

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
LONG RANGE PLANNING WORKSHOP  
SATURDAY, MARCH 5, 2022, 9:00AM  
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.stegesano.org](http://www.stegesano.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@stegesano.org](mailto:comments@stegesano.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 posted by items on the meeting agenda.

**III. Public Comment**

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
LONG RANGE PLANNING WORKSHOP  
SATURDAY, MARCH 5, 2022, 9:00AM  
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)

Info/Motion **IV. Long Range Planning Workshop**

(The Board will discuss the following items as listed below at the approximate times.)

REVIEW AGENDA AND LAST ACTION PLAN	9:00 AM
• USEPA Consent Decree Progress and Planning	9:15
• Strategic Plan	10:15
BREAK	10:45
• San Pablo Avenue Specific Plan Area	11:00
LUNCH	12:00 PM
• Procurement Policy and Uniform Cost Accounting Act	12:30
• Past 5 Years Expenditures Review	1:30
BREAK	2:00
• Self-Assessment of Governance	2:15
WRAP-UP, REVIEW, ACTION ITEMS	3:15

**V. Adjournment**

(The next regular meeting of the Stege Sanitary District Board of Directors will be held on Thursday, March 17, 2022 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California)

**9:00 – 9:15 A.M.**

**REVIEW AGENDA AND  
LAST ACTION PLAN**

Stege Sanitary District  
 Long Range Planning Workshop Agenda  
 Saturday, March 5, 2022 @9:00am

TIME	TOPIC
9:00 AM	<i>Review of Agenda &amp; Last Action Plan</i>
9:15 AM	<b>USEPA Consent Decree Progress and Planning [1.0 hr.]</b> The Board will review and discuss the progress and planning of the USEPA Consent Decree.
9:30 AM	
9:45 AM	
10:00 AM	
10:15 AM	<b>Strategic Plan [0.5 hr.]</b> The Board will review and discuss the plan.
10:30 AM	
10:45 AM	<i>Break</i>
11:00 AM	<b>San Pablo Ave. Specific Plan Area (SPASPA) Progress and Planning [1.0 hr.]</b> The Board will review and discuss the progress and planning of the San Pablo Ave. Specific Plan Area.
11:15 AM	
11:30 AM	
11:45 AM	
12:00 PM	<i>Lunch</i>
12:15 PM	
12:30 PM	<b>Procurement Policy and Uniform Cost Accounting Act [1.0 hr.]</b> The Board will review and consider the revised policy.
12:45 PM	
1:00 PM	
1:15 PM	
1:30 PM	<b>Past 5 Years Expenditures Review [0.5 hr.]</b> The Board will review and discuss trends from the past 5 years.
1:45 PM	
2:00 PM	<i>Break</i>
2:15 PM	<b>Self Assessment Of Governance - Review &amp; Discussion [1.0 hr.]</b>
2:30 PM	
2:45 PM	
3:00 PM	
3:15 PM	<i>Wrap Up, Review, Action Items</i>

# STEGE SANITARY DISTRICT ACTION PLAN FOR 2021

The following is the status of the 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.

**STATUS: COMPLETE**

**The Salary Survey was an item for consideration at the April 1, 2021 Board Meeting.**

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.

**STATUS: COMPLETE**

**The private sewer lateral loan program was an item for consideration at the June 17, 2021, July 29, 2021, and November 11, 2021 Board Meetings. Ordinance No. 2175-1221 Adding Section 4.8, Lateral Replacement Loan Program to the Stege Sanitary District Ordinance Code was approved at the December 9, 2021 Board Meeting.**

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 4<sup>th</sup> 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.

**STATUS: COMPLETE**

**Staff updated the District website to include a virtual tour of the District's Collection System Maintenance equipment and activities (<https://www.stegesan.org/collection-system-maintenance>). The website has since been completely redesigned and enhanced to ensure compliance with state and federal requirements for accessibility and transparency.**

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.

**STATUS: ON-GOING**

**Continuing to participate in collaborative dialogues with City of El Cerrito Community Development Director, Melanie Mintz, Public Works Director/City Engineer, Yvetteh Ortiz, and Planning Manager, Sean Moss, to work through future sewer capacity plans along the corridor outlined in the City of El Cerrito's San Pablo Avenue Specific Plan. Continuing to have discussions to anticipate development in the area and prudently plan for capacity upgrades. Continuing to provide updates to the Board on a quarterly basis. No changes to the impact fee is currently required.**

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.

**STATUS: COMPLETE**

**A line item for targeting additional sewer rehabilitation work in high I/I areas was added to the FY 2021-22 budget. The information for the City of El Cerrito’s recent presentation on CalPERS Pension repayment strategies was emailed to the Board on March 6, 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.

**STATUS: COMPLETE**

**The costs of installing individual pump stations for each parcel served by the one “community” Canon pump station was an item for consideration at the March 18, 2021 Board Meeting.**

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.

**STATUS: COMPLETE**

**The information on the number of times each goal in the strategic plan was addressed by the Board each year was an item for consideration at the March 18, 2021 Board Meeting.**

**9:15 – 10:15 A.M.**

**USEPA CONSENT DECREE  
PROGRESS AND PLANNING**

The Board will review and discuss the progress and planning of the USEPA  
Consent Decree.





## STEGE SANITARY DISTRICT

---

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

*District Counsel:*  
Kristopher Kokotaylo

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

Monday, September 27, 2021

Chief, Clean Water Act, Water Section I, (ENF 3-1)  
Enforcement Division  
U.S. Environmental Protection Agency, Region 9  
75 Hawthorne Street  
San Francisco, CA 94105

Executive Officer  
San Francisco Bay Regional Water Quality Control  
Board  
1515 Clay Street, Suite 1400  
Oakland, CA 94612

Legal Counsel  
San Francisco Bay Regional Water Quality Control  
Board  
1515 Clay Street, Suite 1400  
Oakland, CA 94612

Daniel S. Harris  
Deputy Attorney General  
455 Golden Gate Avenue, Suite 11000  
San Francisco, CA 94102

Chief, Environmental Enforcement Section  
Environment and Natural Resources Division  
U.S. Department of Justice  
Box 7611 Ben Franklin Station  
Washington, D.C. 20044-7611  
Re: DOJ No. 90-5-1-1-09361/2

Executive Director  
State Water Resources Control Board  
P.O. Box 100  
Sacramento, CA 95812-0100

### **RE: Stege Sanitary District FY 2020-21 Sanitary Sewer Annual Report**

#### **Consent Decree - Consolidated Case Nos. C 09-00186-RS and C 09-05684-RS**

As required by the Annual Reporting Requirements section of the United States Environmental Protection Agency (EPA) Consent Decree - Consolidated Case Nos. C 09-00186-RS and C 09-05684-RS, the Stege Sanitary District hereby submits by the deadline date of September 30, 2021, its FY 2020-21 Sanitary Sewer Annual Report for the period of July 1, 2020 to June 30, 2021.

*I certify under penalty of law that this document and its attachments were prepared either by me personally or under my direction or supervision in a manner designed to ensure that qualified and knowledgeable personnel properly gathered and presented the information contained therein. I further certify, based on my personal knowledge or on my inquiry of those individuals immediately responsible for obtaining the information, that to the best of my knowledge and belief the information is true, accurate and complete. I am aware that there are*

*significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing and willful submission of a materially false statement.*

If you have any questions or concerns, please feel free to contact me.

Very truly yours,

STEGE SANITARY DISTRICT



Rex Delizo

District Manager

Attachments

*Transmitted via email:*

Patricia Hurst, USDOJ (patricia.hurst@usdoj.gov)

Daniel Harris, USDOJ (daniel.harris@doj.ca.gov)

Eric Magnan, EPA (magnan.eric@epa.gov)

Mike Weiss, EPA (weiss.michael@epa.gov)

Fatima Ty, EPA (ty.fatima@epa.gov)

Eileen Sobeck, State Water Board (eileen.sobeck@waterboards.ca.gov)

Michael Montgomery, State Water Board (michael.montgomery@waterboards.ca.gov)

Marnie Ajello, State Water Board (marnie.ajello@waterboards.ca.gov)

Robert Schlipf, Regional Water Board (rschlipf@waterboards.ca.gov)

Sam Plummer, Regional Water Board (sam.plummer@waterboards.ca.gov)

Nicole Sasaki, Baykeeper (nicole@baykeeper.org)

Sejal Choksi-Chugh, Baykeeper (sejal@baykeeper.org)

Chris Sproul, Environmental Advocates (csproul@enviroadvocates.com)

Kristopher Kokotaylo, Meyers Nave (kkokotaylo@meyersnave.com)

Erin Smith, City of Alameda (esmith@alamedaca.gov)

Mark Hurley, City of Albany (mhurley@albanyca.org)

Liam Garland, City of Berkeley (lgarland@cityofberkeley.info)

Christine Daniel, City of Emeryville (cdaniel@emeryville.org)

G. Harold Duffey, City of Oakland (hduffey@oaklandca.gov)

Daniel Gonzales, City of Piedmont (dgonzales@piedmont.ca.gov)

Eileen White, EBMUD (eileen.white@ebmud.com)

## STEGE SANITARY DISTRICT FY 2020-21 Sanitary Sewer Annual Report

The following FY 2020-21 Sanitary Sewer Annual Report corresponds directly to the respective paragraphs of the Annual Reporting Requirements in the United States Environmental Protection Agency (EPA) Consent Decree - Consolidated Case Nos. C 09-00186-RS and C 09-05684-RS.

### C. FOR EACH DEFENDANT:

141. A list of all Deliverables submitted to Plaintiffs and a description of the Work performed pursuant to all Deliverables submitted to Plaintiffs and approved or commented on by EPA, as well as a list of Deliverables submitted to Plaintiffs but not yet approved or commented on by EPA.

- *STEGE SANITARY DISTRICT FY 2019-20 SANITARY SEWER ANNUAL REPORT: On September 28, 2020, as required by the Annual Reporting Requirements section of the Consent Decree, the Stege Sanitary District submitted to the Plaintiffs its FY 2019-20 Sanitary Sewer Annual Report for the period of July 1, 2019 to June 30, 2020 by the deadline date of September 30, 2020.*
- *NOTICE OF REVISION OF FY 2015-16 ANNUAL REPORT SEWER MAIN REHABILITATED AND CUMULATIVE TOTAL: On September 30, 2020, the Stege Sanitary District submitted a notice of a correction to the previously submitted FY 2015-16 Annual Report Sewer Main Rehabilitated footage amount, which was discovered while gathering information for the FY 2019-20 Annual Report.*
- *2021 REGIONAL STANDARDS: On June 30, 2021, as required by paragraphs 33, 43.c, 54.c, 64.c, 73.c, 83.d, 95.c, and 107.c of the Consent Decree, the Defendants submitted to the Plaintiffs a reviewed and revised 2021 Regional Standards for sewer installation, rehabilitation, and repair.*

142. A description of any known noncompliance by that Defendant with this Consent Decree during the reporting period.

*See Exhibit A (attached) for a list of all sanitary sewer overflows for Fiscal Year 2020-21. Otherwise, the Stege Sanitary District does not know of any non-compliance with the Consent Decree during the reporting Fiscal Year.*

143. Any recommended changes to the Work required of that Defendant by this Consent Decree, including any proposed material modifications to any Deliverable.

*The minimum requirement of 14,236 feet of Sewer Main to be treated for root control, consistent with paragraph 117 of the Consent Decree, should be reduced to 6,059 feet. In addition to the previous reduction of 25,764 feet to the minimum requirement of Sewer Main, an additional 8,177 feet of Sewer Main is proposed to be removed from the root control program due to the sewer mains being rehabilitated during the reporting Fiscal Year and no longer having excessive roots requiring treatment.*

144. A Sanitary Sewer Overflow Report that includes the location of SSOs; the start and end date and time of each SSO; the SSO volume including gross volume, amount recovered, and amount not recovered; the destination of each SSO; the probable cause(s) of the SSOs; the location(s) of repeat SSOs; a list of any SSOs at locations where the Sewer Main had been Rehabilitated in the previous ten (10) Fiscal Years; and a description of measures taken to help prevent these SSOs in the future.

*See Exhibit A (attached) for the Stege Sanitary District Sanitary Sewer Overflow Report for Fiscal Year 2020-21.*

145. If a Satellite makes a request to begin or cease participating in EBMUD's Regional Sewer Lateral Program, it shall provide an update on its request and describe any progress in adopting necessary Local Ordinance revisions. When the Satellite makes the necessary Local Ordinance revisions to cease participation in EBMUD's Regional Sewer Lateral Program, the Satellite shall thereafter report on its implementation of its Sewer Lateral Program, including the information required of Berkeley by subparagraph 157(b)(i)(A).

*The Stege Sanitary District did not make a request to cease participating in EBMUD's Regional Sewer Lateral Program during the reporting Fiscal Year.*

**I. FOR THE STEGE SANITARY DISTRICT ONLY:**

169. AMIP Implementation. The District shall summarize implementation of each element of its AMIP not addressed below. The summary shall include any proposed revisions to the AMIP, along with any accompanying changes to its financial plan.

*The implementation of each element of the AMIP is addressed below. There are no proposed revisions requiring changes to the financial plan.*

170. I&I Reduction Work. The District shall summarize its Work to reduce I&I in its service area in the reporting Fiscal Year. The summary shall include, but not be limited to, the following:

a. Sewer Main and Maintenance Hole Rehabilitation

i. Rehabilitation: all Sewer Main and Maintenance Hole Repair and Rehabilitation activities completed, including:

A. the number of feet of Sewer Main Rehabilitated, and the cumulative total feet of Sewer Main Rehabilitated since the Effective Date;

- *15,266 feet of Sewer Main have been Rehabilitated during the reporting Fiscal Year.*
- *91,362 cumulative total feet of Sewer Main have been Rehabilitated since the Sewer Main Rehabilitation Effective Date of July 1, 2013 as specified in Appendix E of the Consent Decree.*

B. the number of Maintenance Holes Rehabilitated associated with Rehabilitated Sewer Mains and the number of Maintenance Holes Rehabilitated;

- *55 Maintenance Holes associated with Rehabilitated Sewer Mains have been Rehabilitated during the reporting Fiscal Year.*
- *55 Maintenance Holes have been Rehabilitated during the reporting Fiscal Year.*

C. the number of abandoned Sewer Laterals found to be connected to the Sewer Main and the number of abandoned Sewer Laterals disconnected from the Sewer Main;

- *0 abandoned Sewer Laterals have been found to be connected to the Sewer Main during the reporting Fiscal Year.*
- *0 abandoned Sewer Laterals have been disconnected from the Sewer Main during the reporting Fiscal Year.*

D. if the District did not achieve its Rehabilitation requirement in Paragraph 107(a), an explanation of why it did not achieve the Rehabilitation requirement and a description of what changes to the Work will be made in order to correct the deficiency and achieve the Rehabilitation requirement in subsequent Fiscal Years;

- *The Stege Sanitary District achieved its Sewer Main Rehabilitation requirement of 78,680 feet of Sewer Main for the reporting Fiscal Year.*
- *91,362 cumulative total feet of Sewer Main have been Rehabilitated since the Sewer Main Rehabilitation Effective Date of July 1, 2013 as specified in Appendix E of the Consent Decree*

E. the Rehabilitation budget and dollars spent on Sewer Main Rehabilitation;

- *The Sewer Main Rehabilitation budget for the reporting Fiscal Year is \$2,867,000.*
- *Actual dollars spent on Sewer Main Rehabilitation for the reporting Fiscal Year is \$2,894,948 (101% of budgeted amount).*

F. the Collection System Rehabilitation projects targeted to be completed in the next Fiscal Year; and

*As stated in the Stege Sanitary District Asset Management Implementation Plan (AMIP) approved on May 14, 2013, the Collection System Rehabilitation project will target line segments with the highest Damage Severity Index (DSI) ratings that are located in District sub-basins that have high I/I contribution rates ("R" values), in order to maximize and accelerate I/I reduction. Engineering staff has updated the pipe reaches presently planned as priorities for rehabilitation, with the understanding that these identified priorities are likely to be further developed and revised through the inspection and assessment process and as a result of changing conditions.*

G. an explanation of any revisions that were made to the Capital Improvement Plan or the financial plan associated with future Repair and Rehabilitation projects, including what revisions, if any, that were made based on information from the EBMUD RTSP.

*No revisions were made to the Capital Improvement Plan or the financial plan associated with future Repair and Rehabilitation projects during the reporting Fiscal Year. No revisions were made based on information from the EBMUD RTSP during the reporting Fiscal Year.*

ii. Inspections: inspection and condition assessment activities completed, including:

A. the rate of Sewer Main inspection and condition assessment;

- *The Sewer Main inspection and condition assessment rate equates to 32% of the collection system for the reporting Fiscal Year.*
- B. the total feet of Sewer Main inspected with completed condition assessment and the cumulative total feet of Sewer Main inspected with completed condition assessment since the Effective Date;
- *249,773 feet of Sewer Main have been inspected with completed condition assessment during the reporting Fiscal Year.*
  - *1,412,490 cumulative total feet of Sewer Main have been inspected with completed condition assessment since the Consent Decree Effective Date of September 22, 2014.*
- C. if the District conducts inspection of Sewer Mains using a method other than CCTV, the District shall identify the method, explain how that method is as equally effective as CCTV and identify the total feet of Sewer Main that was inspected using that method;
- *No other method, other than CCTV, was conducted by the Stege Sanitary District to inspect Sewer Mains during the reporting Fiscal Year.*
- D. the number of Maintenance Holes associated with Sewer Mains that were inspected and the number of Maintenance Holes inspected;
- *1389 Maintenance Holes associated with Sewer Mains have been inspected during the reporting Fiscal Year*
  - *1389 Maintenance Holes have been inspected during the reporting Fiscal Year*
- E. if the District did not achieve its inspection and condition assessment requirement in Paragraph 107(b), an explanation of why it did not achieve the inspection and condition assessment requirement and a description of what changes to the Work will be made in order to correct the deficiency and achieve the inspection and condition assessment requirement in subsequent Fiscal Years; and
- *The Stege Sanitary District achieved its inspection and condition assessment cumulative requirement of 582,120 feet by June 30, 2021 for the reporting Fiscal Year.*

- *1,412,490 cumulative total feet of Sewer Main have been inspected with completed condition assessment since the Consent Decree Effective Date of September 22, 2014.*

F. The Collection System inspection and condition assessment Work to be completed in the next Fiscal Year.

- *The Stege Sanitary District will complete no less than the minimum requirement of 77,616 feet of inspection and condition assessment Work in the next Fiscal Year.*

iii. Regional Standards: a description of the activities to develop – and, beginning in 2017, the extent of compliance with – Regional Standards.

*As of July 1, 2016, Stege Sanitary District capital improvement projects are in compliance with the Regional Standards. On June 30, 2021, as required by paragraphs 33, 43.c, 54.c, 64.c, 73.c, 83.d, 95.c, and 107.c of the Consent Decree, the Defendants submitted to the Plaintiffs a reviewed and revised 2021 Regional Standards for sewer installation, rehabilitation, and repair. All future capital improvement projects will be in compliance with the latest 2021 Regional Standards.*

*The Stege Sanitary District continues to discuss the Regional Standards, their effectiveness, and potential revisions and improvements with the other Defendants at coordination meetings held regularly throughout the year.*

b. Sewer Lateral Inspection and Repair or Rehabilitation

i. Sewer Laterals: a description of activities and materials to notify property owners of defective Sewer Laterals, including:

A. the number of Sewer Laterals identified as defective outside of the triggering actions to test Sewer Laterals pursuant to the Amended Regional Ordinance;

- *33 Sewer Laterals have been identified as defective outside of the triggering actions to test Sewer Laterals pursuant to the Amended Regional Ordinance during the reporting Fiscal Year*

B. the number of property owners notified that their Sewer Laterals are defective;



- *All 33 property owners have been notified that their Sewer Laterals were found defective during the reporting Fiscal Year*

C. a copy of a representative notice that was sent to property owners notifying them that their Sewer Lateral is defective;

*See Exhibit B (attached) for a copy of a representative notice that was sent to property owners notifying them that their Sewer Lateral was defective during the reporting Fiscal Year.*

D. a description and the number of any administrative, civil or criminal enforcement actions taken against property owners for defective Sewer Laterals;

*There were 0 other administrative, civil or criminal enforcement actions taken against property owners for defective Sewer Laterals during the reporting Fiscal Year.*

E. the number of District-owned and Non-Defendant Permitting Agency-owned Sewer Laterals, the number of District-owned and Non-Defendant Permitting Agency-owned Sewer Laterals inspected and Repaired or Rehabilitated and the cumulative number of District-owned and Non-Defendant Permitting Agency-owned Sewer Laterals inspected and Repaired or Rehabilitated from the Effective Date;

- *There is 1 Stege Sanitary District-owned Sewer Lateral and 23 Non-Defendant Permitting Agency-owned Sewer Laterals*
- *0 Stege Sanitary District-owned and Non-Defendant Permitting Agency-owned Sewer Laterals have been inspected and Repaired or Rehabilitated during the reporting Fiscal Year*
- *0 cumulative number of Stege Sanitary District-owned and Non-Defendant Permitting Agency-owned Sewer Laterals have been inspected and Repaired or Rehabilitated from the Consent Decree Effective Date of September 22, 2014*

F. the address and name of the owner of any property owned by a Public Entity, or the State or federal government, that has an identified defective Sewer Lateral, including a description of the defect; and

*There were 0 properties owned by a Public Entity, or the State or federal government that had an identified defective Sewer Lateral during the reporting Fiscal Year.*

- G. a summary of the District's assistance to EBMUD in the development of a Sewer Lateral education and outreach program.

*The Stege Sanitary District assisted EBMUD in the development of the Sewer Lateral education and outreach program by participating in a meeting with EBMUD in January 2015, when the development of the program and educational materials was reviewed and discussed. Additional review and comments occurred in February 2015, prior to EBMUD's submittal of the plan to EPA for review and comment in March 2015. The District continues to assist EBMUD in the development of the Sewer Lateral education and outreach program designed to encourage Sewer Lateral owners to inspect and, if necessary, Repair or Rehabilitate Sewer Laterals before owners are required to under the Regional or Local Ordinances by attending meetings and providing feedback on EBMUD's implementation of the program.*

- c. Inflow and Rapid Infiltration Identification and Elimination:

- i. a description of the District's cooperation with EBMUD's implementation of the RTSP;

*By letter dated January 20, 2015, EBMUD provided a draft of its Regional Technical Support program (RTSP) plan to the East Bay Collection System Advisory Committee (EBCSAC) for review and comment. EBCSAC's comments on the EBMUD draft RTSP were provided to EBMUD by letter dated February 19, 2015. EBMUD submitted the RTSP Plan to EPA, RWQCB, SWRCB, and DOJ on March 23, 2015. Based on comments from EPA received on May 19, 2015, EBMUD resubmitted a revised RTSP Plan on July 20, 2015. The revised RTSP Plan was conditionally approved by EPA on April 14, 2016. EBCSAC agencies have also discussed RTSP issues with EBMUD at regular meetings from January 2015 to the present time.*

*The Stege Sanitary District continues to cooperate with EBMUD's implementation of the RTSP including providing all requested system information in a timely manner and participating in meetings to discuss continued and proposed work within our service area.*

ii. Linear High Priority Sources

A. a cumulative list of all Linear High Priority Sources, including the date that the District eliminated or plans to eliminate the source, and EBMUD's unique identifier;

- *0 Linear High Priority Sources have been identified by EBMUD's RTSP during the reporting Fiscal Year.*

B. the number of feet of Linear High Priority Sources eliminated in the Fiscal Year, and the cumulative total feet of Linear High Priority Sources eliminated since EPA's approval of the RTSP;

- *0 Linear High Priority Sources have been identified by EBMUD's RTSP during the reporting Fiscal Year and, subsequently, 0 have been eliminated in the reporting Fiscal Year.*
- *0 cumulative total feet of Linear High Priority Sources have been identified by EBMUD's RTSP and, subsequently, 0 have been eliminated since EPA's approval of the EBMUD's RTSP.*

C. the number of feet of Linear High Priority Sources that the District counted towards its Sewer Main Rehabilitation requirement in subparagraph 107(a);

- *0 Linear High Priority Sources have been identified by EBMUD's RTSP during the reporting Fiscal Year and, subsequently, 0 have been counted towards the Sewer Main Rehabilitation requirement during the reporting Fiscal Year.*

D. for those Linear High Priority Sources that were not eliminated within twenty-four (24) months, an explanation of why the Linear High Priority Sources were not eliminated and a description of the actions that will be taken in order to eliminate the Linear High Priority Sources.

- *0 Linear High Priority Sources have been identified by EBMUD's RTSP during the reporting Fiscal Year.*

iii. Non-Linear High Priority Sources

A. a cumulative list of all Non-Linear High Priority Sources, including the date that the District eliminated or plans to eliminate the source, and EBMUD’s unique identifier;

- *0 Non-Linear High Priority Sources have been identified by EBMUD’s RTSP during the reporting Fiscal Year.*

B. the number of Non-Linear High Priority Sources eliminated in the Fiscal Year, and the cumulative number of Non-Linear High Priority Sources eliminated since EPA’s approval of the RTSP;

- *0 Non-Linear High Priority Sources have been identified by EBMUD’s RTSP during the reporting Fiscal Year and, subsequently, 0 have been eliminated in the reporting Fiscal Year*
- *0 cumulative total feet of Non-Linear High Priority Sources have been identified by EBMUD’s RTSP and, subsequently, 0 have been eliminated since EPA’s approval of the EBMUD’s RTSP.*

C. for those Non-Linear High Priority Sources that were not eliminated within twenty-four (24) months, an explanation of why the Non-Linear High Priority Sources were not eliminated and a description of the actions that will be taken in order to eliminate the Non-Linear High Priority Sources.

- *0 Non-Linear High Priority Sources have been identified by EBMUD’s RTSP during the reporting Fiscal Year.*

iv. For sources of Inflow and Rapid Infiltration in the Collection System that are not identified as High Priority, the date that the District incorporated each source into its Capital Improvement Plan, and EBMUD’s unique identifier;

- *0 sources of Inflow and Rapid Infiltration in the Collection System were identified by EBMUD’s RTSP during the reporting Fiscal Year.*

EBMUD’s Unique Identifier	Date Incorporated into CIP	Source Type
n/a		

v. Sources of Inflow and Rapid Infiltration not in the Collection System

A. a cumulative list of all Private High Priority Sources, including the date that the District notified or plans to notify each owner of a source,

- *0 Private High Priority Sources were identified by EBMUD’s RTSP during the reporting Fiscal Year.*
- B. the date of any administrative, civil, or criminal enforcement actions initiated by District to eliminate the source, the status of the enforcement actions to eliminate the source, and EBMUD’s unique identifier;
- *0 Private High Priority Sources were identified by EBMUD’s RTSP during the reporting Fiscal Year. 0 subsequent administrative, civil, or criminal enforcement actions were initiated by the Stege Sanitary District during the reporting Fiscal Year.*
- C. for all other sources of Inflow and Rapid Infiltration (including illicit connections) not in the Collection System and not owned by the District, the date that the District notified each owner of the source, the date of any administrative enforcement actions initiated by the District, the status of the administrative enforcement to eliminate the source, and EBMUD’s unique identifier.
- *0 other sources of Inflow and Rapid Infiltration (including illicit connections) not in the Collection System and not owned by the Stege Sanitary District were identified by EBMUD’s RTSP during the reporting Fiscal Year.*

<b>EBMUD’s Unique Identifier</b>	<b>Owner Notified</b>	<b>Administrative Enforcement Actions Date</b>	<b>Administrative Enforcement Status</b>
n/a			

171. SSO Reduction Work. The District shall summarize its Work to reduce SSOs in its service area, describe the success of the Work at preventing blockages and SSOs, and describe any changes to be made to further reduce blockages and SSOs. The summary shall include, but not be limited to, the following:

- a. Capacity Assurance: a description of activities performed in order to monitor the locations in Paragraph 113 during rain events, including:
  - i. the highest water level in relation to the Maintenance Hole that was observed in the reporting Fiscal Year;

*The District utilized the water level monitoring method specified in paragraph 113 of coating the wall of the Maintenance Hole with chalk to indicate if the maximum*

*water level reached within (1) foot of the Maintenance Hole rim during a rain event.*

*After each rain event of the reporting Fiscal Year, District staff inspected the chalk coating on the wall of the Maintenance Holes at the locations listed in Paragraph 113 of the Consent Decree. At all locations, the chalk showed no instance of the water level reaching within one (1) foot of the Maintenance Hole rim.*

- ii. identify if there was an SSO or the water level reaches within one (1) foot of the Maintenance Holes rim and whether the event(s) occurred during a rain event that was greater than the December 5, 1952 Storm;

*There was no SSO or instance of the water level reaching within one (1) foot of the Maintenance Holes rim at the locations listed in Paragraph 113 of the Consent Decree during the reporting Fiscal Year.*

- iii. a description of all activity the District performed to prevent an SSO from occurring at a location that the District had reason to believe an SSO was likely to occur;

*There were no locations that the Stege Sanitary District had reason to believe an SSO was likely to occur during the reporting Fiscal Year.*

- iv. a list of sewer segments improved pursuant to Paragraph 113, including the date the capacity was improved, and certification that any improved Sewer Main has sufficient capacity; and

*The Sewer Main for item “i. Kearny Street and Conlon Avenue” on the list of locations in Paragraph 113 has been replaced and upsized from 8”Ø and 10”Ø to 12”Ø in June 2016. As approved in an email from Samuel Plummer of the Regional Water Board on November 21, 2019, this location no longer requires monitoring since the District assessed the location for two Wet Weather Seasons following the replacement with no evidence of a potential capacity deficiency.*

*The Sewer Main for item “viii. Pomona Avenue and Ward Avenue” on the list of locations in Paragraph 113 has been mitigated by the installation of an 8”Ø sewer main relief line in December 2016. As approved in an email from Samuel Plummer of the Regional Water Board on November 21, 2019, this location no longer requires monitoring since the District assessed the location for two Wet Weather Seasons following the replacement with no evidence of a potential capacity deficiency.*

- v. the identification of any capacity-related SSOs and the SSO date and location.

*There were 0 capacity-related SSOs during the reporting Fiscal Year.*

- b. Inspections: a certification that the District completed CCTV inspections downstream of each SSO location under Paragraph 114;

*See Exhibit A (attached) for Stege Sanitary District Sanitary Sewer Overflow Report for Fiscal Year 2020-21 which includes the CCTV certification dates of each SSO location.*

- c. Acute Defects: a description of the activities to Repair Acute Defects under Paragraph 115, including:

- i. the number of Acute Defects found;

- *1 Acute Defect has been found during the reporting Fiscal Year.*

- ii. the number of Acute Defects Repaired; and

- *1 Acute Defect has been repaired.*

- iii. for Acute Defects that were not Repaired within twelve (12) months, provide an explanation why they were not Repaired on time and describe the actions that will be taken and/or the schedules that will be established in order to Repair the Defects as soon as possible;

- *The 1 Acute Defect has been repaired within twelve (12) months of discovery as follows:*

Acute Defect Location	Discovery Date	Resolve Date	Project#/Permit#
6246 Lagunitas Ave, El Cerrito, CA	10/6/2020	10/7/2020	27932

- d. Sewer Main Cleaning: a description of activities conducted under its sewer cleaning program pursuant to Paragraph 116, including the feet of Sewer Main cleaned and percent of feet of Sewer Main in the District’s Collection System cleaned that are: (i) less than eighteen (18) inches in diameter and (ii) eighteen inches or greater in diameter as part of the routine and hot spot cleaning programs, reporting both unique footage and total footage (i.e., including repeat cleanings);

*Sewer Main cleaned during the reporting Fiscal Year in the Stege Sanitary District's Collection System that are:*

*(i) less than eighteen (18) inches in diameter*

- 669,517 unique feet which equates to 86% of the collection system*
- 909,432 total feet, including repeat cleanings, which equates to 117% percent of the collection system*

*(ii) greater than eighteen (18) inches in diameter*

- 41,938 unique feet which equates to 5% of the collection system*
- 45,372 total feet, including repeat cleanings, which equates to 6% percent of the collection system*

e. Root Cleaning: a description of the activities conducted under its root control program pursuant to Paragraph 117, including the feet of Sewer Main treated for root control (i.e., unique feet) reported as an annual total feet and the cumulative total of feet treated for root control since the Effective Date;

- 43,515 annual total (unique) feet of Sewer Main were treated for root control during the reporting Fiscal Year*
- 331,682 cumulative total of feet were treated for root control since the beginning of the Fiscal Year of the Consent Decree Effective Date of September 22, 2014*
- As stated earlier in response to paragraph 143, the minimum requirement of 14,236 feet of Sewer Main to be treated for root control, consistent with paragraph 117 of the Consent Decree, should be reduced to 6,059 feet. In addition to the previous reduction of 25,764 feet to the minimum requirement of Sewer Main, an additional 8,177 feet of Sewer Main is proposed to be removed from the root control program due to the sewer mains being rehabilitated during the reporting Fiscal Year and no longer having excessive roots requiring treatment.*

f. Hot Spot Cleaning: description of activities conducted under its hot spot program pursuant to Paragraph 118, including feet of Sewer Mains in the hot spot cleaning program, the range of cleaning frequencies for pipe in the hot spot cleaning program, feet of hot spot pipe cleaned once or more during the reporting Fiscal Year (i.e., unique feet), the total feet of hot spot cleaning during the reporting Fiscal Year, including repeat cleanings;

- As of 6/30/2021, 50,230 feet of Sewer Mains are in the hot spot cleaning program*
- The range of cleaning frequencies for pipe in the hot spot cleaning program is up to 6 months*
- 51,577 unique feet of hot spot pipe were cleaned once or more during the reporting Fiscal Year*



- 244,739 total feet of hot spot pipe, including repeat cleanings, were cleaned during the reporting Fiscal Year, which equates to 31% percent of the collection system

- g. FOG: a description of activities to control FOG in the Collection System pursuant to Paragraph 119 and a list of any SSOs that were thought to be associated with FOG or excessive buildup of grease and that were investigated; and any actions that were taken against food service establishments related to inadequate FOG controls;

*The Stege Sanitary District works closely with EBMUD to implement the Regional FOG Control Program. The program was established to reduce FOG related blockages and consists of FOG hotspot investigations, food service establishment (FSE) reviews, gravity grease interceptor (GI) inspections, enforcement support, hotspot reporting, FOG information database management, and outreach. A key element of the program includes hotspot response which is a targeted response to grease-related blockages and consequent SSOs. Response activities include facility inspections at FSEs upstream of the problem area, camera investigations, recommendations for corrective actions and enforcement procedures, as needed. Similar response activities are also undertaken by EBMUD for residential hotspots.*

*There were no SSOs thought to be associated with FOG during the reporting Fiscal Year.*

- h. SSO Prevention and Outreach: a report on the measures it has taken pursuant to Paragraph 120.

*The Stege Sanitary District continues to participate in the Underground Service Alert (USA) North damage prevention service that is designed to protect underground facilities in Northern California and continues to provide outreach to inform plumbers, contractors and utility companies of the need for care and protection when working on or around the sanitary sewer system. The Stege Sanitary District also continues public education efforts to inform its residents how their actions can help prevent SSOs through targeted outreach after each SSO, newsletters twice a year, information on the Stege Sanitary District website, additional awareness via twitter, and educational pamphlets distributed at our office counter and at public events such as the City of El Cerrito's 4<sup>th</sup> of July Fair.*

## **J. MISCELLANEOUS**

172. If the Annual Report documents that any of the obligations subject to stipulated penalties may not have been complied with, and a Defendant takes the position that potentially applicable stipulated penalties should not be assessed, that Defendant may include in the Annual Report an explanation as to why Plaintiffs should forego collecting such penalties; provided, however, that

not including such information does not prejudice the Defendant from providing such or additional information to Plaintiffs or the Court in the “Dispute Resolution” Section of this Consent Decree.

- *The Stege Sanitary District should NOT be assessed stipulated penalties for the “Category 3” SSOs that did not reach waters of the United States as shown in Exhibit A - Stege Sanitary District Sanitary Sewer Overflow Report for Fiscal Year 2020-21.*

**ATTACHMENTS**

- Exhibit A – Stege Sanitary District Sanitary Sewer Overflow Report for Fiscal Year 2020-21
- Exhibit B – Representative Notice of a Sewer Lateral Overflow (Defective Sewer Lateral)

# EXHIBIT A



## STEGE SANITARY DISTRICT Sanitary Sewer Overflow Report

7/1/2021

SPILL TYPE	LOCATION	START	END	GROSS VOLUME (gals)	AMOUNT RECOVERED (gals)	NOT RECOVERED (gals)	DESTINATION	PROBABLE CAUSE	REPEAT?	REHAB'D w/in last 10 YRS?	CCTV Cert. Date
Category 1	329 RUGBY AVE., KENSINGTON, CA 94707	2020.06.25 08.00.00	2020.07.16 17.30.00	117	12	105	Drainage Channel	Pipe Structural Problem/Failure	NO	NO	7/15/2020
<b>MEASURES TAKEN:</b> Replaced mainline on 7/20/2020.											
Category 3	703 Everett St., El Cerrito, CA 94530	2020.12.13 15.30.00	2020.12.13 18.25.00	36	36	0	Building or Structure	Debris-Plastic Softball	NO	NO	12/14/2020
<b>MEASURES TAKEN:</b> Blockage caused by plastic softball lodged in sewer main. Notices issued to educate all residents upstream of overflow that only human waste and toilet paper should be disposed in the sewer system.											
Category 3	5735 COLUMBIA AVE., RICHMOND, CA 94804	2020.12.22 20.25.00	2020.12.22 21.30.00	6	6	0	Paved Surface	Debris-Wipes/Non-Dispersables	NO	NO	12/22/2020
<b>MEASURES TAKEN:</b> Notices issued to educate all residents upstream of overflow on the proper disposal of flushable wipes.											

# EXHIBIT B

## STEGE SANITARY DISTRICT

---



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

*District Counsel:*  
Kristopher Kokotaylo

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

July 1, 2021

Resident  
7500 Schmidt Lane  
El Cerrito, CA 94530



### RE: NOTICE OF A SEWER LATERAL OVERFLOW (DEFECTIVE SEWER LATERAL)

Dear Resident,

The Stege Sanitary District provides sanitary sewer collection service for the communities of El Cerrito, Kensington, and a portion of the Richmond Annex. The District is responsible for maintaining the sanitary sewer main lines in order to prevent sewage overflows, protect the environment, and safeguard public health.

A recent service call indicated that a defect within your property's sanitary sewer lateral (the sewer pipe from a building or home) created an overflow of raw sewage on your property. You may need to call a plumber to clear and/or repair your sanitary sewer lateral. A District list of registered plumbers is attached for your convenience.

When a plumber clears a blockage from a sanitary sewer lateral, they may push roots and debris downstream causing a subsequent problem in the larger main sewer in the street.

**PLEASE HELP US!** If you hire a plumber to clean your home's sanitary sewer lateral, kindly let us know, so we may check the main sewer and prevent any subsequent blockages downstream. We will inspect and clean our sewer main lines at **no charge to you**.

In order to prevent future blockages and/or backups within your sanitary sewer lateral, do not flush solid waste such as hand towels, wipes, or rags into toilets – they should be placed in the trash. You may also want to consider repairing or replacing your sanitary sewer lateral if you experience frequent blockages or other maintenance issues due to structural problems or root intrusion.

Thank you for your cooperation. Please feel free to call our District office at **(510) 524-4667** if you have any questions, comments or information.

Very truly yours,

STEGE SANITARY DISTRICT



Consent Decree (Case Nos. CV 09-00186 and CV 09-05684, N.D. Cal.)



East Bay Municipal Utility District

---

Consent Decree (Case Nos. CV 09-00186 and CV 09-05684, N.D. Cal.)

# 2020/2021 Flow Model Calibration, WWF Output Ratios and Output Test Results

December 2021

---



Consent Decree (Case Nos. CV 09-00186 and CV 09-05684, N.D. Cal.)

This page intentionally left blank

---



## Executive Summary

The East Bay Municipal Utility District (EBMUD) conveys and treats wastewater generated by seven Satellite Agencies (the Cities of Alameda, Albany, Berkeley, Emeryville, Oakland, and Piedmont, plus the Stege Sanitary District, which serves El Cerrito, Kensington, and Richmond Annex). Each Satellite Agency (or “Satellite”) owns and operates its own sanitary sewer system that collects wastewater generated in the Satellite’s community and conveys the flows to EBMUD’s Interceptor System. The Interceptor System then conveys the flows to the Main Wastewater Treatment Plant (MWWTP) where they are treated. Treated effluent from the MWWTP is discharged through an outfall located near the eastern span of the San Francisco-Oakland Bay Bridge.

During significant precipitation events, excessive amounts of rain and groundwater improperly enter the collection system through multiple avenues, such as deteriorated and defective pipes or illicit storm drain connections. This extraneous water entering the collection system, known as inflow and infiltration (I&I), causes an increase in the flows and volumes that must be conveyed by EBMUD’s Interceptor System. Currently, during certain significant wet weather events, the volume of I&I entering the Interceptor System exceeds its conveyance capacity. In these instances, the MWWTP is relieved by, and primary treatment is provided at, EBMUD’s three wet weather facilities (WWFs), located at Point Isabel (PI WWF), Oakport (OAK WWF), and San Antonio Creek (SAC WWF).

On September 22, 2014, EBMUD and the Satellites entered into a Consent Decree (CD) in *United States, et al. v. East Bay Municipal Utility District, et al.* (Case Nos. CV 09-00186 and CV 09-05684, N.D. Cal.) with the United States Environmental Protection Agency (EPA), California State Water Resources Control Board, California Regional Water Quality Control Board, San Francisco Bay Region, San Francisco Baykeeper, and Our Children’s Earth Foundation. The CD requires EBMUD and the Satellites to eliminate most discharges from EBMUD’s three WWFs by 2036 through the removal of I&I from the regional collection system. Compliance is determined by simulating system performance during a specified high-intensity storm using a hydrologic and hydraulic model of the Interceptor System (known as the “Flow Model”) maintained by EBMUD.

EBMUD is required to update and calibrate the Flow Model each year. EBMUD uses the updated, calibrated model to determine the rate of progress toward the CD’s WWF discharge reduction goals in the manner described below.

### Annual Model Update and Calibration

Each update of the hydrologic model accounts for rehabilitation work performed since the last update, including both the work performed on public sewer mains and maintenance holes (MHs) by the Satellites and the work performed on sewer laterals by private property owners via compliance with the Private Sewer Lateral Programs. The hydraulic model update includes adjustments to the model’s operational logic to account for any changes in how EBMUD operated the Interceptor System that year. Each update also incorporates physical infrastructure improvements made in the previous year, if any. It is noted that no physical infrastructure improvements that would require updates to the hydraulic model were reported in fiscal year 2021 (FY21).



The FY21 model updates provide a first estimate of the I&I reduction resulting from reported sewer rehabilitation projects and a first estimate of the hydraulic performance within the EBMUD Interceptor System. Finally, the model is calibrated over at least a minimum period of the preceding Wet Season to be volumetrically conservative, as the CD requires, which ensures that the model does not underpredict WWF discharge volumes. As the Wet Season is defined as the period from December 1 of one calendar year through April 15 of the following calendar year, the annual work is performed on a fiscal year (FY) basis.

EBMUD continually evaluates the quality of data incorporated into the model. Potential improvements to data sources are considered on an ongoing basis. For the FY21 season, as part of the Regional Technical Support Program (RTSP), EBMUD collected data from widespread Interceptor Tributary Areas (ITAs) for a second consecutive year. ITAs are distinct geographical areas that contribute flows into the Interceptor System. The metering data from FY21 data were incorporated into the model calibration that supported hydrologic calibration of 70 ITAs, representing 89% of the service area and 90% of the Average Base Wastewater Flow (ABWF) generated within the regional collection system. The widespread collection of ITA-scale data allows for an enhanced resolution in modeling the generation of flows entering the Interceptor System. It permits an evaluation of where flow volumes have been reduced, thus measuring progress toward achieving the CD's WWF discharge reduction goals.

#### Output Ratio Testing Methodology

The updated and calibrated model is used each year to simulate system performance in the prescribed high-intensity December 5, 1952 Storm, as specified in the CD. Each year, the discharge volumes predicted by the model from EBMUD's three WWFs from the prescribed storm are compared to the volume of discharges from a model run representing the Baseline conditions. The Baseline condition model was calibrated using flow data from the fiscal year 2010 (FY10) and fiscal year 2011 (FY11) rainy seasons, and its purpose was to establish a baseline for evaluating future discharge volume reductions over time. In the Baseline model run, the predicted volume of discharge for the storm event at each WWF is known as the Baseline WWF Output. This comparison of the annually calculated discharge volumes to the Baseline WWF Output is referred to as the Output Ratio. For example, an Output Ratio of 100% for a given WWF demonstrates that the WWF's discharge volume, as simulated by the updated and calibrated model, is equal to its discharge volume from the Baseline WWF Output, meaning that there has been neither an increase nor a decrease in discharge volume from the WWF since the baseline was calculated. An Output Ratio greater than 100% for a WWF indicates that the WWF is predicted by the updated and calibrated model to discharge a volume that exceeds the Baseline WWF Output. Conversely, an Output Ratio less than 100% for a WWF indicates that the WWF's discharge volume simulated by the updated and calibrated model is less than its Baseline WWF Output.

The Output Ratios are used to measure compliance with the CD. By a specified date, the CD requires each WWF to show that it would not discharge from the prescribed high-intensity 1952 storm. A WWF may demonstrate compliance with that requirement by showing it has an Output Ratio of 0%. The deadline to demonstrate a 0% Output Ratio varies by WWF. The SAC WWF, PI WWF, and OAK WWF must meet that requirement by the end of calendar years 2028, 2034, and 2036, respectively. Output Ratios are also used to assess the interim progress toward the CD's ultimate WWF discharge reduction goal at Mid-Course Check-Ins, occurring in 2022 and 2030. The CD defines two benchmark WWF Output Ratios for the WWFs





at the Mid-Course Check-Ins. These benchmarks will inform a determination of whether an acceptable rate of progress has been achieved. For example, the benchmark Output Ratio for the OAK WWF for 2022 compares the OAK WWF's Baseline discharge volume in the prescribed high-intensity storm with the volume predicted to be discharged from the OAK WWF if an identical storm occurred again in 2022, based on assumptions made at the time the Baseline model was finalized regarding the quantity of public and private rehabilitation work that would be completed by 2022, and the expected rate of I&I reduction that would be achieved from the performance of that rehabilitation work. At the 2022 Mid-Course Check-In, the SAC WWF, PI WWF, and OAK WWF are to demonstrate benchmark Output Ratios of 43%, 53%, and 65%, respectively. At the 2030 Mid-Course Check-In, the PI WWF and OAK WWF are to demonstrate benchmark Output Ratios of 18% and 31%, respectively; the SAC WWF must have already demonstrated a 0% Output Ratio at the end of 2028. Compliance with these benchmarks will be determined in the 2022 Mid-Course Check-In by averaging a WWF's Output Ratios from fiscal year 2020 (FY20), FY21, and fiscal year 2022 (FY22) into a single number known as a Three-Year-Average Output Ratio, which is then compared against the benchmark percentage specified in the CD for that WWF for 2022. The same process will be done for each WWF in the 2030 Mid-Course Check-In by using a WWF's fiscal year 2028 (FY28), fiscal year 2029 (FY29), and fiscal year 2030 (FY30) Output Ratios to calculate the WWF's Three-Year-Average Output Ratio, which will be compared in turn with the 2030 benchmark for that WWF defined in the CD.

The ability to assess the performance of each WWF may be performed in two manners. The first manner, based on a hindcast methodology, remains consistent with previous reports. The hindcast assessment performs a strict comparison of the current Three-Year Average Output Ratio versus a targeted Output Ratio interpolated from CD benchmarks. The second manner, based on a forecast methodology, utilizes the available FY20 and FY21 Output Ratio values to forecast the necessary FY22 Output Ratio range which would result in either compliance with the benchmarks, compliance with the exceedance value provided in Paragraph 125, or need for Performance Evaluation Plan implementation. The forecasted FY22 Output Ratio range is then assessed against previously determined Output Ratio to assess the likelihood of each WWF to be in compliance.

For the hindcast methodology, Output Ratios can also be used to measure ongoing progress in the years before and after each Mid-Course Check-In. However, because the CD defines WWF Output Ratio benchmarks only for the Mid-Course Check-Ins, a target Output Ratio for other years must be determined using another method. Target Output Ratios have been interpolated using a straight-line projection from the Baseline WWF Output Ratios to the benchmark Output Ratios. Stated another way, a straight, sloping line can be drawn on a graph to connect the Baseline discharge volume in 2011 and the expected discharge volume at the 2022 Mid-Course Check-In. The point where that line crosses 2021 is the target Output Ratio for FY21. A target Output Ratio derived in this manner can assist with understanding the sufficiency of the rate of progress of WWF discharge volume reduction. The Three-Year-Average Output Ratio is calculated by averaging the Output Ratios determined for the previous three years. For example, the FY21 Three-Year-Average Output Ratio, calculated from fiscal year 2019 (FY19), FY20, and FY21 Output Ratios, is then compared against that WWF's target Output Ratio for FY21. If the calculated Three-Year-Average Output Ratio at the WWF is larger than the target Output Ratio – that is, if it would fall above the interpolated line on the graph – then the WWF discharge reductions are not meeting projections and the



WWF would be at risk of not meeting compliance. Conversely, if the calculated Three-Year-Average Output Ratio is less than the target Output Ratio – that is, if it would fall below the interpolated line on the graph – then the WWF discharge reductions are exceeding projections and the WWF would be on pace to be in compliance.

The forecast methodology is only performed in the year preceding a Check-In. As two of the three Output Ratio values used to determine the Three-Year-Average Output Ratio are known, a forecast is determined for the following FY Output Ratio value necessary to achieve compliance or be within the CD defined exceedance factor, is determined. The forecasted Output Ratio ranges can assist with assessing the likelihood of each WWF being in compliance with the CD defined benchmarks.

**FY21 Output Ratio Results**

Following the described Output Ratio testing methodology, the FY21 Output Ratios were determined for each WWF. The FY21 Output Ratio is reflective of the documented Work<sup>1</sup> including the implementation of the Pumping Station Q (PSQ) bi-directional flow project completed by EBMUD and placed into operation prior to the FY20 Wet Season. The calculated discharge volumes from each WWF for the Baseline and FY21 conditions are shown in Table ES-1 below.

**Table ES-1: Baseline and FY21 Discharge Volumes**

Facility	Baseline Discharge Volume <sup>1</sup> (Million Gallons)	FY21 Discharge Volume (Million Gallons)	FY21 Output Ratio <sup>2</sup>
PI WWF	23.3	10.0	43%
OAK WWF	53.7	28.9	54%
SAC WWF	13.2	4.6	35%

<sup>1</sup> Baseline volume is the model-predicted discharge volume from the December 5, 1952 Storm resulting from Baseline Flow Model calibration to observed flow data from the FY10 and FY11 Wet Seasons.

<sup>2</sup> FY21 Output Ratio is calculated as the FY21 volume divided by the Baseline volume, expressed as a percentage.

The FY21 Three-Year-Average Output Ratio is calculated at each WWF. Table ES-2 presents the calculated Output Ratios from FY19, FY20, and FY21 for each WWF, plus the three-year average of those values. For comparison, Table ES-2 also presents the Mid-Course Check-In and final compliance Output Ratios defined in the CD for each WWF.

**Table ES-2: Computed WWF Output Ratios**

Facility	Output Ratios					CD Benchmarks		
	FY19	FY20	FY21	Three-Year-Average	FY21 Target <sup>1</sup>	2022	2030	Final Compliance
PI WWF	96%	48%	43%	63%	57%	53%	18%	0% by 2034
OAK WWF	75%	66%	54%	65%	68%	65%	31%	0% by 2036
SAC WWF	74%	39%	35%	50%	48%	43%	-- <sup>2</sup>	0% by 2028

<sup>1</sup> FY21 target Output Ratio is estimated based on a straight-line interpolation from the Baseline WWF Output Ratio and the 2022 Mid-Course Check-In benchmark Output Ratio.

<sup>2</sup> The compliance date for the SAC WWF precedes 2030.

<sup>1</sup> Work is a CD-defined term and shall mean the activities the Defendants are required to perform under Sections VI-XVIII of the CD.



At the PI WWF, the FY21 Output Ratio is 43% and the FY21 Three-Year-Average Output Ratio is 63%. The FY21 target Output Ratio is 57% based on the straight-line interpolation method. The FY21 Output Ratio at the PI WWF is influenced by both the low rainfall totals in the Wet Season and the implementation of the PSQ bi-directional flow project, which was first operational during FY20 ahead of the CD-required implementation date. The PSQ bi-directional flow project provides additional conveyance capacity along the North Interceptor to the MWWTP and resulted in a decrease in discharge volume from the PI WWF during the December 5, 1952 Storm. Using the hindcast methodology, the FY21 Three-Year-Average Output Ratio is greater than the target Output Ratio, so the PI WWF remains at risk of not meeting the required reductions in 2022. The PI WWF was originally determined to be at risk of not meeting the 2022 Mid-Course Check-In in fiscal year 2017 (FY17).

Using the forecast methodology, a FY22 Output Ratio value of 68% or less is required for the PI WWF to meet the first Mid-Course Check-In benchmark as the FY20 and FY21 Output Ratio values are 48% and 43%, respectively. For the PI WWF to be within the established 20% exceedance factor, as detailed in Paragraph 125 of the CD, a FY22 Output Ratio value between 68% and 100% is required. Although the PI WWF has historically been the most sensitive to the extremes in climatologic conditions, the normalized GWI assessment shows a year-over-year reduction in flows generated within the PI WWF tributary ITA-group. Given the recent trend in I&I reduction and the implementation of the PSQ bi-directional flow project, if the rainfall accumulation throughout the FY22 Wet Season does not significantly exceed the long-term annual average, the PI WWF may meet the first Mid-Course Check-In benchmark and is likely to be within the established 20% exceedance factor established in Paragraph 125 of the CD.

At the OAK WWF, the FY21 Output Ratio is 54% and the FY21 Three-Year-Average Output Ratio is 65%. The FY21 target Output Ratio is 68% based on the straight-line interpolation method. Using the hindcast methodology, the FY21 Three-Year-Average Output Ratio is less than the target Output Ratio, so the OAK WWF is identified as being on track for compliance with the required reductions in 2022.

Using the forecast methodology, a FY22 Output Ratio value of 76% or less is required for the OAK WWF to meet the first Mid-Course Check-In benchmark as the FY20 and FY21 Output Ratio values are 66% and 54%, respectively. For the OAK WWF to be within the established 20% exceedance factor, as detailed in Paragraph 125 of the CD, a FY22 Output Ratio value between 76% and 114% is required. Since FY17, the OAK WWF has demonstrated the most consistent reduction in Output Ratio. Given the trend in Output Ratio reduction since FY17, the OAK WWF seems likely to meet the first Mid-Course Check-In benchmark.

At the SAC WWF, the FY21 Output Ratio is 35% and the FY21 Three-Year-Average Output Ratio is 50%. The FY21 target Output Ratio is 48% based on the straight-line interpolation method. Using the hindcast methodology, the FY21 Three-Year-Average Output Ratio is greater than the target Output Ratio, so the SAC WWF remains at risk of not meeting the required reductions in 2022. The SAC WWF was originally determined to be at risk of not meeting the 2022 Mid-Course Check-In in fiscal year 2018 (FY18).

Using the forecast methodology, a FY22 Output Ratio value of 55% or less is required for the SAC WWF to meet the first Mid-Course Check-In benchmark as the FY20 and FY21 Output Ratio values are 39% and 35%, respectively. For the SAC WWF to be within the established 20% exceedance factor, as detailed in Paragraph 125 of the CD, a FY22 Output Ratio value between 55% and 79% is required. The SAC WWF has historically demonstrated a high variability in its Output Ratio due to the relatively small discharge volume.



Given the recent trend in Output Ratio values, if the rainfall accumulation throughout the FY22 Wet Season does not significantly exceed the long-term annual average, the SAC WWF may meet the first Mid-Course Check-In benchmark and is likely to be within the established 20% exceedance factor established in Paragraph 125 of the CD.

FY21 System-Wide Volume Ratio Results

As a secondary assessment of the effect of rehabilitation work in reducing discharge volumes from the Interceptor System service area, a system-wide volume ratio was computed, as the Output Ratio for a specific WWF can be locally influenced by the ITAs that are directly tributary to the facility. The system-wide volume ratio provides a broader overview of the I&I reductions realized within the system. Similar to the Output Ratio calculation, the volume ratio is determined by dividing the model-predicted system-wide volume of flows from each facility from the most recent FY by the model-predicted system-wide volumes from the Baseline conditions. The system-wide volumes are determined by summing the volumes arriving at the MWWTP and flows discharged from the PI WWF, OAK WWF, and SAC WWF. The system-wide volume ratios include the impacts of climatological conditions present in that year. To mitigate the impacts from climatological variations from year to year, the system-wide volume ratio has also been calculated with the Baseline groundwater conditions imposed in the model. Table ES-3 shows the calculated system-wide volume ratio as well as the climatologically normalized system-wide volume ratio. The system-wide volume ratios with Baseline groundwater conditions demonstrate a consistent and expected reduction in volumes. Additionally, they provide a secondary measure for assessing effectiveness of work performed.

**Table ES-3: Computed System-Wide Volume Ratios for Calibrated and Baseline Groundwater Conditions**

<b>Year</b>	<b>Computed System-Wide Volume Ratio with Calibrated FY Groundwater Conditions</b>	<b>Computed System-Wide Volume Ratio with Baseline Groundwater Conditions<sup>1</sup></b>
FY15	86%	100%
FY16	92%	97%
FY17	95%	95%
FY18	92%	90%
FY19	92%	91%
FY20	80%	82%
FY21	76%	78%

<sup>1</sup>



System-wide, through FY21, a 24% reduction in calibrated total discharge volume has been calculated; this is a slightly greater decrease than that determined using the Baseline groundwater conditions, demonstrating the impact of the exceptionally dry FY20 and FY21 Wet Seasons. The total system-wide year-over-year reductions demonstrate that the rehabilitative work performed within the regional wastewater collection system is removing I&I. However, as expected and previously demonstrated at both an ITA scale and WWF tributary area scale, the amount of reductions varies throughout the collection area, and this variation has a direct impact on the rate of progress toward reducing discharges from each WWF.

#### Considerations Regarding Output Ratio Assessment

The Output Ratio has shown and is anticipated to continue to show a significant variation from year to year at each WWF due to multiple factors. These factors should be given consideration in assessing the overall effectiveness of sewer system rehabilitation in reducing the WWF discharges. Factors contributing to potential variations in the calculated Output Ratios include the following:

1. **Conservative Flow Model Calibration Bias:** The CD requires that the Flow Model be calibrated to overpredict the flows to and from the WWFs and the MWWTP. While this requirement avoids underprediction in discharged volumes, it may result in the Flow Model predicting discharges for events where actual discharge may not occur, as well as predicting a greater volume being discharged than would be expected to occur. The conservative bias factor would contribute to elevating the Output Ratio.
2. **Climatological Conditions:** The variations in rainfall and climatological conditions observed in the first six years of the Flow Model calibration and Output Ratio testing have affected the calculated Output Ratios. The fiscal year 2015 (FY15) Output Ratios showed a reduction in discharges from WWFs that exceeded expectations, likely due to the presence of multi-year drought conditions. Conversely, the reduction in discharge from WWFs calculated for FY17 was less than expected, likely due to the precipitation being 65% greater than the mean annual precipitation (23.45 inches).

Similar to FY15 and FY20, the FY21 Output Ratios, computed in a Wet Season with significantly less total rainfall than the long-term average, show reductions in discharges from WWFs that exceed expectations. For the current analytical period used for the determination of the Three-Year-Average Output Ratio, the cumulative precipitation received in the regional collection area is 47.37 inches, 22.99 inches less than the historical average. While impacts from extreme variations in climatological conditions would be expected to be minimized over an extended period of time, the effects have been observed to be significant in a shorter timeframe, such as over a period of one, two, or three Wet Seasons. While the FY15, FY20, and FY21 Output Ratios all exceeded the expected I&I reductions based on reported sewer rehabilitation, there is a noted decrease in the hydrologic response to rainfall present in the observed flow data. The Flow Model calibration is influenced by the decreased rainfall-dependent inflow and infiltration (RDII) flow volumes observed during these Wet Seasons with low rainfall totals. In FY15, it was noted that the groundwater infiltration (GWI) response after multiple years of drought conditions was depressed, but the model calibration in FY15 did not require significant reductions in RDII volumes to achieve calibration. In FY20 and FY21, both the GWI and the RDII flow components were depressed in the observed flow data. This indicates that the climatologic conditions present in



FY20 through FY21 may have influenced both the observed GWI and RDII responses within the Regional Wastewater Collection and Transmission System. In FY21, for the second consecutive year, the model-generated rates of RDII generation required significant reductions to achieve calibration to observed flows.

3. **Persistent Groundwater Conditions:** Variations in climatological conditions also affect groundwater, and impacts on GWI processes may persist for more than a single Wet Season. In the year after an extreme wet year, elevated GWI processes may still be evident, adversely affecting the WWF discharge volumes. As with climatological conditions, impacts from persistent groundwater conditions would be expected to decrease over an extended period of time, but these conditions may affect the Output Ratio for more than one Wet Season. The groundwater factor would contribute to elevating the Output Ratio in and after wetter-than-average seasons and reducing the Output Ratio in drought-like seasons.
4. **Quantity, Methodology, and Location of Sewer Rehabilitation:** In FY21, as in all previous years, the amount of I&I reduction that has been realized relative to the amount of reported sewer rehabilitation has shown a high degree of variability. This is evident in the variation between the expected and calibrated I&I reductions determined from the Flow Model update and calibration efforts, respectively. There are several possible explanations for the differences between the expected and actual I&I reductions. The locations where sewer rehabilitation is performed will influence the I&I reduction, as rehabilitation in areas with higher rates of I&I production would be expected to have a larger impact on I&I reduction than rehabilitation in areas where less I&I is evident. The concentration of sewer rehabilitation can also be expected to affect the I&I reduction. Sewer rehabilitation that targets contiguous sewer assets may be more effective, especially in earlier years, than sewer rehabilitation that is highly distributed. Lastly, the presence and significance of I&I migration is another potential explanation for the difference between the expected and calibrated reductions. There is likely a minimum amount of rehabilitation that is required before I&I reduction is observable, and this minimum amount is also variable from one ITA to the next. For I&I reductions to approach the expected values, these considerations likely need to be addressed. The sewer rehabilitation factor would contribute to variability in the Output Ratio.

# Output Ratios and Output Test Results

## First Mid-Course Check-In Three-Year-Average Output Ratio

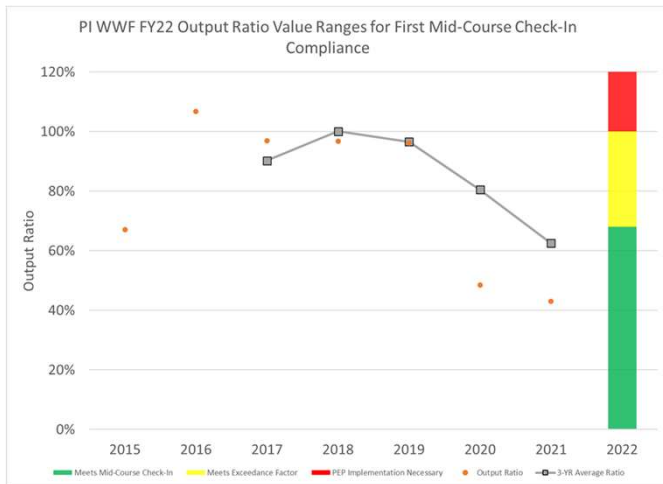
Facility	Output Ratio			
	FY20	FY21	FY22	2022 WWF Benchmark
PI WWF	48%	43%	?	53%
OAK WWF	66%	54%	?	65%
SAC WWF	39%	35%	?	43%

### KEY TAKEAWAYS

- 1. With FY20 and FY21 Output Ratios computed, two of the three values to be used in the 2022 Three-Year-Average Output Ratio are known.*
- 2. The FY22 Output Ratio value required for compliance with the first Mid-Course Check-In can be computed.*

# Output Ratios and Output Test Results – PI WWF

(3) Observations of trends and the likelihood of meeting the Mid-Course Check-In targets?



PI WWF first Mid-Course Check-In Target – 53%

Output Ratio Criteria	Maximum FY22 Output Ratio Value
Within Compliance	68%
Within Exceedance Factor	100%

## KEY TAKEAWAYS

1. PI WWF may meet the first Mid-Course Check-In benchmark.
2. PI WWF is likely to be within the established 20% exceedance factor established in Paragraph 125 of the CD.



**10:15 – 10:45 A.M.**

## **STRATEGIC PLAN**

The Board will review and discuss the plan.

**STEGE SANITARY DISTRICT**

# STRATEGIC PLAN



MARCH 2022

THIS PAGE LEFT BLANK INTENTIONALLY

# STEGE SANITARY DISTRICT STRATEGIC PLAN

## I. MISSION

To protect public health and the environment for the communities we serve through planning and operation of a safe, efficient, and economical wastewater collection system.

## II. VISION

The District will continue to:

- a. Protect public health and the environment
- b. Meet all legal and regulatory requirements
- c. Work in a safe and efficient manner
- d. Provide excellent customer service
- e. Employ our proactive asset management methods to provide a sustainably reliable collection system and reduce sewer system overflows (SSOs)
- f. Utilize a Pay-as-you-go (PayGo) with existing funds rather than borrowed financial policy for maintenance and construction including prudent, justifiable reserves
- g. Manage resources to accomplish our mission while maintaining a rate structure among the lowest in the San Francisco Bay Area
- h. Provide a safe, enjoyable, and rewarding work environment that recognizes the worth and value of our employees
- i. Use governance and transparency practices that qualify for the Special District Leadership Foundation District of Distinction Accreditation and the District Transparency Certificate of Excellence
- j. Anticipate and plan for future changes
- k. Keep customers informed through newsletters, public appearances, website, and other appropriate outreach

## III. VALUES

The District will adhere to the following set of core values in all aspects of operations:

- a. Safety
- b. Fiscal Responsibility
- c. Fairness

- d. Ethical and Transparent Governance
- e. Professional Excellence
- f. Education and Training
- g. Appropriate, Safe and Secure Up-To-Date Technology and Equipment
- h. Continued Improvement
- i. Sustainable Environmental Practices (Reduce, Reuse, Recycle)

#### **IV. GOALS/OBJECTIVES & WORK PLAN**

1. Comply with State and Federal Regulations
  - a. Meet United States Environmental Protection Agency Consent Decree requirements including submittal of an Annual Report by September 30<sup>th</sup> of each year
  - b. Meet State of California Wastewater Discharge Requirements (WDR) requirements including electronic reporting of Sanitary Sewer Overflows (SSOs)
  - c. Meet Regional Water Quality Control Board (Region 2) Sewer System Management Plan (SSMP) requirements including a documented self-audit every ~~2~~3 years
  - d. Complete a comprehensive legal review and update of the District's Ordinance Code by June 2028 and at least every ten (10) years thereafter
  - e. Maintain a safety sensitive commercial driver program which includes a substance abuse policy for all employees who are required to possess a class B license
  - f. Work with professional associations such as CWEA, CASA, CSDA and BACWA that monitor and advocate on behalf of wastewater agencies before state and federal regulators on pending and proposed legislation or regulations
2. Maintain and Improve Infrastructure
  - a. Perform proactive maintenance and assessment of the sewer system through cleaning, CCTV inspection, and chemical root control to eliminate "preventable" SSOs
  - b. Update and implement sewer system master plan to prioritize sewer replacement, funding, and maintain a sewer system life cycle of 60+ years by June 2023 and at least every two (2) years thereafter
  - c. Update and maintain the District's Asset Management and Data Collections Program which includes the Geographic Information System (GIS) and Computerized Maintenance Management System (CMMS)
  - d. Work with the Regional Private Sewer Lateral (PSL) and Regional Technical Support Program (RTSP) to facilitate property owner replacement of leaky laterals and elimination of cross connections
  - e. Conduct risk assessments for cyber security and natural disasters by June 2025 and at least every five (5) years thereafter

- f. Conduct risk assessments for pump stations, force mains, and siphon by June 2025 and at least every five (5) years thereafter
  - g. Work with local agencies to develop growth strategies that ensure necessary sewer collection infrastructure is prudently funded and installed
  - h. Annually review the District's Emergency Management Plan
3. Ensure Financial Stability and Efficiency
- a. Annually review the Sewer Service Charge
  - b. Conduct a Financial Plan and Rate Study by June 2024 and at least every five (5) years thereafter
  - c. Annually develop and implement a financial budget by June of each year
  - d. Annually undertake an independent financial audit by December of each year
  - e. Change auditors by June 2023 and at least every five (5) years thereafter
  - f. Annually review the District's Connection Charge by January of each year
  - g. Annually review the District's Long Term Financial Plan by June of each year
  - h. Annually review the District's Working Capital and Reserve Policy by June of each year
  - i. Annually review the District's Investment Policy by July of each year
  - j. Conduct a retiree medical actuarial evaluation by March of every even year
  - k. Annually compare service rates with East Bay agencies by January of each year
  - l. Monthly Board review of financial statements
  - m. Establish and follow a plan to fully fund retirement liabilities
  - n. Annually review the District's San Pablo Avenue Specific Plan Impact Fee by June of each year
4. Provide a Safe and Rewarding Work Environment that Recognizes the Worth and Value of Employees
- a. Provide employees with the proper tools, resources, and technology necessary to perform their duties safely, effectively, and efficiently
  - b. Annually review employee salary and benefits by July of each year and conduct a survey vs. comparable agencies by June 2023 and at least every five (5) years thereafter
  - c. Encourage employee participation in professional organizations
  - d. Provide effective training, professional development, and quality educational opportunities at District expense to promote professional development and certification
  - e. Provide a flexible work schedule as a benefit for employees to support employee morale, retention, and recruitment
  - f. Provide an incentive award program and safety awards to recognize employee

- achievements
- g. Maintain a succession plan that will identify and cross-train back-up staff to mitigate the extended absence, loss, or retirement of key employees and maintain institutional and technical knowledge
  - h. Provide a safety and wellness program that promotes a safe work environment and good health
5. Maintain and Improve Community Outreach and Communication
- a. Keep the District website updated with current information that maintains a high level of transparency and accessibility for the public
  - b. Publish the Endeavor Newsletter twice a year, mail to every District resident, and provide copies to service area libraries, community centers, senior centers, cafés, coffee shops, donut shops, & waiting rooms
  - c. Maintain a 24-hour “live” person contact phone number
  - d. Send a customer service satisfaction survey after each service call to track fulfillment of expectations
  - e. Participate in community events such as the 4<sup>th</sup> of July Fair
  - f. Provide educational pamphlets, door hangers, and notices, such as Proposition 218 notices, to inform the public of rate changes, proper disposal of “flushable” wipes & other non-flushables, Fats, Oils & Grease (FOG) disposal, Underground Service Alert (USA) damage prevention services, backflow prevention device (BPD) installation and maintenance, actions that can help prevent SSOs, construction notices, new owner information packets, and the Private Sewer Lateral (PSL) Replacement Loan Program.
  - g. Work cooperatively with other agencies within and around our service area
  - h. Maintain a presence on social media and online communities such as Facebook, Twitter, Nextdoor, and Yelp
  - 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

## Summary of Business Agenda Items per Strategic Plan Goal

STRATEGIC PLAN GOAL		Number of Business Agenda Items by Goal					
		FY 18/19	FY 19/20	FY 20/21	FY 21/22 <small>(as of 2/2022)</small>	TOTAL	AVERAGE
1	Comply with State and Federal Regulations	10	3	3	4	20	5.0
2	Maintain and Improve Infrastructure	17	6	19	12	54	13.5
3	Ensure Financial Stability and Efficiency	13	20	23	10	66	16.5
4	Provide a Safe and Rewarding Work Environment that Recognizes the Worth and Value of Employees	13	14	28	21	76	19.0
5	Maintain and Improve Community Outreach and Communication	13	15	16	8	52	13.0



**11:00 – 12:00 P.M.**

**SAN PABLO AVENUE  
SPECIFIC PLAN AREA**

The Board will review and discuss the progress and planning of the San Pablo Ave. Specific Plan Area.



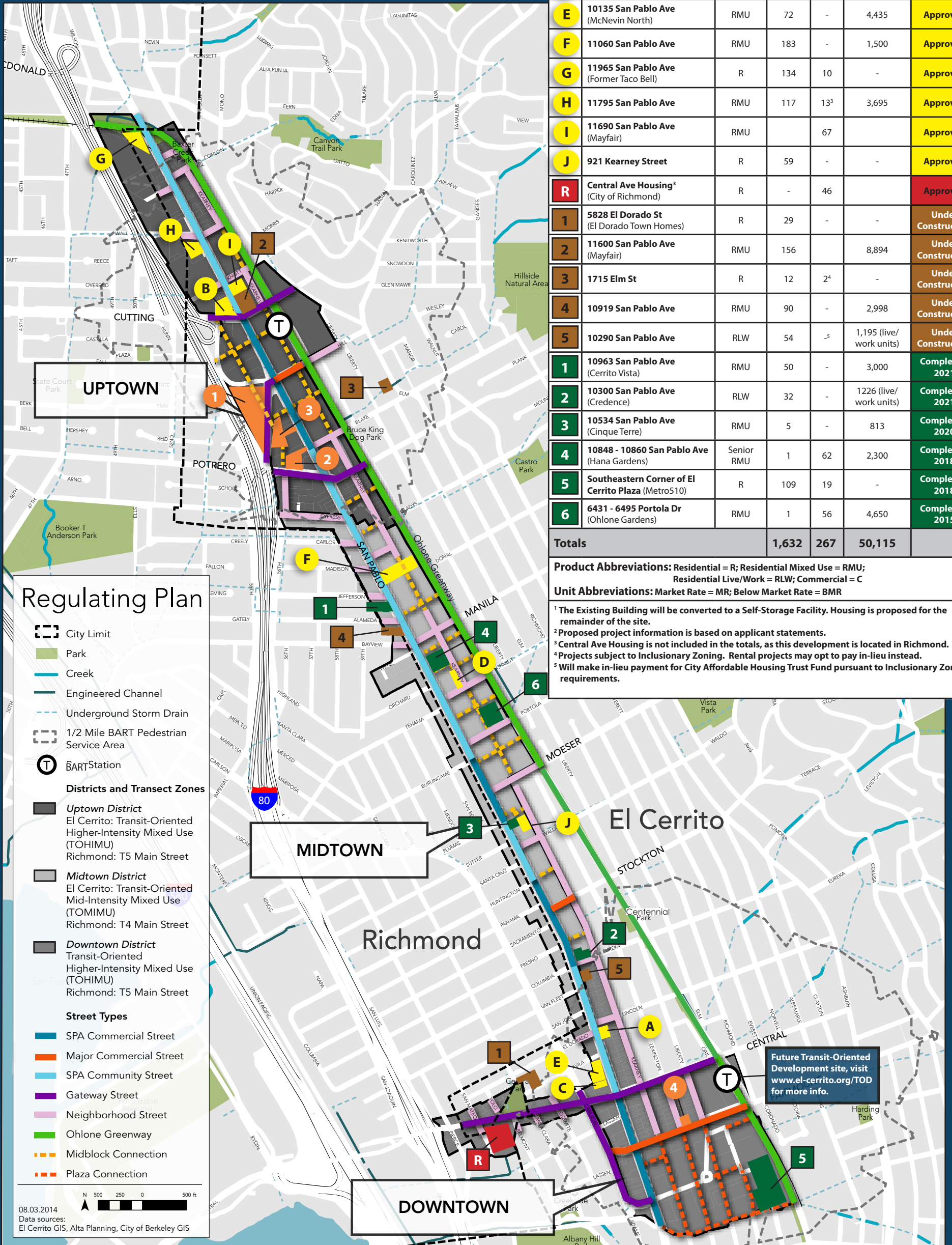
# El Cerrito San Pablo Avenue Corridor, Major Projects:

*Proposed, Approved, Under Construction, and Completed (as of 11/18/2021)*

Key	Project	Product	Units		Commercial Space (SF)	Status
			MR	BMR		
1	1755 Eastshore Blvd (Former OSH)	RMU	279	31	- <sup>1</sup>	Proposed <sup>2</sup>
2	6115 Potrero Ave & 11335-41 San Pablo Ave	RMU	63	- <sup>5</sup>	4,292	Proposed
3	1612 & 1718 Eastshore Blvd (TRU by Hilton)	RMU & Hotel (84 rooms)	18	2 <sup>4</sup>	4,839 office; 1,005 retail	Proposed
4	6501 Fairmount Ave.	RMU	40	5	1,842 SF commercial	Proposed
A	10192 San Pablo Ave	R	26	-	-	Approved
B	11645 San Pablo Ave (Hampton Inn)	Hotel (124 Rms)	-	-	3,431	Approved
C	10167 San Pablo Ave (McNevin South)	R	62	-	-	Approved
D	10810 San Pablo Ave (Village at Town Center)	R	40	-	-	Approved
E	10135 San Pablo Ave (McNevin North)	RMU	72	-	4,435	Approved
F	11060 San Pablo Ave	RMU	183	-	1,500	Approved
G	11965 San Pablo Ave (Former Taco Bell)	R	134	10	-	Approved
H	11795 San Pablo Ave	RMU	117	13 <sup>3</sup>	3,695	Approved
I	11690 San Pablo Ave (Mayfair)	RMU	-	67	-	Approved
J	921 Kearney Street	R	59	-	-	Approved
R	Central Ave Housing <sup>3</sup> (City of Richmond)	R	-	46	-	Approved
1	5828 El Dorado St (El Dorado Town Homes)	R	29	-	-	Under Construction
2	11600 San Pablo Ave (Mayfair)	RMU	156	-	8,894	Under Construction
3	1715 Elm St	R	12	2 <sup>4</sup>	-	Under Construction
4	10919 San Pablo Ave	RMU	90	-	2,998	Under Construction
5	10290 San Pablo Ave	RLW	54	- <sup>5</sup>	1,195 (live/work units)	Under Construction
1	10963 San Pablo Ave (Cerrito Vista)	RMU	50	-	3,000	Completed; 2021
2	10300 San Pablo Ave (Credence)	RLW	32	-	1,226 (live/work units)	Completed; 2021
3	10534 San Pablo Ave (Cinque Terre)	RMU	5	-	813	Completed; 2020
4	10848 - 10860 San Pablo Ave (Hana Gardens)	Senior RMU	1	62	2,300	Completed; 2018
5	Southeastern Corner of El Cerrito Plaza (Metro510)	R	109	19	-	Completed; 2018
6	6431 - 6495 Portola Dr (Ohlone Gardens)	RMU	1	56	4,650	Completed; 2015
<b>Totals</b>			<b>1,632</b>	<b>267</b>	<b>50,115</b>	

**Product Abbreviations:** Residential = R; Residential Mixed Use = RMU; Residential Live/Work = RLW; Commercial = C  
**Unit Abbreviations:** Market Rate = MR; Below Market Rate = BMR

<sup>1</sup> The Existing Building will be converted to a Self-Storage Facility. Housing is proposed for the remainder of the site.  
<sup>2</sup> Proposed project information is based on applicant statements.  
<sup>3</sup> Central Ave Housing is not included in the totals, as this development is located in Richmond.  
<sup>4</sup> Projects subject to Inclusionary Zoning. Rental projects may opt to pay in-lieu instead.  
<sup>5</sup> Will make in-lieu payment for City Affordable Housing Trust Fund pursuant to Inclusionary Zoning requirements.



### Regulating Plan

- City Limit
- Park
- Creek
- Engineered Channel
- Underground Storm Drain
- 1/2 Mile BART Pedestrian Service Area
- BART Station

### Districts and Transect Zones

- Uptown District**  
El Cerrito: Transit-Oriented Higher-Intensity Mixed Use (TOHIMU)  
Richmond: T5 Main Street
- Midtown District**  
El Cerrito: Transit-Oriented Mid-Intensity Mixed Use (TOMIMU)  
Richmond: T4 Main Street
- Downtown District**  
El Cerrito: Transit-Oriented Higher-Intensity Mixed Use (TOHIMU)  
Richmond: T5 Main Street

### Street Types

- SPA Commercial Street
- Major Commercial Street
- SPA Community Street
- Gateway Street
- Neighborhood Street
- Ohlone Greenway
- Midblock Connection
- Plaza Connection

08.03.2014  
 Data sources: El Cerrito GIS, Alta Planning, City of Berkeley GIS

For more information on these development projects, visit [www.el-cerrito.org/CommDev/MajorProjects](http://www.el-cerrito.org/CommDev/MajorProjects) or contact the Community Development Department at (510) 215-4362. For a copy of the San Pablo Avenue Specific Plan/Complete Streets Plan, visit [www.el-cerrito.org/SPASP](http://www.el-cerrito.org/SPASP).

# STEGE SANITARY DISTRICT

Last Revised: 1/18/2022

## BOARD OF DIRECTORS SAN PABLO AVENUE SPECIFIC PLAN STATUS REPORT

### PAID PROPERTIES

Date	Property Owner	#	Street	SPASP Fee (-Credits)	Units	Equiv. Fixture Units	Added Fixture Units from ( E)
11/15/2017	Mr. Pickles	10810	SAN PABLO AVE.	\$ 653.67	Comm.	34	3
1/2/2018	24 Hour Fitness	10794	SAN PABLO AVE.	\$ 16,668.58	Comm.	264	76
1/29/2018	Na Na Dessert	10172	SAN PABLO AVE.	\$ 3,922.02	Comm.	23	18
2/1/2018	Burgerim	170	EL CERRITO PLAZA	\$ 11,983.95	Comm.	55	55
2/8/2018	Budget Inn (Joseph)	10621	SAN PABLO AVE.	\$ 1,089.45	Toilet addn.	5	5
2/14/2018	Safeway Shop (Tom)	11450	SAN PABLO AVE.	\$ 1,089.45	Toilet addn.	5	5
4/24/2018	Temporary Senior Center (City El Cerrito)	10940	SAN PABLO AVE.	\$ 2,840.58	Comm.	40	13
7/17/2018	Wang Brothers Investments, LLC (Kevin)	10963	SAN PABLO AVE.	\$ 129,644.55	51	595	595
8/20/2018	El Cerrito Apt (The Little Hill LLC.)	10300	SAN PABLO AVE.	\$ 142,717.95	32	655	655
1/22/2019	Li's America Investments LLC	10281	SAN PABLO AVE.	\$ 1,089.45	Comm.	5	5
2/6/2019	CINQUE TERRE (KEN & RONG MOU)	10530	SAN PABLO AVE.	\$ 18,738.54	5	86	86
3/22/2019	KOYOTO RAMEN & CURRY HOUSE	3050	EL CERRITO PLAZA	\$ 7,489.17		44	34
12/18/2019	JAIMIE HITESHEW (MAYFAIR)	11600	SAN PABLO AVE.	\$ 644,503.60	156		
11/20/2020	PETCO - EL CERRITO (MICHELLE SLAYDEN)	420	EL CERRITO PLAZA	\$ 2,902.08		4	4
3/11/2021	FOOT LOCKER (RORY CROWLEY)	430	EL CERRITO PLAZA	\$ 2,055.64		6	6
10/12/2021	SUPER SLICE PIZZA	10180	SAN PABLO AVE.	\$ 774.80		17	3

**\$ 988,163.48**

**SPASPA CONSTRUCTION SPENT \$ 802,293.38**

**BUDGET REMAINING \$ 185,870.10**

**PLAN CHECK PROPERTIES (WAITING PAYMENT)**

Date	Property Owner	#	Street	Balance Due	Units	EFU	Added Fixture Units from ( E)
12/7/2017	Angelo Obertello (Near El Cerrito Chamber of Commerce)	10290	SAN PABLO AVE.	\$ 56,651.40	14	260	260
	Charlie Oewell	921	Kearney St.	no plans yet	78		
	Charlie Oewell (Near Burger King)	10167	San Pablo Ave.	no plans yet	83		
	Charlie Oewell (Near Home Depot)	11950	San Pablo Ave.	no plans yet	146		
	Abby Wittman (Near Marty's Motors)	10919	San Pablo Ave.	no plans yet	85		
				\$ 56,651.40			

**SAN PABLO AVENUE SPECIFIC PLAN REVIEW PROCEDURE**

1. City of El Cerrito Community Development Department Planning Division sends preliminary plans to Stege, for Request for Comment.
2. Stege reviews preliminary plans, determines if the project is located within the SPASP area.
3. The SPASP study allocates a set number of units/commercial space per parcel. Stege determine if the parcel has enough "allocation" for the proposed project.  
Stege keeps a running total of proposed projects and "encumbers/reserves" units for a parcel.  
Pre-encumbering prevents two competing projects from "double counting" on allocations.
4. Developer submits plans to Stege for Plan Check. Stege reviews plans and provides fee estimate.  
Separate fee estimates are provided for Standard connection (based on units connected or fixture), and SPASP Fee (based on fixture units).
5. Stege stamps plans only upon payment of all fees.

**12:30 – 1:30 P.M.**

**Procurement Policy and  
Uniform Cost Accounting Act**

The Board will review and consider the revised policy.

# STEGE SANITARY DISTRICT PROCUREMENT POLICY

(effective as of \_\_\_\_\_)

## I. PURCHASING POLICY OVERVIEW

This policy is established by the Stege Sanitary District (the “District”) Board of Directors (the “Board”) and serves the purpose of outlining the guiding principles, rules, and standards applicable to all purchases of goods, services, and supplies made by the District.

## II. CONTRACTING PRINCIPLES

The requirements contained in this policy are informed by several guiding principles. Adherence to these principles ensures that the District’s purchases are consistent with applicable legal requirements and best practices and that public funds are expended responsibly.

### A. COMPETITIVE PROCESS

This policy is designed to promote full and open competition among potential vendors. Through full and open competition, the District is able to realize better pricing and more favorable terms. In interpreting this policy, staff should rely on interpretations that favor greater and more robust competition among vendors.

### B. BEST OVERALL VALUE

This policy is designed to ensure that the District is getting the best value for its money when making purchases. When not required by law to select the lowest bidder, this principle permits the District to consider factors other than just price in determining what constitutes the best overall value to the District.

### C. FAIRNESS AND TRANSPARENCY

This policy is designed to promote fairness and transparency in the District’s purchasing system. Complying with this policy fosters equal opportunities for vendors wishing to do business with the District and ensures that public expenditures are made in an open and consistent manner.

### D. COMPLIANCE WITH LAW AND BEST PRACTICES

This policy is informed by and incorporates applicable laws, regulations, and best practices applicable to public procurements. Compliance with this policy ensures that purchases are conducted in accordance with the District’s legal and ethical obligations and responsibilities.

## III. STANDARDS OF CONDUCT/ETHICAL CONSIDERATIONS

### A. CONDUCT WITH VENDORS

All employee interactions with vendors shall be conducted in a fair, open, and transparent manner. Employees shall:

1. Refrain from showing favoritism to vendors or being unduly influenced by external factors outside the criteria outlined in this policy.

2. Select all vendors on the basis of meeting appropriate and fair criteria in accordance with the requirements of this policy.

B. INTERNAL CONTROLS

Employees shall comply with the District's internal control procedures. The policies guiding these internal control procedures are as follows:

1. Employees must have or seek proper signature authority and expenditure authority for all transactions to ensure proper tracking and appropriate level of approval for all expenditures.
2. Duties must be segregated to diminish the risk and/or appearance of any improprieties. The District Manager is responsible for separation of duties in an effort to negate any improprieties or the appearance of improprieties. If an employee has a question regarding separation of duties, they should reach out to the District Manager for clarification.
3. Employees must create and maintain adequate documents and records supporting compliance with the District's procurement policies and procedures for all transactions and retain those records in accordance with the District's record retention schedule.

IV. CONTRACTING AUTHORITY

A. APPROVAL AUTHORITY

All District expenditures and purchases must be approved by either the District Manager or the Board. No expenditure shall be submitted or recommended to the Board except upon approval of the District Manager or their authorized representative. Note that contract approval authority is distinct from budgetary approval authority. All District expenditures and purchases, regardless of amount, must be included and/or contemplated in the District's budget approved by the Board.

B. MONETARY THRESHOLDS

(See Appendix A for a reference chart depicting monetary thresholds by category).

1. **Non-Public Project Purchases.** The following monetary approval thresholds apply to expenditures/purchases that do not qualify as public projects pursuant to the Public Contract Code.
  - (a) **District Staff**—Any expenditure, purchase, or contract (single-year or multi-year) valued under \$2,000 may be approved by the District Manager, or designee, provided that the funding for the purchase or contract is authorized in the budget approved by the Board.
  - (b) **District Manager Approval**--Any expenditure, purchase, or contract (single-year or multi-year) valued at twenty five thousand dollars (\$25,000) or less may be

approved by the District Manager, provided that the funding for the purchase or contract is authorized in the budget approved by the Board.

- (c) **Board Approval**—Any expenditure, purchase, or contract (single-year or multi-year) that exceeds twenty five thousand dollars (\$25,000) shall be authorized and approved by resolution of the Board.

2. **Public Projects.** The Public Contract Code prescribes procurement procedures for public projects. Public projects are defined in Public Contract Code Section 22002(c). Public projects exclude maintenance projects as defined in Public Contract Code Section 22002(d).

- (a) **District Manager Approval**—Any contract for a public project valued at \$200,000 or less may be awarded and approved by the District Manager.
- (b) **Board Approval**--Any contract for a public project valued over \$200,000 shall be awarded and approved by resolution of the Board.

C. NOTICE OF COMPLETION

The District Manager is authorized by the Board to approve and file notices of completion on behalf of the District.

V. TYPES OF PROCUREMENTS

In the course of conducting District business, the District is required to make a variety of different types of purchases. The type of purchase dictates the policies and procedures for procuring and formalizing the purchase. Before employees make a purchase, they should identify the type of purchase and the proper method for completing that purchase.

A. PURCHASES OF GOODS/SUPPLIES

This category of purchases includes the purchase of tangible durable and non-durable goods by the District. Examples of these types of purchases include fuel, tools, office supplies, chemicals, machinery, food, and furniture. These types of purchases are distinct from the purchase of non-tangible services.

B. SERVICES

This category of purchases includes the hiring of individuals, firms, or entities to perform services for the benefit of the District. There are two categories of services: general services and consultant/professional services.

- 1. **General Services**—General services are non-professionalized services that are often purchased to maintain or service the District’s equipment or facilities. Examples of these types of services include office equipment maintenance, cleaning services, IT support services, disposal services, and food delivery services.



2. *Consultant/Professional Services*—Consultant/Professional services are specialized services where the District hires an individual or firm to perform professional or technical tasks. Examples of these types of services include engineering and design services, audit services, architectural services, and legislative affairs services.

C. NON-PUBLIC PROJECT CONSTRUCTION

Public projects have a specific statutory definition and strict associated requirements. A small segment of District construction projects do not fall within the definition of public projects. For these projects, the District has greater discretion in the method and manner of procuring these types of projects. Non-public projects include minor repainting, landscaping work, and other routine and recurring maintenance work for public facilities.

D. PUBLIC PROJECTS

Public projects include projects involving the construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly-owned, leased, or operated facility. Examples of these projects are the renovation of existing and construction of new District facilities.

**VI. METHODS OF PROCUREMENT**

A. OVERVIEW

The type of purchase and the amount of a purchase dictates the method of procurement. Smaller and less complex purchases involve less stringent competitive requirements. Conversely, more valuable and more complex purchases require stricter, more formalized competitive processes. (See Appendix A for a reference chart outlining the method of procurement by type and amount of purchase)

B. INFORMAL PROCUREMENT

1. *Micro Purchases*—Micro purchases need not be awarded competitively, but the price must be determined to be fair and reasonable and should be distributed equitably among qualified suppliers. Micro Purchases do not require advertising or solicitation of quotes/bids. However, seeking multiple quotes/bids, even when not required, is a best practice and helps to ensure that the District receives better pricing for its purchases. Micro purchasing may be used for purchases of goods/general services valued under \$2,000.
2. *Informal Solicitation*—Informal solicitation involves seeking three (3) written quotes from potential vendors. These written quotes may be informally documented, such as through emails between District employees and potential vendors. Informal solicitation may be used for purchases of goods, general services, non-public project construction projects, and consultant/professional services valued at \$25,000 or less. This method may also be used for public projects valued at \$60,000 or less.

3. *Informal Bidding for Public Projects*—Under informal bidding procedures, the District must: (i) draft a notice inviting bids; (ii) send the notice to a District-maintained list of qualified contractors, identified according to categories of work; and/or (iii) send the notice to all appropriate construction trade journals specified by the California Uniform Construction Cost Accounting Commission. The notice must be sent at least ten (10) calendar days before bids are due. Bids must be submitted to the District by a predetermined time and date as outlined in the bidding notice. This process is governed by California Public Contract Code Section 22034 and Stege Sanitary District District Code (“SSDC”) Section [insert]. Informal bidding procedures shall be used for public projects over \$60,000 and up to \$200,000 in value.

C. FORMAL PROCUREMENT

1. *Formal Bidding*—

(a) **Public Projects.** Under formal bidding procedures, the District must: (i) draft a notice inviting bids; (ii) publish the notice in a newspaper of general circulation at least fifteen (15) calendar days prior to the date of the opening the bids; and (iii) send the notice to all appropriate construction trade journals specified by the California Uniform Construction Cost Accounting Commission. Bids must be submitted to the District by a predetermined time and date as outlined in the bidding notice. For public project procurements, this process is governed by California Public Contract Code Section 22037. Formal bidding procedures shall be used for public projects over \$200,000 in value.

(b) **Non-Public Projects.** Under formal bidding procedures, the District must: (i) draft a notice inviting bids; (ii) post the notice on the District’s website and on District message boards; (iii) send the notice to appropriate/relevant trade publications. Bids must be submitted to the District by a predetermined time and date as outlined in the bidding notice. Formal bidding procedures shall be used for the purchase of goods, general services, and non-public project construction projects valued at over \$25,000.

2. *Formal Competitive Proposals (RFP)*—In a formal competitive proposal process, the District must: (i) prepare a request for proposal document identifying the project requirements, vendor qualifications, and evaluation factors; (2) send the RFP to an adequate number of qualified sources as determined by the District Manager; (3) publish notice of the RFP in a local newspaper and/or post the RFP on the District’s website at least ten (10) days prior to the deadline for receipt of proposals; and (4) establish and implement procedures for evaluation of proposals. Formal competitive proposals shall be used for purchases of consultant/professional services valued at more than \$25,000.

D. COOPERATIVE PROCUREMENT

Cooperative purchasing allows the District to buy goods or services based on a competitively bid contract prepared by another public agency, when that other agency and the vendor(s) agreed in advance to a cooperative process. Use of purchasing cooperatives is encouraged as a way to obtain goods and services by aggregating volume, securing value pricing, and reducing administrative overhead. Measured use of purchasing cooperatives can significantly reduce the time and resources needed to competitively purchase goods and services. The following list summarizes the requirements and relevant considerations applicable to cooperative procurements.

1. *Competitive Purchasing*—Cooperative purchasing programs should be based on competitively awarded contracts that substantially comply with the District’s procurement procedures outlined in this policy.
2. *Purchasing Cooperatives*—There are numerous purchasing cooperatives that the District can evaluate to use for a particular procurement. Some leading cooperatives include state contracts such as California Multiple Award Schedules (CMAS); the Department of General Services (DGS); OMNIA Partners (Formerly U.S. Communities Cooperative Purchasing); Sourcewell (formerly National Joint Powers Alliance); NASPO ValuePoint (formerly WSCA-NASPO; the National Cooperative Purchasing Alliance (NCPA); and, federal General Services Agency (GSA) procurements (GSA Advantage for State and Local Governments).
3. *Value Analysis*—Purchases using any given cooperative need not be based on the absolute lowest pricing and may consider factors in addition to price, such as the time and/or resources needed for the District to independently competitively bid for the good or service.
4. *Time Limit*—The cooperative competitive bidding process that the District seeks to utilize must have occurred within twenty-four (24) months from the date the District seeks to obtain the goods or services.
5. *Piggyback Contracting*—Subject to the appropriate approval authority and if in the best interest of the District, the District may enter into contracts for goods and services, the pricing and terms of which have been previously established by another public agency or purchasing cooperative. However, care must be taken to ensure all of the District’s contracting standards are satisfied. Sometimes the underlying contract or commitment originally made to a purchasing cooperative or other agency is difficult to find; however, care must be taken to ensure the District is protected via a contract. Employees should consult the District Counsel for guidance on meeting the District’s contracting requirements for cooperative procurements.

E. SOLE SOURCE PROCUREMENT

Regardless of the estimated cost of a purchase, the District is not required to engage in a competitive procurement process, either formal or informal, under Section V when a competitive procurement is infeasible for the reasons articulated in this section. In all cases, the District must verify and document that a particular procurement meets the criteria for a sole source identified below, and the use of sole source must be approved by the District Manager.

In order to utilize a sole source procurement, at least one of the following statements must be true: (1) The item is only available from one source; (2) After solicitation of a number of sources, the competition is determined inadequate; and/or (3) one of the conditions described below applies:

- (a) Unique or Innovative Concept—The vendor demonstrates a unique or innovative concept or capability not available from another source. “Unique or Innovative Concept” means a new, novel, or changed concept, approach, or method that is the product of original thinking, the details of which are kept confidential or are patented or copyrighted, and is available to the District only from one source and has not in the past been available to the District from another source;
- (b) Patents or Restricted Data Rights—Patent or data rights restrictions preclude competition;
- (c) Substantial Duplication Costs—In the case of a subsequent contract for the continued development or production of highly specialized equipment or products and/or major components thereof, when it is likely that award to another contractor would result in substantial duplication of costs that are not expected to be recovered through competition;
- (d) Unacceptable Delay—In the case of a subsequent contract for the continued development or production of highly specialized equipment or products and/or major components thereof, when it is likely that award to another contractor would result in unacceptable delays in fulfilling the District’s needs.

F. EMERGENCY PROCUREMENT

Emergency procurements are those purchases necessary to avoid or mitigate a clear and imminent threat or danger where delay could result in loss of life or danger to health, welfare, or property or threaten the continued operation of the District or the provision of essential District services. Contracts awarded under this Section do not require adherence to the District’s standard procurement requirements outlined in this policy.

Contracts awarded pursuant to an emergency as defined under this section require that the District Manager present a report to the Board, at the next available meeting, describing the emergency, the actions taken, and the number and dollar amount of contracts awarded.

G. EXEMPT PROCUREMENTS

This Section outlines types of procurements that are exempt from the standard competitive requirements outlined in this policy and also includes special considerations related to those exempt procurements. Despite the fact that a procurement may be exempt, the District may still conduct negotiations as to price, delivery and terms in connection with the award of a contract that does not require a competitive process. Nothing in this section shall preclude the solicitation of competitive bids or proposals when possible. The following is a list of procurements that are exempt from the competitive requirements outlined in this Policy.

1. Emergency procurements as defined in Section VI(F) above;
2. Specified materials or equipment that can be obtained from only one source and there is no adequate substitute in accordance with the criteria outlined in Section VI(E) above;
3. Legal or professional services that are highly specialized;
4. Cooperative procurements described in Section VI(D);
5. Procurements funded by grants, donations or gifts when any special conditions require the purchase of particular materials and/or services;
6. Purchase of surplus property owned by another public entity, or payment to other public entities or utilities;
7. Membership dues, conventions, training, travel arrangements, or advertisements in magazines, newspapers, or other media;
8. Works of art, entertainment or performance; and
9. Where competitive bids or proposals have been solicited and no bid or proposal has been received. In such situations the District Manager may proceed to have the goods procured or services performed without further competitive bidding.

VII. SPECIAL POLICIES, PROGRAMS, AND CONSIDERATIONS

Depending on the amount and/or type of purchase, there are several policies, procedures and programs that must be considered. These include:

- Application of Local Business Purchasing Preference;
- Information Technology Purchases
- Procedures for Purchases Utilizing Federal Grant Funds;
- Purchase Orders/Blanket Purchase Orders;
- Qualified Contractors/Vendors;
- Surplus Property.

A. LOCAL BUSINESS PURCHASING PREFERENCE

Preference to locally-owned businesses will be exercised to the extent it is consistent with the law and in the best interest of the public. If a purchase utilizes federal and state funds, then the District will not apply local preferences. In addition, the District will make an effort to ensure that its solicitations are received by small, minority-owned and/or women-owned businesses and will also make an effort to identify and remedy any barriers to such firms participating in the procurement process.

1. *Criteria for Preference.*
  - (a) When bidding or purchasing goods, equipment, and services local preference may be given to responsible, responsive local businesses.
  - (b) The granting of this preference must be made on a determination by the District Manager that quantity and quality of the local product is equal to that of the next lowest or comparable bidder.
  - (c) In order for a business to be eligible to claim the preference, the business must meet the definitions of Local Business outlined below.
  
2. *Definition of Local Business.* A local business is:
  - (a) A business located at a fixed location within the boundaries of the District or a home-based business located within the boundaries of the District;
  - (b) A business owned and operated by a District resident.
  
3. *Inapplicability.* Application of the local business preference does not apply in the following situations:
  - (a) Bids for public projects as defined by Public Contracts Code Sections 20161 and 22002;
  - (b) Purchases of goods and services through contracts of other governmental jurisdictions or public agencies, or cooperative purchasing agreements;
  - (c) Contracts for professional or legal services;
  - (d) Purchases or contracts funded, in whole or in part, by a governmental entity, or private and public grants and the laws, regulations or policies governing such funding prohibit application of the local preference;
  - (e) Purchases or contracts funded, in whole or in part, by the federal or state government; and
  - (f) Purchases made, or contracts let under emergency situations.

B. INFORMATION TECHNOLOGY PURCHASES

The District recognizes that purchasing information technology systems and equipment on the basis of lowest purchase price alone may not always serve the best interests of the District.

Therefore, to ensure hardware requirements and software compatibility, all such purchases must be reviewed by the District Manager prior to purchase.

C. PURCHASES WITH FEDERAL/STATE FUNDS

When purchasing goods and services involving the use of federal grant funds, the District is required to follow the provisions of 2 CFR Part 200 Subpart A §200.318 General Procurement Standards through §200.326 Contract Provisions. Employees should consult with the District Counsel on any questions regarding application of these requirements to particular purchases.

When purchasing goods and services involving the use of state of California funds, the District may be required to follow provisions of state law, regulations, and policy depending upon the specific source of the state funds. Employees should consult with the District Counsel on any questions regarding application of state requirements to particular purchases.

D. PURCHASE ORDERS/BLANKET PURCHASE ORDERS

1. *Purchase Order.* A Purchase Order is a document issued to a vendor or contractor to authorize purchases of goods, equipment, and services. Purchase orders are required for all purchases of goods, equipment and services, in addition to any required contract documents.

The purpose of a Purchase Order is to:

- (a) Ensure compliance with this policy.
- (b) Encumber funds when an unencumbered appropriation exists in the fund.

There are exemptions from Purchase Order requirements. Examples of such exemptions include acquiring land, utility payments, payments to other governmental agencies, and debt service payments.

2. *A Blanket Purchase Order.* A blanket purchase order is an arrangement whereby the District contracts with a vendor to provide equipment or supplies on an as-needed and often, over-the-counter basis. Blanket Purchase Orders provide a mechanism whereby items that are uneconomical to stock may be purchased in a manner that allows field operations timely access to necessary materials. Blanket Purchase Orders shall not be used to purchase services, capital assets or items maintained in stock. All Blanket Purchase Orders must be authorized by the District Manager.

Blanket Purchase Orders must be confirmed annually, before the beginning of the fiscal year. Requests for Blanket Purchase Orders may also be submitted on an as-needed basis. Once a Blanket Purchase Order is issued to a vendor, any authorized District employee may contact the vendor directly to place orders per the terms and conditions specified in the Blanket Purchase Order.

Request for Blanket Purchase Order must be reviewed based upon the following criteria:

- (a) Geographic location.
- (b) Responsiveness and capabilities.
- (c) Average dollar value and type of items to be purchased.
- (d) Frequency of need.

All Blanket Purchase Orders shall include the following information:

- (a) A general description of the equipment or supplies that may be charged.
- (b) The period of time the order will remain open, not to exceed one year.
- (c) The maximum total amount that may be charged on the purchase order.
- (d) Identification of the department(s) and employee(s) who may charge against order.
- (e) Requirement that the employee show District identification.
- (f) Requirement that employees print and sign their names when picking up goods.
- (g) Account number(s) to be charged

E. QUALIFIED CONTRACTORS/VENDORS

The District maintains a list of qualified contractors in accordance with the provisions of SSDC Section [insert], Public Contract Code § 22034, and criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission. This list is utilized for procurements of public projects greater than sixty thousand dollars \$60,000 and less than or equal to two hundred thousand dollars (\$200,000) that are being let through informal bid procedures. In addition to the qualified contractors list, the District may elect to maintain a list of qualified vendors.

F. PURCHASES AT AUCTION

Use of public auctions may be an appropriate method of procurement if approved in advance by the District Manager or Board, depending on the amount of the purchase.



**APPENDIX A**

<b>Type of Purchase</b>	<b>Cost</b>	<b>Approval Authority</b>	<b>Documentation</b>	<b>Procurement Method</b>
Goods/General Services	Under \$2,000	District Manager	Purchase Order/Invoice	Micro Purchase
Goods/General Services/Non PW Construction	\$25,000 or less	District Manager	Contract	Informal Solicitation
Goods/Services/Non PW Construction	Over \$25,000	Board	Contract	Formal Bidding
Consultant/Professional Services	\$25,000 or less	District Manager	Contract	Informal Solicitation
Consultant/Professional Services	Over \$25,000	Board	Contract	Formal Competitive Proposals
Public Projects	\$60,000 or less	District Manager	Contract	Informal Solicitation
Public Projects	Over \$60,000 up to \$200,000	District Manager	Contract	Informal Bidding
Public Projects	Over \$200,000	Board	Contract	Formal Bidding
Federally-Funded Public Projects	<i>Transactions utilizing federal funds are governed by federal law and procedures</i>			
Federally-Funded Goods/Services	<i>Transactions utilizing federal funds are governed by federal law and procedures</i>			

**1:30 – 2:00 P.M.**

**PAST 5 YEARS  
EXPENDITURES REVIEW**

The Board will review and discuss trends from the past 5 years.

COMPOSITE 5 YEAR EXPENDITURES REVIEW (YEAR TO YEAR COMPARISON)

STEGE SANITARY DISTRICT

ITEM	FINAL EXPENSE 2016-2017	FINAL EXPENSE 2017-2018	FINAL EXPENSE 2018-2019	FINAL EXPENSE 2019-2020	FINAL EXPENSE 2020-2021	5yr Avg EXPENSE	% Inc/(Dec) 15/16 to 16/17 EXPENSE	% Inc/(Dec) 16/17 to 17/18 EXPENSE	% Inc/(Dec) 17/18 to 18/19 EXPENSE	% Inc/(Dec) 18/19 to 19/20 EXPENSE	% Inc/(Dec) 19/20 to 20/21 EXPENSE	5yr Avg % Inc/(Dec) EXPENSE
<b>OPERATING EXPENSES:</b>												
010 Salaries & Wages	\$ 1,068,044	\$ 1,130,055	\$ 1,170,238	\$ 1,282,352	\$ 1,386,819	\$ 1,207,501	8%	6%	4%	10%	8%	7%
020 Employee Benefits	\$ 458,344	\$ 553,152	\$ 584,265	\$ 595,270	\$ 595,488	\$ 557,304	18%	21%	6%	2%	0%	9%
030 Directors' Expenses	\$ 32,478	\$ 23,530	\$ 35,158	\$ 24,521	\$ 21,817	\$ 27,501	21%	-28%	49%	-30%	-11%	0%
040 Election Expense	\$ 300	\$ -	\$ 22,965	\$ -	\$ 300	\$ 4,713	0%	-100%	0%	0%	0%	-20%
060 Gasoline, Oil, Fuel	\$ 18,524	\$ 14,010	\$ 25,065	\$ 21,534	\$ 25,842	\$ 20,995	1%	-24%	79%	-14%	20%	12%
070 Insurance	\$ 73,077	\$ 109,144	\$ 109,822	\$ 131,545	\$ 121,704	\$ 109,058	-43%	49%	1%	20%	-7%	4%
080 Memberships	\$ 12,571	\$ 14,370	\$ 15,489	\$ 14,046	\$ 15,416	\$ 14,378	10%	14%	8%	-9%	10%	6%
090 Office Expense	\$ 7,629	\$ 5,517	\$ 16,378	\$ 6,166	\$ 4,647	\$ 8,067	21%	-28%	197%	-62%	-25%	21%
100 Operating Supplies	\$ 10,805	\$ 11,848	\$ 23,500	\$ 24,680	\$ 25,451	\$ 19,257	-62%	10%	98%	5%	3%	11%
110 Contractual Services	\$ 102,168	\$ 71,566	\$ 88,469	\$ 81,375	\$ 77,235	\$ 84,163	19%	-30%	24%	-8%	-5%	0%
120 Professional Services	\$ 91,401	\$ 88,269	\$ 124,976	\$ 121,002	\$ 112,311	\$ 107,592	23%	-3%	42%	-3%	-7%	10%
130 Printing & Publications	\$ 23,491	\$ 17,483	\$ 18,483	\$ 15,240	\$ 17,113	\$ 18,362	0%	-26%	6%	-18%	12%	-5%
140 Rents & Leases	\$ 677	\$ 619	\$ 253	\$ 1,091	\$ 629	\$ 654	-6%	-9%	-59%	332%	-42%	43%
150 Repairs & Maintenance	\$ 71,188	\$ 82,600	\$ 102,201	\$ 92,986	\$ 98,043	\$ 89,404	-6%	16%	24%	-9%	5%	6%
160 Revenue Collection Expenses	\$ 11,227	\$ 11,071	\$ 10,875	\$ 10,868	\$ 10,880	\$ 10,984	0%	-1%	-2%	0%	0%	-1%
170 Travel & Meetings	\$ 6,465	\$ 11,580	\$ 8,944	\$ 5,783	\$ 2,257	\$ 7,006	26%	79%	-23%	-35%	-61%	-3%
190 Utilities	\$ 31,865	\$ 34,036	\$ 38,105	\$ 37,645	\$ 45,700	\$ 37,470	-6%	7%	12%	-1%	21%	7%
200 Other Expenses	\$ 18,811	\$ 45,269	\$ 29,958	\$ 29,655	\$ 17,859	\$ 28,310	-20%	141%	-34%	-1%	-40%	9%
204 Safety Equipment and Gloves	\$ 1,707	\$ 1,642	\$ 1,163	\$ 4,054	\$ 2,721	\$ 2,257	19%	-4%	-29%	248%	-33%	40%
205 Uniforms and Boots	\$ 13,351	\$ 18,688	\$ 13,986	\$ 14,450	\$ 15,726	\$ 15,240	35%	40%	-25%	3%	9%	12%
206 Safety Incentive Program	\$ 587	\$ 959	\$ 513	\$ 357	\$ 506	\$ 585	0%	63%	-46%	-30%	42%	6%
410 Pump Stations	\$ 11,062	\$ 17,411	\$ 62,788	\$ 30,949	\$ 12,731	\$ 26,988	-57%	57%	261%	-51%	-59%	30%
207 Contracted Repairs	\$ 60,901	\$ 56,224	\$ 92,204	\$ 75,211	\$ 72,394	\$ 71,387	29%	-8%	64%	-18%	-4%	13%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 2,126,675</b>	<b>\$ 2,319,042</b>	<b>\$ 2,595,797</b>	<b>\$ 2,620,779</b>	<b>\$ 2,683,589</b>	<b>\$ 2,469,177</b>	<b>5%</b>	<b>9%</b>	<b>12%</b>	<b>1%</b>	<b>2%</b>	<b>6%</b>
<b>CAPITAL EXPENSES:</b>												
650 DEBT REPAYMENT	\$ 148,220	\$ 148,220	\$ 148,220	\$ 148,220	\$ 148,220	\$ 148,220	0%	0%	0%	0%	0%	0%
300 CAPITAL EQUIPMENT	\$ 279,883	\$ 7,239	\$ 33,332	\$ 443,358	\$ 140,737	\$ 180,910	570%	-97%	360%	1230%	-68%	399%
400 CONSTRUCTION	\$ 2,090,717	\$ 1,883,879	\$ 2,682,813	\$ 2,802,179	\$ 2,964,509	\$ 2,484,819	1%	-10%	42%	4%	6%	9%
<b>TOTAL CAPITAL EXPENSES</b>	<b>\$ 2,518,819</b>	<b>\$ 2,039,338</b>	<b>\$ 2,864,366</b>	<b>\$ 3,393,757</b>	<b>\$ 3,253,465</b>	<b>\$ 2,813,949</b>	<b>11%</b>	<b>-19%</b>	<b>40%</b>	<b>18%</b>	<b>-4%</b>	<b>9%</b>
<b>TOTAL EXPENSE</b>	<b>\$ 4,645,495</b>	<b>\$ 4,358,380</b>	<b>\$ 5,460,163</b>	<b>\$ 6,014,536</b>	<b>\$ 5,937,054</b>	<b>\$ 5,283,126</b>	<b>8%</b>	<b>-6%</b>	<b>25%</b>	<b>10%</b>	<b>-1%</b>	<b>7%</b>

Legal Services (Meyers Nave)	\$ 58,638	\$ 45,147	\$ 32,797	\$ 60,965	\$ 43,826	\$ 48,275	106%	-23%	-27%	86%	-28%	23%
------------------------------	-----------	-----------	-----------	-----------	-----------	-----------	------	------	------	-----	------	-----

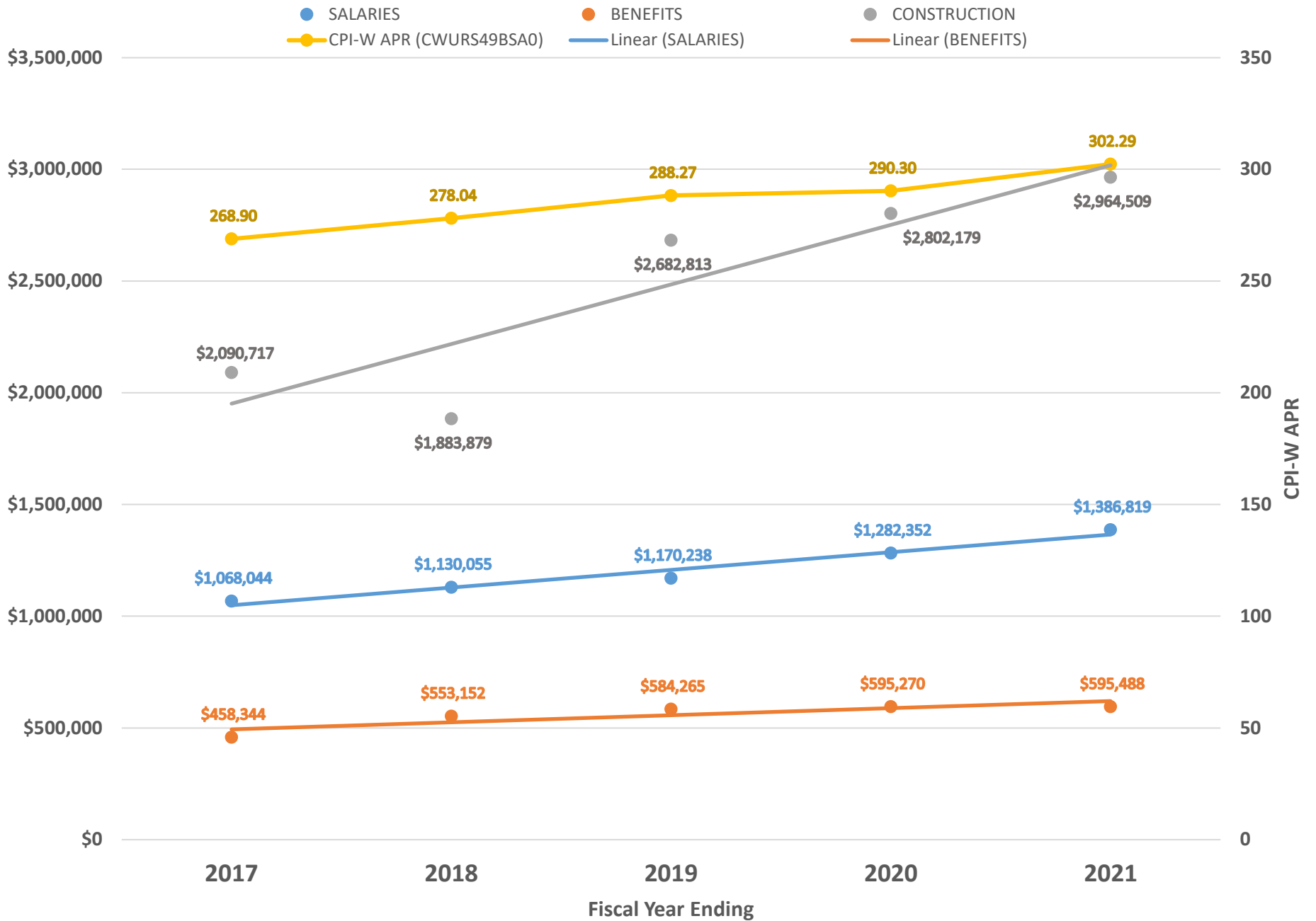
COMPOSITE 5 YEAR EXPENDITURES REVIEW (5 YR AVG BASELINE COMPARISON)

STEGE SANITARY DISTRICT

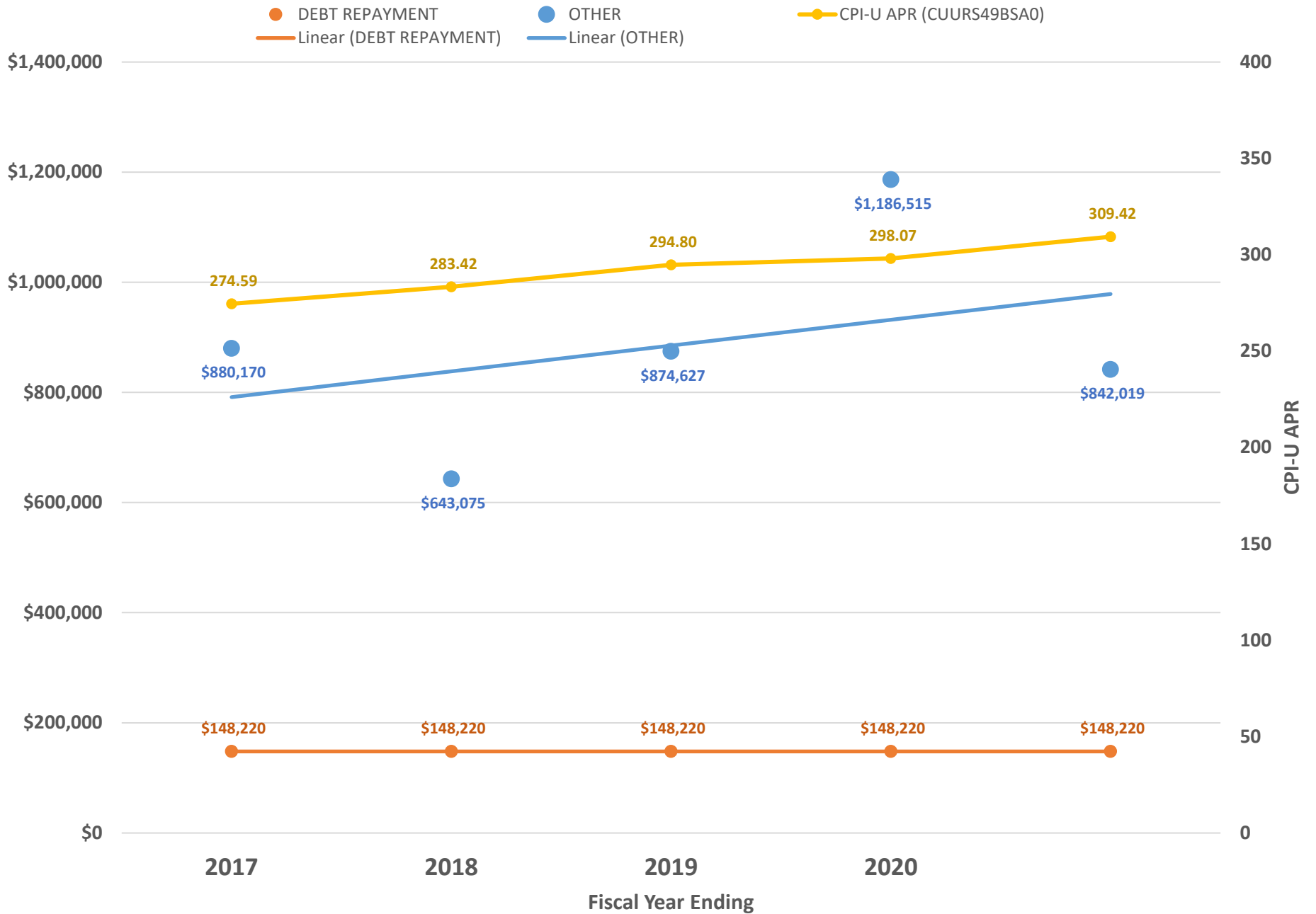
ITEM	FINAL EXPENSE 2016-2017	FINAL EXPENSE 2017-2018	FINAL EXPENSE 2018-2019	FINAL EXPENSE 2019-2020	FINAL EXPENSE 2020-2021	5yr Avg EXPENSE	% Inc/(Dec) 5yr to 16/17 EXPENSE	% Inc/(Dec) 5yr to 17/18 EXPENSE	% Inc/(Dec) 5yr to 18/19 EXPENSE	% Inc/(Dec) 5yr to 19/20 EXPENSE	% Inc/(Dec) 5yr to 20/21 EXPENSE	5yr Avg % Inc/(Dec) EXPENSE
<b>OPERATING EXPENSES:</b>												
010 Salaries & Wages	\$ 1,068,044	\$ 1,130,055	\$ 1,170,238	\$ 1,282,352	\$ 1,386,819	\$ 1,207,501	-12%	-6%	-3%	6%	15%	0%
020 Employee Benefits	\$ 458,344	\$ 553,152	\$ 584,265	\$ 595,270	\$ 595,488	\$ 557,304	-18%	-1%	5%	7%	7%	0%
030 Directors' Expenses	\$ 32,478	\$ 23,530	\$ 35,158	\$ 24,521	\$ 21,817	\$ 27,501	18%	-14%	28%	-11%	-21%	0%
040 Election Expense	\$ 300	\$ -	\$ 22,965	\$ -	\$ 300	\$ 4,713	-94%	-100%	387%	-100%	-94%	0%
060 Gasoline, Oil, Fuel	\$ 18,524	\$ 14,010	\$ 25,065	\$ 21,534	\$ 25,842	\$ 20,995	-12%	-33%	19%	3%	23%	0%
070 Insurance	\$ 73,077	\$ 109,144	\$ 109,822	\$ 131,545	\$ 121,704	\$ 109,058	-33%	0%	1%	21%	12%	0%
080 Memberships	\$ 12,571	\$ 14,370	\$ 15,489	\$ 14,046	\$ 15,416	\$ 14,378	-13%	0%	8%	-2%	7%	0%
090 Office Expense	\$ 7,629	\$ 5,517	\$ 16,378	\$ 6,166	\$ 4,647	\$ 8,067	-5%	-32%	103%	-24%	-42%	0%
100 Operating Supplies	\$ 10,805	\$ 11,848	\$ 23,500	\$ 24,680	\$ 25,451	\$ 19,257	-44%	-38%	22%	28%	32%	0%
110 Contractual Services	\$ 102,168	\$ 71,566	\$ 88,469	\$ 81,375	\$ 77,235	\$ 84,163	21%	-15%	5%	-3%	-8%	0%
120 Professional Services	\$ 91,401	\$ 88,269	\$ 124,976	\$ 121,002	\$ 112,311	\$ 107,592	-15%	-18%	16%	12%	4%	0%
130 Printing & Publications	\$ 23,491	\$ 17,483	\$ 18,483	\$ 15,240	\$ 17,113	\$ 18,362	28%	-5%	1%	-17%	-7%	0%
140 Rents & Leases	\$ 677	\$ 619	\$ 253	\$ 1,091	\$ 629	\$ 654	4%	-5%	-61%	67%	-4%	0%
150 Repairs & Maintenance	\$ 71,188	\$ 82,600	\$ 102,201	\$ 92,986	\$ 98,043	\$ 89,404	-20%	-8%	14%	4%	10%	0%
160 Revenue Collection Expenses	\$ 11,227	\$ 11,071	\$ 10,875	\$ 10,868	\$ 10,880	\$ 10,984	2%	1%	-1%	-1%	-1%	0%
170 Travel & Meetings	\$ 6,465	\$ 11,580	\$ 8,944	\$ 5,783	\$ 2,257	\$ 7,006	-8%	65%	28%	-17%	-68%	0%
190 Utilities	\$ 31,865	\$ 34,036	\$ 38,105	\$ 37,645	\$ 45,700	\$ 37,470	-15%	-9%	2%	0%	22%	0%
200 Other Expenses	\$ 18,811	\$ 45,269	\$ 29,958	\$ 29,655	\$ 17,859	\$ 28,310	-34%	60%	6%	5%	-37%	0%
204 Safety Equipment and Gloves	\$ 1,707	\$ 1,642	\$ 1,163	\$ 4,054	\$ 2,721	\$ 2,257	-24%	-27%	-48%	80%	21%	0%
205 Uniforms and Boots	\$ 13,351	\$ 18,688	\$ 13,986	\$ 14,450	\$ 15,726	\$ 15,240	-12%	23%	-8%	-5%	3%	0%
206 Safety Incentive Program	\$ 587	\$ 959	\$ 513	\$ 357	\$ 506	\$ 585	0%	64%	-12%	-39%	-13%	0%
410 Pump Stations	\$ 11,062	\$ 17,411	\$ 62,788	\$ 30,949	\$ 12,731	\$ 26,988	-59%	-35%	133%	15%	-53%	0%
207 Contracted Repairs	\$ 60,901	\$ 56,224	\$ 92,204	\$ 75,211	\$ 72,394	\$ 71,387	-15%	-21%	29%	5%	1%	0%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 2,126,675</b>	<b>\$ 2,319,042</b>	<b>\$ 2,595,797</b>	<b>\$ 2,620,779</b>	<b>\$ 2,683,589</b>	<b>\$ 2,469,177</b>	<b>-14%</b>	<b>-6%</b>	<b>5%</b>	<b>6%</b>	<b>9%</b>	<b>0%</b>
<b>CAPITAL EXPENSES:</b>												
650 DEBT REPAYMENT	\$ 148,220	\$ 148,220	\$ 148,220	\$ 148,220	\$ 148,220	\$ 148,220	0%	0%	0%	0%	0%	0%
300 CAPITAL EQUIPMENT	\$ 279,883	\$ 7,239	\$ 33,332	\$ 443,358	\$ 140,737	\$ 180,910	55%	-96%	-82%	145%	-22%	0%
400 CONSTRUCTION	\$ 2,090,717	\$ 1,883,879	\$ 2,682,813	\$ 2,802,179	\$ 2,964,509	\$ 2,484,819	-16%	-24%	8%	13%	19%	0%
<b>TOTAL CAPITAL EXPENSES</b>	<b>\$ 2,518,819</b>	<b>\$ 2,039,338</b>	<b>\$ 2,864,366</b>	<b>\$ 3,393,757</b>	<b>\$ 3,253,465</b>	<b>\$ 2,813,949</b>	<b>-10%</b>	<b>-28%</b>	<b>2%</b>	<b>21%</b>	<b>16%</b>	<b>0%</b>
<b>TOTAL EXPENSE</b>	<b>\$ 4,645,495</b>	<b>\$ 4,358,380</b>	<b>\$ 5,460,163</b>	<b>\$ 6,014,536</b>	<b>\$ 5,937,054</b>	<b>\$ 5,283,126</b>	<b>-12%</b>	<b>-18%</b>	<b>3%</b>	<b>14%</b>	<b>12%</b>	<b>0%</b>

Legal Services (Meyers Nave)	\$ 58,638	\$ 45,147	\$ 32,797	\$ 60,965	\$ 43,826	\$ 48,275	21%	-6%	-32%	26%	-9%	0%
------------------------------	-----------	-----------	-----------	-----------	-----------	-----------	-----	-----	------	-----	-----	----

# Salaries, Benefits and Construction Costs vs CPI-W



# Debt Repayment and Other Expenses vs CPI-U



**2:15 – 3:15 P.M.**

**SELF-ASSESSMENT OF  
GOVERNANCE**

# BOARD GOVERNANCE SELF ASSESSMENT

This survey was developed to help assess the effectiveness of the governing body and its relationship with staff. Please address each statement by allocating points on the answer grid as follows:

"0" if you feel the statement is **very true**.

"1" if you feel the statement is **somewhat true**.

"2" if you feel the statement is **somewhat untrue**.

"3" if you feel the statement is **very untrue**.

Do not spend too much time on any statement. Your first reaction is usually best. Answer the way things are - not the way you would like them to be.

## **ISSUE:**

1. Board meetings start on time.
2. All board members feel free to express their opinions.
3. All board members are contributing members of the team.
4. The board does not attempt to micro-manage.
5. While they may not like some of the decisions, people perceive the board as fair.
6. Staff provides a recommendation on issues, no matter how controversial.
7. The board has an overall vision for the District.
8. The chairperson keeps audience members informed of board issues and actions.
9. Our board gets things done.
10. There is agreement on who is ultimately responsible for putting items on and/or removing them from the agenda.
11. Board members feel free to critique each other's positions on issues.
12. The board works well as a team.
13. The board does not engage in solution "re-engineering" at meetings.
14. Board members avoid berating members of the audience; even if provoked.
15. The board conducts timely and meaningful evaluations of the manager's performance.
16. The board has developed its own mission or goal statement.
17. The chairperson prevents dominating board members from having a disproportionate influence.
18. The board does not get stalemated over the process or procedures.
19. The board does not spend too much time modifying or correcting the minutes at meetings.
20. Civilized disagreement is a board strength.
21. Board members actively listen to each other.
22. Staff does not get overly involved in policy decisions.



23. Meaningful public participation is encouraged.
24. Staff does not filter the information it passes on to the board.
25. Board members know the board's core beliefs, cultural norms, and protocols.
26. The chairperson protects board members from audience or colleague attacks.
27. The board made significant progress on its top objectives last year.
28. Operating rules and procedures are known by all board members.
29. "Baggage" from one argument is not carried to the next.
30. While board members may have positions, minds are not made up before meetings.
31. Individual board members do not try to influence personnel decisions.
32. Board members keep the audience informed of each item, the issue, the background and possible decisions.
33. Staff follows through as promised.
34. Day-to-day decisions are consistent with the board's goals.
35. The chairperson prevents premature rejection of new thoughts without a fair evaluation.
36. Board members do their homework before meetings.
37. The agenda packet is "user friendly."
38. Decisions are usually made only after each member has his/her say.
39. Board members are open with each other.
40. Board members adequately communicate goals and philosophies to staff.
41. Members of the audience do not feel intimidated when appearing before the board.
42. Openness and trust exists between the board and staff.
43. The board develops a work program with clear objectives.
44. The chairperson does not unfairly use the powers of the position to win a point or argument.
45. The board is not reluctant to make an important, yet controversial decision.
46. Staff provides significant alternatives in their staff reports.
47. Board members know how to keep conflict from becoming destructive.
48. The Board does not operate as an exclusive country club.
49. The Board is not complacent about its oversight responsibilities.
50. Board members take care to observe the appearance as well as the principle of impartiality.
51. The Board and staff do not surprise each other at meetings.
52. Our priorities do not change too often.
53. In our meetings, the discussion rarely drifts off the subject.
54. The Board is adept at identifying and exploiting opportunities.

# BOARD GOVERNANCE SELF ASSESSEMENT

Record your answers here:

						Sub-Totals							
1	<input type="text"/>	10	<input type="text"/>	19	<input type="text"/>	28	<input type="text"/>	37	<input type="text"/>	46	<input type="text"/>	A	<input type="text"/>
2	<input type="text"/>	11	<input type="text"/>	20	<input type="text"/>	29	<input type="text"/>	38	<input type="text"/>	47	<input type="text"/>	B	<input type="text"/>
3	<input type="text"/>	12	<input type="text"/>	21	<input type="text"/>	30	<input type="text"/>	39	<input type="text"/>	48	<input type="text"/>	C	<input type="text"/>
4	<input type="text"/>	13	<input type="text"/>	22	<input type="text"/>	31	<input type="text"/>	40	<input type="text"/>	49	<input type="text"/>	D	<input type="text"/>
5	<input type="text"/>	14	<input type="text"/>	23	<input type="text"/>	32	<input type="text"/>	41	<input type="text"/>	50	<input type="text"/>	E	<input type="text"/>
6	<input type="text"/>	15	<input type="text"/>	24	<input type="text"/>	33	<input type="text"/>	42	<input type="text"/>	51	<input type="text"/>	F	<input type="text"/>
7	<input type="text"/>	16	<input type="text"/>	25	<input type="text"/>	34	<input type="text"/>	43	<input type="text"/>	52	<input type="text"/>	G	<input type="text"/>
8	<input type="text"/>	17	<input type="text"/>	26	<input type="text"/>	35	<input type="text"/>	44	<input type="text"/>	53	<input type="text"/>	H	<input type="text"/>
9	<input type="text"/>	18	<input type="text"/>	27	<input type="text"/>	36	<input type="text"/>	45	<input type="text"/>	54	<input type="text"/>	I	<input type="text"/>

**TOTAL POINTS:**