR RETURNING ATTENDEES

“It was a great conference fully loaded with valuable information, resources, tools and materials to review and share.”

*Crystal Harding,
North Highlands Recreation and Park District*

“It was interesting and informative. The presentations gave me a foundation of my ‘job’ as a representative of my community. There are questions I need to ask staff and there are suggestions I need to make to my fellow board members based on the information provided. SDLA is a valuable resource for our Community Services District.”

*De Denten,
Gualala Community Services District*



2023 Registration Form

Special District Leadership Academy Conference

(Use one form per registrant)

Three Ways to Register

- **Register online** by visiting the SDLA Conference website at sdla.csda.net.
- **Fax number:** 916-520-2465. All faxed registration forms must include credit card payment.
- **Mail:** CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment. Checks should be made payable to: California Special Districts Association.

Not sure if you are a member?

Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the many benefits of CSDA membership, contact Member Services Director Cassandra Strawn at membership@csda.net or call toll-free at the number listed above.



Name/Title:		
<input type="checkbox"/> First-time Attendee <input type="checkbox"/> Returning Attendee		
District:		
Address:		
City:	State:	Zip:
Phone:		Fax:
<input type="checkbox"/> Member <input type="checkbox"/> Non-member		Email:
Emergency Contact - Name & Phone:		
WHICH CONFERENCE WILL YOU BE ATTENDING?		
<input type="checkbox"/> FEBRUARY 26 - MARCH 1, 2023 - LA QUINTA EARLY BIRD DISCOUNT: JANUARY 25, 2023 <input type="checkbox"/> CSDA Member \$625 <input type="checkbox"/> Non-member \$950 AFTER JANUARY 25 <input type="checkbox"/> CSDA Member \$675 <input type="checkbox"/> Non-member \$1,010	<input type="checkbox"/> OCTOBER 22 - 25, 2023 - SANTA ROSA EARLY BIRD DISCOUNT: SEPTEMBER 22, 2023 <input type="checkbox"/> CSDA Member \$625 <input type="checkbox"/> Non-member \$950 AFTER SEPTEMBER 22 <input type="checkbox"/> CSDA Member \$675 <input type="checkbox"/> Non-member \$1,010	
SEND MORE - SAVE MORE! -- SPECIAL DISCOUNTED PRICING!		
ADDITIONAL ATTENDEE FROM THE SAME DISTRICT BEFORE EARLY BIRD DISCOUNT <input type="checkbox"/> CSDA Member \$425 <input type="checkbox"/> Non-member \$650	ADDITIONAL ATTENDEE FROM THE SAME DISTRICT AFTER EARLY BIRD DISCOUNT <input type="checkbox"/> CSDA Member \$475 <input type="checkbox"/> Non-member \$715	
Payment		
<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express		
Acct. Name:		Acct. Number:
Expiration Date:	CVC:	Authorized Signature:
Special needs		
<input type="checkbox"/> Vegetarian <input type="checkbox"/> Other:		

Consent to Use Photographic Images: Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

Anti-Discrimination and Harassment Policy: CSDA is dedicated to a harassment-free event experience for everyone. Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at www.csda.net/about-csda/who-we-are.



Steady as you go.

When your team and ours all pull together, you get the sure-footed stability you need to proceed with confidence. As an extension of your staff, we are always at the sidelines delivering service and expertise. For everything from Workers' Compensation and Property/Liability coverages to Health Benefits options available throughout California, we are here to keep you going strong. For more information, visit sdrma.org.



11:18 AM	STEGE SANITARY DISTRICT			
09/29/2023	Check Report			
Accrual Basis	October 5, 2023			
	Name	Memo	Amount	Num
Oct 5, 23				
	APB Engineering	Retainage Rehab Proj 22201	-111,678.83	28340
	Aramark Uniform Services	Uniform Services	-597.94	28341
	Arvin Gonzales	Wellness Reimb	-120.00	28342
	Bay Alarm Company	Garage Burglar Alarm	-294.54	28343
	Costco	Costco Membership Renewal	-60.00	28344
	County of Contra Costa	Data Processing Svcs July 2023	-4.54	28345
	CSRMA	Claim Truck Accident	-840.30	28346
	CWEA	Renewal Wright #45251	-113.00	28347
	Dante Deluca.	Wellness Reimb	-110.00	28348
	Dennis Wright	Wellness Reimb & CC Reimb	-379.99	28349
	Direct Line	Answering Service 08/01-31/23	-113.00	28350
	Ditch Witch West	Camera Repair	-3,739.26	28351
	EBMUD 39830388387	Hydrant Meter	-1,335.90	28352
	EBMUD 92526846174	Hydrant Meter	-654.96	28353
	Elk Grove Auto/ Winner Chevy	2023 Silverado	-53,270.53	28354
	Fred Bondoc	Wellness Reimb	-75.85	28355
	Juan Perez	Wellness Reimb	-120.00	28356
	Meyers Nave	Legal Services	-7,207.94	28357
	MR Copy	Copier Supplies	-511.27	28358
	Pastime Hardware	Maintenance Supplies	-98.07	28359
	Paul Soo, Jr.	Wellness Reimb	-120.00	28360
	PG&E- #0103467151-9	Burlingame Pump Station	-130.10	28361
	PG&E- #0607499583-5	Canon Pump Station	-100.80	28362
	PG&E- #6675831511-4	Office/Shop	-1,200.39	28363

	Name	Memo	Amount	Num
	Rex W. Delizo	Wellness Reimb	-120.00	28364
	Root Tamers, Inc	Root Foaming	-39,419.22	28365
	Total Compensation Systems, Inc.	GASB 75 Full Valuation	-3,300.00	28366
	Underground Service Alert	Underground Service Fee	-5,599.53	28367
	Xerox Financial Services	Copier Lease Payment 08/03-10/02	-595.46	28368
	Yoalmo Reyes.	Wellness Reimb	-120.00	28369
Oct 5, 23			-232,031.42	

STEGE SANITARY DISTRICT

BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JANUARY 2023	FEBRUARY 2023	MARCH 2023	APRIL 2023	MAY 2023	JUNE 2023
1/2 & 1/16 HOLIDAY	2/20 HOLIDAY			5/29 HOLIDAY	6/19 HOLIDAY
CASA Winter Conf. Jan 25-27, Palm Springs	CASA Policy Forum Feb 27-Mar. 1, Wash, DC				
1/19/2023 – 7:00 P.M.	2/2/2023 – 7:00 P.M.	3/4/2023 – 9:00 A.M.	4/6/2023 – 7:00 P.M.	5/4/2023 – 7:00 P.M.	6/1/2023 – 7:00 P.M.
<ul style="list-style-type: none"> • Board Governance Manual Review • Service Rate Discussion • Long Range Planning Workshop Agenda • Director’s Contact Info • Board Training Summ. • CASA Conference • Quarterly Financial Statements • SPASPA Status Report • CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval. 	<ul style="list-style-type: none"> • Actuarial Analysis of Retiree Health Benefits Report (even years) • Performance Report (every 3 years) • District of Distinction (every 3 years) • Service Rate Discussion • Long Range Planning Workshop Agenda • Board Training Summ. • CASA Conference • CASA Conference Attendee Reports 	<p><u>9AM MEETING TIME</u></p> <ul style="list-style-type: none"> • Long Range Planning Workshop – 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. 	<ul style="list-style-type: none"> • Draft Budget • Board Training Summ. • July 4th Fair Discussion • Review of Comparable Agencies • Appoint Labor Negot. • CLOSED SESSION – Conf. Labor Negot. 	<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
	2/16/2023 – 7:00 P.M.	3/16/2023 – 7:00 P.M.	4/20/2023 – 7:00 P.M.	5/18/2023 – 7:00 P.M.	6/15/2023 – 7:00 P.M.
	<ul style="list-style-type: none"> • Board Governance Manual Approval • Long Range Planning Workshop Agenda • Service Rate Discussion • Form 700 	<ul style="list-style-type: none"> • Auditor – RFP • California Employer’s Retiree Benefit Trust (CERBT) • Service Rate Discussion • Action Plan • Board Training Summ. • Consent Decree Quarterly Report • CASA Conference Attendee Reports • Form 700 	<ul style="list-style-type: none"> • Draft Budget • Employee Benefit Package Review • Service Rate Discussion/Approval (+ 30-day Notice) • July 4th Fair Discussion • Quarterly Financial Statements • SPASPA Status Report • CLOSED SESSION – Quarterly Claims Rpt – Conf. Labor Negot 	<ul style="list-style-type: none"> • Resolution Ordering Board Election (even years) • Draft Budget • July 4th Fair Discussion • Service Rate Discussion/Approval (+ 30-day Notice) • CLOSED SESSION – Manager Perf. Eval. – Conf. Labor Negot. 	<ul style="list-style-type: none"> • Resolution Salary of District Manager • Resolution Employee Salary Ranges • Resolution Approve/Adopt Budget • Review and Approve Incentive Award • Adopt Incentive Award Goals & Objectives • July 4th Fair Discussion • CD Quarterly Report • CASA Conference • CLOSED SESSION – Counsel Perf. Eval.

STEGE SANITARY DISTRICT

BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JULY 2023	AUGUST 2023	SEPTEMBER 2023	OCTOBER 2023	NOVEMBER 2023	DECEMBER 2023
7/4 HOLIDAY 4 th of July Fair Booth	CASA Annual Conf. Aug 9-11, San Diego CSDA Annual Conf. Aug 28-31, Monterey	9/4 HOLIDAY Board Training AB 1234 (even years) AB 1661 (odd years)		11/23-24 HOLIDAY	12/7 HOLIDAY LUNCHEON 12/25 HOLIDAY
7/6/2023 – 7:00 P.M.	8/17/2023 – 7:00 P.M.	9/7/2023 – 7:00 P.M.	10/5/2023 – 7:00 P.M.	11/9/2023 – 7:00 P.M.	12/7/2023 – 2:00 P.M.
<ul style="list-style-type: none"> • July 4th Fair Debrief • CASA/CSDA Conf. 	<ul style="list-style-type: none"> • Select Actuary for Analysis of Retiree Health Benefits (odd years) 	<ul style="list-style-type: none"> • CASA/CSDA Conf. Attendee Reports 	<ul style="list-style-type: none"> • Regional PSL Program Update • Regional FOG Program Update 	<ul style="list-style-type: none"> • Proposed Meeting Calendar • Board Officer Succession Plan • CASA Conference 	<p><u>2PM MEETING TIME</u></p> <ul style="list-style-type: none"> • Fiscal Year Financial Audit • Resolution Certifying Election Results (even years) • Connection Charge Review • Emergency Contact Update • Meeting Calendar • Consent Decree Quarterly Report • CASA Conference • Pension + OPEB UAL Reports • Nomination & Election of Officers
7/20/2023 – 7:00 P.M.	<ul style="list-style-type: none"> • Quarterly (FY End) Financial Statements • Conn. Charge Report per Gov. Code 66013 • CASA/CSDA Conf. 	9/21/2023 – 7:00 P.M.	10/19/2023 – 7:00 P.M.		
<ul style="list-style-type: none"> • Hearing +Res./Ord. – Establish and Collect Sewer Service Charges – Director Meeting Compensation • Resolution Filing Notice of Completion • District Investment Policy • Reimb. Report per Gov. Code 53065.5 • Candidate filing period (even years) • Quarterly Financial Statements • SPASPA Status Report • CASA/CSDA Conf. • Form 470 • CLOSED SESSION – Quarterly Claims Rpt 		<ul style="list-style-type: none"> • Health Care Benefits Review • Consent Decree Quarterly Report 	<ul style="list-style-type: none"> • Quarterly Financial Statements • SPASPA Status Report • CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval. 		