

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF MAY 5, 2022
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500, SCHMIDT LANE, EL CERRITO, CA

***** AGENDA *****

Items on the agenda may be taken out of order.

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

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

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

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

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

I. Call To Order

II. Roll Call

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

III. Public Comment

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

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Motion: **IV. Approval of Minutes**
 A. Approval of April 21, 2022 Board Meeting Minutes
 (The Board will be asked to review and approve the minutes of April 21, 2022 Board Meeting)

Info: **V. Communications**
 A. Oral Communications
 1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings
 a. City & Community Meetings
 B. Written Communications
 1. KIDS for the BAY Watershed Action Program 2021–2022 School Year Interim Report

Info: **VI. Reports of Staff and Officers**
 A. Manager’s Report
 1. Draft Budget
 2. 4th of July Fair

Info/Motion: **VII. Business**
 A. Appointment of Labor Negotiator – Board President
 (The Board will consider appointing the Board President as labor negotiator for the purpose of negotiations with the District Manager)
 B. Review of Comparable Agencies
 (The Board will review the agencies used for salary and benefits comparisons)

Motion: **VIII. Approval of Checks**
 A. Checks for May 5, 2022 - Fund No. 3418 & 3423
 (The Board will be asked to approve the monthly checks)

Info: **IX. Future Agenda Items**
 May 19, 2022

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF MAY 5, 2022

TIME OF MEETING: 7:00 P.M.

DISTRICT BOARD ROOM, 7500, SCHMIDT LANE, EL CERRITO, CA

CLOSED SESSION – Manager Performance Evaluation

CLOSED SESSION – Conference with Labor Negotiator

Draft Budget

+*AB 361 – 30 Day Virtual Meeting Extension*

+*RESOLUTION – Procurement Policy*

+*ORDINANCE – Juneteenth Holiday*

June 2, 2022

Draft Budget

Review Directors Meeting Compensation

District Working Capital and Reserve Policy

July 4th Fair Discussion

CASA Conference

Diversity, Equity, and Inclusion

CLOSED SESSION

Conference with Labor Negotiator

Gov. Code § 54957.6

Agency Designated Representative: Board President

Unrepresented Employee: District Manager

X. Adjournment

(The next regular meeting of the Stege Sanitary District Board of Directors is scheduled to be held on May 19, 2022 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF APRIL 21, 2022
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

*****MINUTES*****

- I. Call To Order:** President Merrill called the meeting to order at 7:00 P.M.
- II. Roll Call:** Present: Christian-Smith*, Gilbert-Snyder*, Miller*,
 O’Keefe*, Merrill
 Absent: None
 Others Present: Rex Delizo, District Manager
 Kristopher Kokotaylo, District Counsel
**via video-conference*

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

- III. Public Comment:** There was no public comment.

IV. Approval of Minutes

A. Approval of April 7, 2022 Board Meeting Minutes

MOTION: By Christian-Smith, seconded by Gilbert-Snyder, to approve the minutes of the April 7, 2022 Board Meeting

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

V. Communications

A. Oral Communications

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
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a. City & Community Meetings

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

B. Written Communications

There were no items to consider.

VI. Reports of Staff and Officers

A. Attorney's Report:

1. Uniform Construction Cost Accounting Act

Kokotaylo gave a report on two proposed bills, AB 1944 and AB 2449, that would update the Brown Act to allow continued remote conferencing under specified exceptions.

B. Manager's Report

1. Monthly Maintenance Summary Report

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

2. Monthly Report of Sewer Replacements and Repairs

The Manager reported on payments made in March.

3. San Pablo Avenue Specific Plan Area Status Report

The Manager reported on the construction work along San Pablo Avenue and the status of the impact fee.

4. Draft Budget

The Manager reported on the first draft of the budget.

5. 4th of July Fair

The Manager reported on the planning for the upcoming fair. The Board chose timeslots to staff the District booth and agreed to downsize from two booths to one this year.

6. Disposal of Property Procedure

The Manager reported on the current procedure and will work with Counsel to prepare an updated policy for the Board's approval.

7. Draft Endeavor Newsletter

The Manager reported on the first draft of the newsletter.

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VII. Business

- A. Resolution No. 2187-0422 Finding that there is a Proclaimed State of Emergency; Finding that Meeting in Person Would Present Imminent Risks to the Health or Safety of Attendees as a Result of the State of Emergency; and Authorizing Remote Teleconferenced Meetings of the Stege Sanitary District for the 30 Day Period Beginning April 21 Pursuant to AB 361

The Board approved the resolution to make necessary findings to continue to meet remotely pursuant to Assembly Bill 361.

MOTION: By O'Keefe, seconded by Miller, to approve Resolution No. 2187-0422 Finding that there is a Proclaimed State of Emergency; Finding that Meeting in Person Would Present Imminent Risks to the Health or Safety of Attendees as a Result of the State of Emergency; and Authorizing Remote Teleconferenced Meetings of the Stege Sanitary District for the 30 Day Period Beginning April 21 Pursuant to AB 361

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

- B. Resolution No. 2188-0422 Electing to Become Subject to the Uniform Public Construction Cost Accounting Act

The Board approved the resolution.

MOTION: By O'Keefe, seconded by Gilbert-Snyder, to approve Resolution No. 2188-0422 Electing to Become Subject to the Uniform Public Construction Cost Accounting Act

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

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ABSTAIN: None

ABSENT: None

- C. Ordinance No. 2189-0422 Adding Section 2.11, Public Projects – Informal Bidding Procedures to the Stege Sanitary District Ordinance Code to Provide Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act

The Board approved the ordinance.

MOTION: By Gilbert-Snyder, seconded by O’Keefe, to approve Ordinance No. 2189-0422 Adding Section 2.11, Public Projects – Informal Bidding Procedures to the Stege Sanitary District Ordinance Code to Provide Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act

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

NOES: None

ABSTAIN: None

ABSENT: None

- D. Resolution No. 2190-0422 Adopting the Stege Sanitary District Procurement Policy

The Board reviewed the resolution. A motion to approve was initially made but after further discussion was withdrawn. Staff will work District Counsel to consider updating the policy to include a reference to District environmental policies and diversity, equity, and inclusion (DEI) policies before bringing the item back to the Board for consideration.

VIII. Financial Statements

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

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- C. Monthly Cash on Hand vs. Target Reserves
- D. California Employers' Retiree Benefit Trust (CERBT) Quarterly Statement
- E. Local Agency Investment Fund (LAIF) Quarterly Statement

The financial items were reviewed by the Board.

IX. Approval of Checks

- A. Checks for April 21, 2021 - Fund No. 3418 & 3423

MOTION: By Gilbert-Snyder, seconded by Miller, to pay the bills, Check Nos. 27565 through 27588 in the amount of \$109,090.17

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

X. Future Agenda Items

May 5, 2022

Appointment of Labor Negotiator
 CLOSED SESSION – Conference with Labor Negotiator
 Draft Budget
 July 4th Fair Discussion
 Review of Comparable Agencies

May 19, 2022

CLOSED SESSION – Manager Performance Evaluation
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CLOSED SESSION

Conference with Labor Negotiator

Gov. Code § 54957.6

Agency Designated Representative: District Manager Delizo

Unrepresented Employees: All District Employees

Conference with Legal Counsel—Anticipated Litigation

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

Number of Potential Cases: 5

Jones – Government Tort Claim filed: 12/16/2020

Eng – Government Tort Claim filed: 8/19/2021

Mosher – Government Tort Claim filed: 8/11/2021

Shimoni – Government Tort Claim filed: 10/25/2021

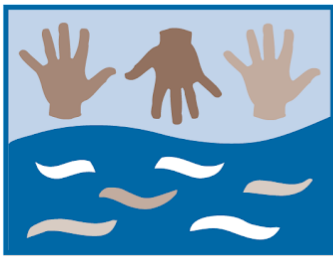
Schulak – Government Tort Claim filed: 2/7/2022

The Board entered into closed session at 8:38 P.M. and returned to open session at 8:52 P.M. President Merrill announced the Board had taken no reportable actions.

XI. Adjournment

The meeting was adjourned at 8:53 P.M. The next meeting of the District Board of Directors will be held on Thursday, May 5, 2022 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary



KIDS for the BAY

A Project of Earth Island Institute

1771 Alcatraz Avenue, Berkeley, CA 94703

Tel: (510) 734-3835

Email: info@kidsforthebay.org

www.kidsforthebay.org

Mandi Billinge, Executive Director/Founder

April 25, 2022

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

Dear Rex,

The Watershed Action Program in El Cerrito is going very well this school year. Classroom lessons are complete at Fairmont Elementary School, students and teachers are preparing for their Action Project and their field trip to the Berkeley Marina is set up. The enclosed report highlights some of the successes we have had educating and inspiring El Cerrito students to be empowered environmentalists and to advocate for healthier watersheds by reducing pollution. Please find enclosed:

- Progress Report Narrative
- 2021-2022 School Year Invoice
- Photo documents of our students in action
(Please note these pictures are for internal use only, as some families have requested their child's picture not be released to the general public)

I hope you will enjoy reviewing these materials.

Sincerely,

Mandi Billinge
Executive Director/Founder

Everyone is an Environmentalist!

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WATERSHED ACTION PROGRAM INTERIM REPORT

PREPARED FOR
STEGE SANITARY DISTRICT

KIDS for the BAY
1771 Alcatraz Avenue
Berkeley, CA 94703

INTRODUCTION

KIDS for the BAY (KftB) is providing the Watershed Action Program (WAP) to two third grade classes in the City of El Cerrito during the 2021-22 school year. This program is engaging forty-six students, their families, and two partner teachers at Fairmont Elementary School in El Cerrito. KftB Educator Alix Martin is delivering hands-on environmental science education to students, teachers and families, and inspiring them to take action to protect their local watershed. Partner teachers Jennifer Kelso and Karley Umoru are very passionate about learning and teaching this meaningful curriculum.

SUMMARY OF 2021-2022 CLASSROOM LESSONS

The third grade students and teachers at Fairmont Elementary were thrilled to begin the WAP and were especially excited for in-person learning opportunities after more than a year of distance learning due to the Covid-19 pandemic. Students were eager to engage in watershed science experiments, investigations, and Environmental Action Projects. The teachers have learned new hands-on, investigative approaches to watershed science education. Both students and teachers were very engaged in exploring and connecting with nature, both in the classroom and outdoors on the school campus. KIDS for the BAY programs are helping to rebuild community learning experiences with in-person environmental education at our partner schools.

Watershed Investigations

Fairmont Elementary is located in the Cerrito Creek Watershed. The school is within walking distance to the Ohlone Greenway, Cerrito creek and Creekside Park. Fairmont Elementary has a beautiful native plant garden and a large outdoor classroom space.

Students at Fairmont Elementary were excited to have a guest in their classroom and learn about watersheds. Ms. Alix could tell that the students were excited about the nature surrounding their community as they exclaimed, “I live close to a creek!” and excitedly shared their fun experiences exploring local parks and creeks. “I used to live in a house that looked right at Cerrito creek. It was so beautiful,” shared classroom teacher Ms. Umoru. After asking students what they thought a watershed was, Ms. Alix received some great guesses. Felix guessed, “I think a watershed is where the water travels.” Students were excited to learn that all their guesses were important components of a watershed.

The young scientists were eager to conduct their first experiment, which was to create mini watershed models using crumpled parchment paper, marker pens and water spray bottles to see how watersheds are formed and to predict and test how the water would flow. The students made excellent predictions about how their watershed models would react when they added water. Some students were surprised to see how the water moved,

and Denham stated that, “A lot of the rain went to this lake!” Other groups were excited to have made correct predictions about the number of watersheds in their model. Several students made the connection that the brown ridgelines represented soil runoff. “The brown marker is like dirt washing away when it rains a lot,” Addie shared. Lucy added, “The brown could also be pollution spreading into the water.” They were excited to talk about mudslides and what happened to the soil after a heavy rain storm. The students enjoyed learning about watershed components and their functions.

Students then went outside onto their school campuses to explore, observe and investigate their own local watershed by completing a Watershed Scavenger Hunt. Students took advantage of the warm sunshine and explored their school’s outdoor garden space, working cooperatively in pairs to find items from the scavenger hunt worksheet. “I see storm drains all the time, and sometimes there is plastic inside,” Kai shared. The students were eager to show Ms. Alix the new storm drains that had been installed at the school. “They have metal nets on the inside that stop the plastic from going through,” explained Ana.

Back in the classroom, the watershed explorers loved studying large, colorful satellite maps of the San Francisco Bay watershed and learning that it was in the shape of a mermaid. “I know where that is!” Ms. Alix heard from multiple groups throughout the activity. When discussing the different colors on the maps, Ms. Alix was surprised to hear Peter exclaim, “The type of water in the bay is brackish water! Salt and freshwater!” The students excitedly worked together in groups to find all of the bridges, cities, and landmarks on their scavenger hunt.

Estuary Studies and Bay Models

When Ms. Alix arrived in Ms. Umoru’s class on the morning of the second lesson, the students were excited to share that after the first lesson they went home and taught their families all about watersheds. Isabella told the class, “A watershed is where the water flows!” The class reviewed the different types of water in the bay. “Brackish water!” the whole class repeated together.

Ms. Alix introduced the scientific word “density” and many of the students in Ms. Umoru’s class were eager to explain what it meant. “Density means how close together the molecules are,” explained Lincoln. In response to the question, “Which is heavier or denser; saltwater or freshwater?” Brooklyn told the class, “Saltwater will be heavier because it also has salt mixed in with the freshwater.” The students were excited to learn that their predictions were correct, and that saltwater was indeed heavier than freshwater.

Building on their knowledge of watersheds from the previous lessons, students were very excited to make three-dimensional models of the San Francisco Bay estuary watershed, to mix freshwater from the rivers and saltwater from the ocean in this model, and to create brackish water in the bay estuary. The students carefully studied their maps of the bay and made bridges and islands with clay. Ana made a very intricate clay model of the Golden Gate Bridge. “The Golden Gate Bridge is so beautiful. I want my model to look

as real as possible,” she explained. “The San Mateo Bridge is nine miles long, longer than all of San Francisco,” shared Oona. Ms. Alix asked the students to point to the rivers and the ocean before starting the experiment. When she said, “Estuary!” this was the signal for students to start pouring fresh and saltwater in their designated spots in the bay model.

The students made sure to carefully make it rain over the rivers, and poured the saltwater gently into the Pacific Ocean. Peter observed, “The colors are mixing, and making brackish water!” The students were amazed to observe the freshwater and saltwater combining together in the bay model. Mingus observed, “It looks like the mermaid’s body has brackish water in it!” Brooklyn shared, “The water mixes right around San Francisco.” After adding food color dye to represent pollution to the bay, the students were devastated to see how the ‘pollution’ spread in their models. “This is why it is so bad to have trash in the storm drains. If storm drains had small holes so that water could flow through but not trash, this would help,” shared Amir.

The Storm Drain System

Students learned about the storm drain system, which connects with local creeks that flow into the bay and ocean, and that water flowing into the storm drain system does not get cleaned, therefore it can carry many pollutants, including plastic trash, into watershed ecosystems. Students learned about the harmful impacts of plastic trash on fish and wildlife, and about how microplastics are broken down from plastic pollution and can infiltrate food chains and provide health hazards to wildlife and people.

One student, Michelle, was particularly shocked that any trash present in the storm drains would end up in the bay. She stood up and declared, “If we help clean up trash around our school and neighborhoods, then that trash won’t end up in the bay and ocean!” The rest of the class agreed with Michelle and decided they needed to take action to help prevent pollution, specifically plastic pollution, from entering the water bodies throughout the bay area.

Students learned that while there were negatives to storm drains, including taking pollution to the creeks and the bay, there were also positives. Ms. Alix emphasized that storm drains were important because they helped direct the extra water underground to keep cities, schools, and neighborhoods from flooding when it rains. However, in some areas, where creeks and other natural habitats are being restored, the ground absorbs the water and it drains naturally to the creek in this groundwater system, so storm drains are not needed.

Healthy Sewers for Healthy Waterways

In this lesson, the students explored various FOGs (fats, oils and greases) and discussed how each could be harmful to the sanitary sewer systems if disposed of incorrectly. “I remember from the second lesson that the water in the sewer gets cleaned before going out into the bay,” shared Erica, “...but it’s not perfect, so we still have to be careful about what goes down the drain!”

Ms. Alix asked the students to explain states of matter and Felix volunteered, "The three states of matter are liquid, solid, and gas." Ms. Alix asked what happens to grease if it cools in the sink or drain. Brooklyn shared, "I've seen oil turn from hot liquid to solid. Fats can turn to solids in the sewer pipes." Ms. Alix agreed and explained that the solid grease can clog up the sanitary sewer pipes that we rely on to take away waste water to be cleaned in a treatment plant. This can cause overflows and backups in the sanitary sewer system, which can be very detrimental to the watershed environment.

Ms. Alix brought in coconut oil for the students to look at, and talked about the different states that oil can be found in depending on the temperature. Brooklyn shared, "My mom puts coconut oil in my hair, and when it gets warm in our hands it becomes liquid!" Michelle shared, "When the coconut oil turns cold it can clog the drain and then create flooding and wastewater." "Exactly!" Ms. Alix exclaimed.

The students also brainstormed a list of other items that should never enter the sanitary sewer system or the storm drain system, including flushable wipes and medicines. "You can take your unused medicines to the pharmacy, and they will dispose of them properly," shared classroom teacher Ms. Kelso.

Plastic Pollution and its Impact on Wildlife

Students were concerned and saddened by the images of animals being harmed by pollution in the bay and ocean. They recognized that if everyone did their part and helped clean up trash and dispose of it properly, animals would not have to suffer. "If we study sad things, we can stop them from happening," shared Peter. Aria added, "We can study sad things so that we can help future generations of animals!" The students had a lot to share about the impacts of marine debris. "Sea turtles often eat plastic bags thinking they are jellyfish, and they can die," shared Michelle. The class agreed that plastic pollution was a serious problem facing our world, and were very eager to get outside for the trash cleanup and help make their school a better place.

Campus and Neighborhood Cleanup

The young environmentalists were very inspired to clean up trash from their local watershed and school campus. Ms. Alix introduced the Neighborhood Survey worksheets that students would complete during each trash cleanup project. Everyone reviewed the categories of trash to look out for and clean up, as well as how to use tally marks to complete the survey by recording observations.

With clipboards, pencils, tongs, and reusable bags in hand, the students headed outside to begin their trash cleanup. "We want to pick up trash so it doesn't end up in the ocean," shared Tenzin. Many students found organic waste on the ground like banana and orange peels. Eshal excitedly exclaimed, "Since these are food scraps, we can put them in the compost in the garden!" "I actually noticed there's a lot of trash around," observed Erica. "Yeah! Lots of paper and plastic!" added Isabella. The students were very proud to learn that they collectively gathered 512 total pieces and 33 gallons of trash. Greewani was so inspired by the cleanup that she exclaimed, "I'm going to pick up trash at lunch now!"

The students were glad to know that the work they did made a difference and would help protect the animals that live in the bay and ocean.

Bay Food Chains and Bay Organism Investigations

Students studied a bay-ocean food web and learned about plankton, bull kelp, striped bass fish and Dungeness crab. Using all of their senses, they investigated the anatomy and adaptations of real bay organisms while practicing working together as curious scientists.

The young scientists were incredibly excited to work in the laboratory room at the school and couldn't wait to start their bay organism investigations. Ms. Alix was surprised at how many students said they had already learned what a food chain was. Lincoln was eager to share. "A food chain is when an animal eats another animal, and it keeps going in a cycle," he said. Erica added, "All food chains start with the sun, because plants use the sun for energy."

The class discussed anatomy and adaptations of their favorite animals next, and the students had very interesting examples they wanted to share. "A lynx has wide paws for walking on snow, like snowshoes," shared Annie. Felix added, "Pangolins have the adaptation of tough skin to keep them protected from predators." Aria explained, "An adaptation is a special skill that helps an organism survive in its habitat." "All dangerous mammal predators have similar adaptations like sharp teeth and claws, and camouflage," observed Alex.

The students were excited to learn about bull kelp and other types of seaweed. Ms. Alix shared that this type of seaweed is very important to the San Francisco Bay ecosystem. They enjoyed learning about and exploring the kelp, and were very respectful and careful. Amir noticed, "When you dry the seaweed, it becomes tougher and harder to rip." "The inside is more wet and gooey, maybe because the sun doesn't reach the inside as much to dry it out," hypothesized Sean.

The students loved pretending to be seaweed and acting out the anatomy and physiology of bull kelp using ploga (play yoga). They pretended the classroom was the ocean and the ceiling lights were the sun. Ms. Alix asked the students what would happen if a purple sea urchin came along and ate their holdfast. Mikfung responded, "The seaweed would just be floating around in the water with nothing to hold on to." The students swirled around the room to illustrate this. The class even took their investigations one step further and conducted a mini-experiment where they re-dried the seaweed and observed how it changed.

The students were ready to be scientists and carefully investigate striped bass fish and Dungeness crab from the bay. Ms. Alix demonstrated how to respectfully investigate every body part and adaptation of the fish and crab. In groups, students used laminated cards to study the anatomy of the fish and crab. They were especially amazed by the little hairs on the Dungeness crab and the red gills inside the striped bass. "The oxygenated blood takes the oxygen from the water molecule so the fish can use it. This is kind of like

how our lungs take the oxygen from the air, which has nitrogen and carbon and other things,” explained Mingus. “I have been really interested in science since I was two years old,” he added. “Female crabs have a rounder and larger tail, so they can carry a sack of eggs under their belly,” shared Isla. “I go crabbing a lot with my dad and see this sometimes when it is the right season.” Learning about the organisms that live in the bay inspired students more to want to help protect this special habitat.

Watershed Health and the Environmental Justice Movement

Students were excited to continue expanding their knowledge of watersheds by working together to complete a Watershed Health Assessment. Ms. Alix explained that the students were going to practice being scientists and use critical thinking to evaluate various parts of their watershed, and would then determine if they belonged in ‘healthy’, ‘unhealthy’, or ‘both’ categories. “BART could be good and bad,” exclaimed Amir. “It’s good because people don’t have to use their cars which causes pollution, but bad because it is loud and scares the birds and squirrels,” Brooklyn elaborated.

Ms. Alix asked the students to show thumbs up, thumbs to the side, or thumbs down to indicate whether they thought they lived in a perfectly healthy watershed, a very unhealthy watershed, or somewhere in between. The students all held up a ‘thumbs to the side’ motion and agreed that there were both positive and negative aspects of their watershed. “I want to help the unhealthy watershed by living there and helping take care of it, and also teaching the other people who live there how to save it,” shared Leo.

When Ms. Alix showed the Environmental Justice video, the students had a lot of strong reactions to what they saw. “That’s not fair!” the class exclaimed with much concern. Several students shared that everyone should have access to clean water and a safe environment, and spoke very passionately about the issue. “People living on islands don’t make most of the pollution, but they have to deal with what happens because of it, like the oceans rising,” shared Addie. Greewani added, “It’s not fair that we send our trash to other countries and islands!”

The students were very excited to learn about environmental leaders in their own community, particularly Sean Russel, a young environmentalist who worked to reduce marine debris in his hometown of North Point, Florida. To do this, he and his team built up a supply of re-used tennis ball containers, and gave them to fishermen as a place to store their discarded fishing line. He also mobilized groups of passionate youth environmentalists to plan trash cleanups along the coast, and empowered students through his youth ocean conservation summit. “That fishing line is like what we saw in that photo of the sea turtle the other day, where it was all tangled up,” noticed Alex. The class felt inspired to learn that students just like them were taking action to create a positive impact on the Earth.

ACTION PROJECT

Environmental Action Projects provide students and teachers with the opportunity to become leaders in their schools and families and have a positive impact on the health of their watershed. The two El Cerrito classes selected the Waste Reduction Action Project. In this project students will learn about the negative impacts of plastic pollution in our landfills and oceans. They will identify solutions to this issue, make pledges and teach others about how to use the Five Rs (reduce, reuse, recycle, rot/compost and refuse) as a tool to reduce plastic pollution. Details of the Action Project will be provided in the final report.

FIELD TRIP

This program will culminate with a Bay Field Trip to the Berkeley Marina later this spring.



**WATERSHED ACTION PROGRAM
STEGE SANITARY DISTRICT
2021-2022 SCHOOL YEAR
PROGRESS REPORT HIGHLIGHTS**

*Photos are for internal use only



Young environmentalists at Fairmont Elementary have been learning about their local watershed and how everything is connected in the San Francisco Bay Watershed.



"A watershed is where the water flows and connects."

Isabella, Third Grade Student





**KIDS for
the BAY**

TAKING ACTION FOR A HEALTHY WATERSHED



Students took action by conducting a trash cleanup around their school campus. After analyzing their data students found that they had cleaned up over 883 pieces of trash.



“We want to pick up trash so it doesn’t end up in the ocean,”

Tenzin, Third Grade Student

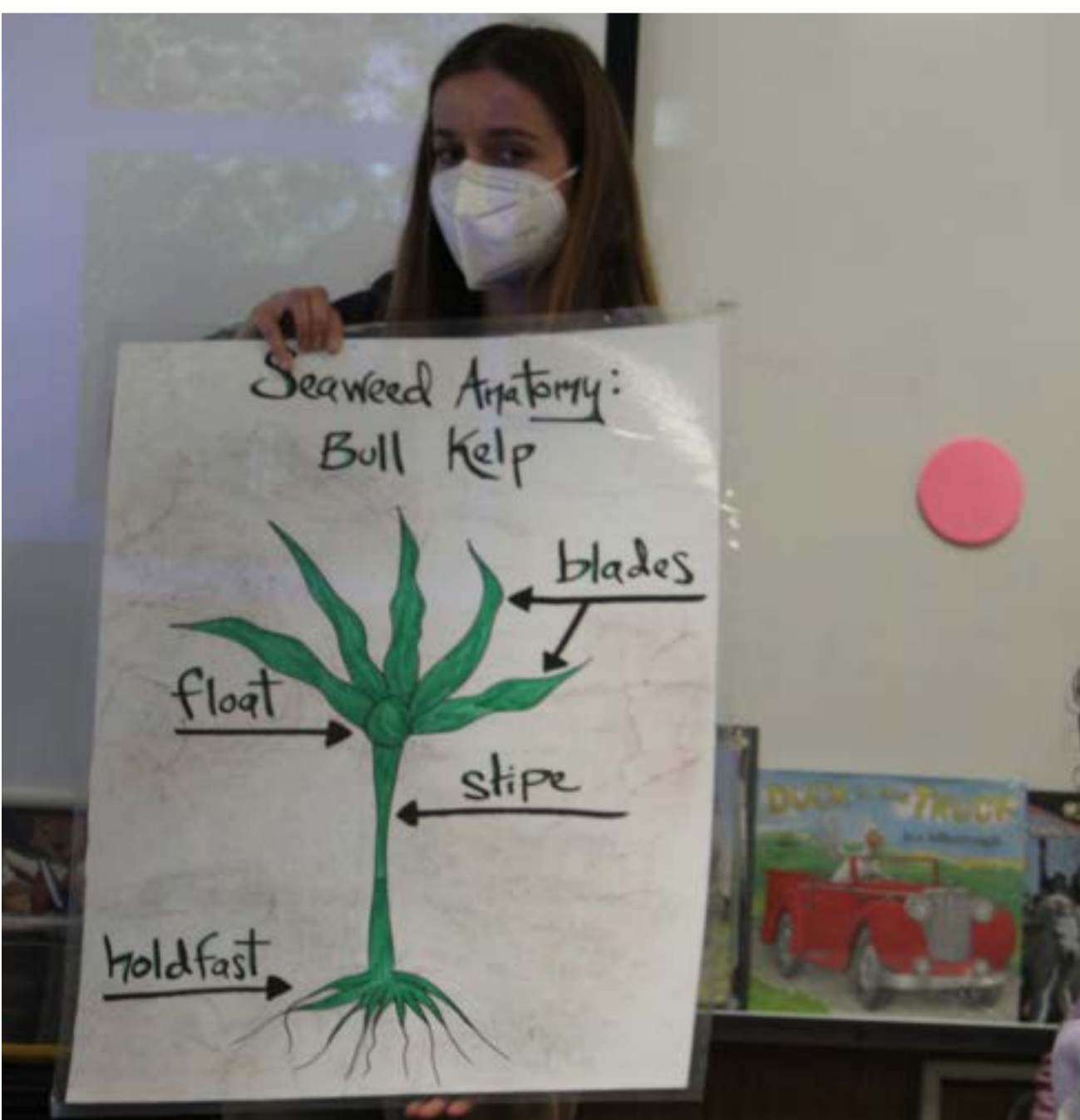


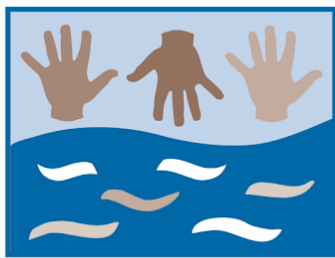


Moving through the food web, students learned about plankton, bull kelp, Striped bass and Dungeness crab. Using all of their senses, students carefully investigated the anatomy and adaptations of these bay organisms while practicing working together as scientists.

“All food chains start with the sun, because plants use the sun for energy.”

Erica, Third Grade Student





KIDS for the BAY

A Project of Earth Island Institute

1771 Alcatraz Avenue, Berkeley, CA 94703

Tel: (510) 734-3835

Email: info@kidsforthebay.org

www.kidsforthebay.org

Mandi Billinge, Executive Director/Founder

INVOICE April 25, 2022

TO: Stege Sanitary District
ATTN.: Rex Delizo, P.E.

FROM: Earth Island Institute/KIDS for the BAY
Tax ID#: 942889684

SERVICE: Watershed Action Program for two third grade classes

DESCRIPTION: Professional development for two teachers with Academic Credit units option
Four hands-on classroom lessons for each class of teachers and students
Implementation of student-centered Environmental Action Projects
Bay field trip to Berkeley Marina
Curriculum guide
Equipment kit
Ongoing support when teachers continue to teach the program to future classes of students through our Blue Watershed Classrooms teacher follow-up support program

FEE: \$12,000

Please make your check payable to KftB/Earth Island Institute and mail to the above address.

Everyone is an Environmentalist!

DRAFT BUDGET

EXHIBIT A

STEGE SANITARY DISTRICT REVENUE SUMMARY

FISCAL YEAR 2022-2023

ITEM	as of 04/11/2022 REVENUE 2021-2022	REMAINING BUDGET 2021-2022	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
REVENUE					
I. SEWER OPERATION FUND (3418)					
Non Operating Income:					
Interest	\$ -	0%	\$ 50,000	\$ 12,000	-76%
Miscellaneous	373	-98%	\$ 21,000	\$ 21,000	0%
Operating Income:					
Permit & Inspection Fees	8,420	-30%	\$ 12,000	\$ 12,000	0%
Sewer Service Charges	1,692,599	-46%	\$ 3,149,000	\$ 3,209,000	2%
Contracted Services	-	0%	\$ 30,000	\$ 33,000	10%
Subtotal	\$ 1,701,392	-48%	\$ 3,262,000	\$ 3,287,000	1%
II. CAPITAL FUND (3423)					
Non-Operating Income:					
Interest	\$ -	0%	\$ 15,000	\$ 5,000	-67%
Operating Income:					
Property Tax	325,905	-19%	\$ 400,000	\$ 400,000	0%
Capital Service Charges	1,692,599	-46%	\$ 3,149,000	\$ 3,775,000	20%
Connection Fees	39,122	-74%	\$ 150,000	\$ 50,000	-67%
San Pablo Ave. Impact Fee	775	-100%	\$ 250,000	\$ 50,000	-80%
Subtotal	\$ 2,058,401	-48%	\$ 3,964,000	\$ 4,280,000	8%
TOTAL REVENUE	\$ 3,759,793	-48%	\$ 7,226,000	\$ 7,567,000	5%

DRAFT BUDGET

EXHIBIT B

STEGE SANITARY DISTRICT EXPENSE SUMMARY

FISCAL YEAR 2022-2023

ITEM	as of 04/11/22 EXPENSES 2021-2022	REMAINING BUDGET 2021-2022	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
EXPENSES					
I. OPERATING EXPENSES:					
Dept 41 - Maintenance/Engineering	\$ 1,249,129	12%	\$ 2,159,348	\$ 2,232,314	3%
Dept 41 - Pump Stations	\$ 45,093	23%	\$ 16,460	\$ 18,020	9%
Dept 41 - Contracted Repairs	\$ 24,771	-6%	\$ 68,000	\$ 70,000	3%
Dept 45 - General & Administration	\$ 631,941	23%	\$ 894,828	\$ 997,133	11%
SUBTOTAL OPERATING EXPENSES	\$ 1,950,934	14%	\$ 3,138,636	\$ 3,317,467	6%
II. CAPITAL EXPENSES:					
Dept 41 - Capital Equipment	\$ 47,778	72%	\$ 500,000	\$ 355,000	-29%
Dept 41 - Debt Repayment (SRF)	\$ 148,220	0%	\$ 148,200	\$ 43,900	-70%
Dept 41 - Sewer Rehabilitation	\$ 3,273,347	48%	\$ 5,667,000	\$ 3,837,050	-32%
SUBTOTAL CAPITAL EXPENSES	\$ 3,469,344	48%	\$ 6,315,200	\$ 4,235,950	-33%
TOTAL	\$ 5,420,278	37%	\$ 9,453,836	\$ 7,553,417	-20%
OTHER EXPENSES:					
Transfer from Capital Fund	\$ -	0%	\$ -	\$ -	0%
Retiree Medical Fund	\$ -	0%	\$ -	\$ -	0%
SUBTOTAL OTHER EXPENSES	\$ -	0%	\$ -	\$ -	0%
TOTAL EXPENSES	\$ 5,420,278	37%	\$ 9,453,836	\$ 7,553,417	-20%

STEGE SANITARY DISTRICT TRANSFER TO/(FROM) RESERVES

FISCAL YEAR 2022-2023

ITEM			Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
REVENUE			\$ 7,226,000	\$ 7,567,000	5%
EXPENSES			\$ (9,453,836)	\$ (7,553,417)	-20%
SUBTOTAL			\$ (2,227,836)	\$ 13,583	
TRANSFER TO/(FROM) RESERVES			\$ (2,227,836)	\$ 13,583	

DRAFT BUDGET

EXHIBIT C

STEGE SANITARY DISTRICT BUDGET - COMPOSITE

FISCAL YEAR 2022-2023

ITEM	FISCAL YEAR	FISCAL YEAR	% Change	OPERATIONS	GENERAL & ADMIN.
	2021-2022 BUDGET	2022-2023 BUDGET			
OPERATING EXPENSES:					
010 Salaries & Wages	\$ 1,429,460	\$ 1,536,060	7%	\$ 1,277,160	\$ 258,900
020 Employee Benefits	\$ 668,561	\$ 696,423	4%	\$ 540,597	\$ 155,826
030 Directors' Expenses	\$ 39,888	\$ 41,007	3%	\$ -	\$ 41,007
040 Election Expense	\$ -	\$ 30,000	0%	\$ -	\$ 30,000
060 Gasoline, Oil, Fuel	\$ 22,000	\$ 22,000	0%	\$ 22,000	\$ -
070 Insurance	\$ 219,900	\$ 265,400	21%	\$ 15,000	\$ 250,400
080 Memberships	\$ 18,100	\$ 18,600	3%	\$ 3,500	\$ 15,100
090 Office Expense	\$ 10,100	\$ 10,100	0%	\$ -	\$ 10,100
100 Operating Supplies	\$ 40,000	\$ 40,000	0%	\$ 40,000	\$ -
110 Contractual Services	\$ 98,100	\$ 101,300	3%	\$ 101,300	\$ -
120 Professional Services	\$ 202,600	\$ 156,100	-23%	\$ 84,000	\$ 72,100
130 Printing & Publications	\$ 29,000	\$ 29,000	0%	\$ -	\$ 29,000
140 Rents & Leases	\$ 1,800	\$ 1,800	0%	\$ 1,000	\$ 800
150 Repairs & Maintenance	\$ 116,700	\$ 118,370	1%	\$ 103,370	\$ 15,000
160 Revenue Collection Expenses	\$ 14,600	\$ 14,600	0%	\$ -	\$ 14,600
170 Travel & Meetings	\$ 18,500	\$ 18,500	0%	\$ 14,000	\$ 4,500
190 Utilities	\$ 41,200	\$ 42,200	2%	\$ 7,000	\$ 35,200
200 Other Expenses	\$ 62,100	\$ 64,600	4%	\$ -	\$ 64,600
203 First Aid Supplies	\$ 500	\$ 500	0%	\$ 500	\$ -
204 Safety Equipment and Gloves	\$ 4,500	\$ 4,500	0%	\$ 4,500	\$ -
205 Uniforms and Boots	\$ 15,317	\$ 17,137	12%	\$ 17,137	\$ -
206 Safety Incentive Program	\$ 1,250	\$ 1,250	0%	\$ 1,250	\$ -
207 Contracted Repairs	\$ 68,000	\$ 70,000	3%	\$ 70,000	\$ -
410 Pump Stations	\$ 16,460	\$ 18,020	9%	\$ 18,020	\$ -
TOTAL OPERATING EXPENSES	\$ 3,138,636	\$ 3,317,467	6%	\$ 2,320,334	\$ 997,133
CAPITAL EXPENSES:					
650 DEBT REPAYMENT	\$ 148,200	\$ 43,900	-70%	\$ 43,900	\$ -
300 CAPITAL EQUIPMENT	\$ 500,000	\$ 355,000	-29%	\$ 355,000	\$ -
400 CONSTRUCTION	\$ 5,667,000	\$ 3,837,050	-32%	\$ 3,837,050	\$ -
TOTAL CAPITAL EXPENSES	\$ 6,315,200	\$ 4,235,950	-33%	\$ 4,235,950	\$ -
TRANSFER TO CAPITAL FUND		\$ -		\$ -	\$ -
TOTAL BUDGET	\$ 9,453,836	\$ 7,553,417	-20%	\$ 6,556,284	\$ 997,133

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - OPERATIONS

FISCAL YEAR 2022-2023

ITEM	as of 04/11/2022 EXPENDITURES 2021-2022	REMAINING BUDGET 2021-2022	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
010 SALARIES AND WAGES					
011 Engineering Salaries	\$ 371,679	33%	\$ 553,900	\$ 598,200	8%
011.6 Cell Phone (3)	1,440	33%	2,160	2,160	0%
012 Collection System Salaries	362,148	33%	541,900	585,300	8%
012.6 Cell Phone (5)	2,400	33%	3,600	3,600	0%
013 Overtime - Service Calls	14,103	8%	15,400	15,400	0%
014 Overtime - Engineering/Inspection	-	100%	500	500	0%
015 Standby	42,582	29%	60,000	60,000	0%
017 Performance Incentive	-	100%	12,000	12,000	0%
TOTAL SALARIES AND WAGES	\$ 794,353	33%	\$ 1,189,460	\$ 1,277,160	7%
020 EMPLOYEE BENEFITS					
021 Retirement	\$ 102,163	68%	\$ 321,350	\$ 339,070	6%
021a Deferred Comp Match	20,250	20%	25,440	27,000	6%
Cafeteria Plan					
022 Health Care Premiums & Admin Fees	60,000	17%	72,581	72,581	0%
023 Life Insurance/Dental/LTD	11,247	29%	15,840	13,680	-14%
024 Workers' Compensation Insurance	-	100%	19,200	20,200	5%
025 Unemployment Insurance	1,556	73%	5,700	6,000	5%
026 Medicare	-	100%	20,200	21,200	5%
027 Cash in Lieu (Dependent Care & Medical)	16,000	33%	24,000	24,000	0%
Retiree Medical & ARC					
'028 Retiree Medical (AnnReq'dContrib ARC)	-	#DIV/0!	-	3,656	0%
'029 Retiree Health Care Premium	9,125	23%	11,900	11,900	0%
030 Social Security (On Call Maintenance)	1,708	-30%	1,310	1,310	0%
TOTAL EMPLOYEE BENEFITS	\$ 222,048	57%	\$ 517,521	\$ 540,597	4%
MAINTENANCE					
060 GAS, OIL AND FUEL	\$ 14,488	34%	\$ 22,000	\$ 22,000	0%
070 CLAIMS	2,413	84%	15,000	15,000	0%
080 MEMBERSHIPS	3,419	-14%	3,000	3,500	17%
100 OPERATING SUPPLIES					
101 Rods and Augers	-	100%	5,000	5,000	0%
102 Chemicals	-	100%	1,000	1,000	0%
104 Hose and Nozzles	8,170	67%	25,000	25,000	0%
105 Emergency Readiness	-	100%	500	500	0%
107 Engineering and Inspection Supplies	-	100%	2,000	2,000	0%
108 Computer/Supplies	2,224	66%	6,500	6,500	0%
Forward totals to next page	30,713	62%	80,000	80,500	1%

DRAFT BUDGET

DETAIL SHEET

**STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - OPERATIONS**

FISCAL YEAR 2022-2023

ITEM	as of 04/11/2022 EXPENDITURES 2021-2022	REMAINING BUDGET 2021-2022	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
Totals from previous page	\$ 30,713	62%	\$ 80,000	\$ 80,500	1%
110 CONTRACTUAL SERVICES					
111 Phone Service (Answering Service)	\$ 2,781	99%	\$ 1,200	\$ 1,500	25%
112 Manhole Level Monitors	3,348	100%	2,500	3,400	36%
115 Sewer Root Foaming	62,615	100%	75,000	75,000	0%
116 Radio and Test Equipment Maintenance	-	98%	500	500	0%
117 Utility Marking Service	4,761	100%	3,000	5,000	67%
118 DOT Regulatory Compliance	730	99%	900	900	0%
119 Collection System JPA	-	100%	15,000	15,000	0%
120 PROFESSIONAL SERVICES					
121 Technical/Legal Support	\$ 36,967	100%	\$ 107,000	\$ 62,000	-42%
122 Safety Consultant	-	99%	1,000	1,000	0%
123 Flow Monitoring Modeling	-	100%	15,000	15,000	0%
124 Enforcement	-	100%	6,000	6,000	0%
140 RENTS AND LEASES	\$ -	99%	1,000	1,000	0%
150 REPAIRS AND MAINTENANCE					
151 Vehicle Maintenance	\$ 41,038	100%	\$ 40,000	\$ 40,000	0%
152 Equipment and Shop Maintenance	6,252	100%	9,000	9,000	0%
153 Sewer Materials	2,850				
a. Pipe and Fittings	-	100%	4,000	4,000	0%
b. Manholes	-	100%	4,500	4,500	0%
c. Castings	-	99%	1,000	1,000	0%
154 Emergency Sewer Replacement	-	100%	12,500	12,500	0%
156 Building Maintenance	1,160	99%	1,800	1,800	0%
157 Janitorial Services	4,074	100%	4,500	5,700	27%
158 Yard Maintenance	1,890	100%	2,400	2,520	5%
159 Refuse Service	4,522	100%	4,750	5,100	7%
159a Refuse Service-Vactor	2,454	100%	2,250	2,250	0%
160 Video Inspection Equipment Repair	4,554	100%	15,000	15,000	0%
170 TRAVEL AND MEETINGS					
171 Training and Testing	\$ 905	100%	\$ 3,000	\$ 3,000	0%
173 Travel Reimbursement	494	100%	6,000	6,000	0%
174 Meetings and Conference	2,155	100%	5,000	5,000	0%
Forward totals to next page	\$ 214,262	100%	\$ 423,800	\$ 384,170	-9%

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - OPERATIONS

FISCAL YEAR 2022-2023

ITEM	as of 04/11/2022 EXPENDITURES 2021-2022	REMAINING BUDGET 2021-2022	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
Totals from previous page	\$ 214,262	100%	\$ 423,800	\$ 384,170	-9%
193 WATER - HYDRO FLUSHER	\$ 6,285	10%	\$ 7,000	\$ 7,000	0%
203 FIRST AID SUPPLIES	-	100%	500	500	0%
204 SAFETY EQUIPMENT AND GLOVES	1,461	68%	4,500	4,500	0%
205 UNIFORMS AND BOOTS	10,721	30%	15,317	17,137	12%
206 SAFETY INCENTIVE PROGRAM	-	100%	1,250	1,250	0%
TOTAL MAINTENANCE/ENGINEERING	\$ 232,729	49%	\$ 452,367	\$ 414,557	-8%
41.2 BURLINGAME PUMP STATION					
150 Repairs (Contracted)	34,794	-770%	\$ 4,000	\$ 4,000	0%
150a Annual Inspection	-	100%	2,500	2,500	0%
151 Electricity	1,524	-69%	900	1,800	100%
152 Telemetry	-	100%	350	350	0%
153 Maintenance and Landscaping	720	25%	960	960	0%
41.4 CANON PUMP STATION					
150 Repairs (Contracted)	7,019	-75%	4,000	4,000	0%
150a Annual Inspection	-	100%	2,500	2,500	0%
151 Electricity	1,035	-15%	900	1,560	73%
152 Telephone/Telemetry	-	100%	350	350	0%
TOTAL PUMP STATIONS	\$ 45,093	-174%	\$ 16,460	\$ 18,020	9%
207 CONTRACTED REPAIRS	\$ 24,771	64%	68,000	70,000	3%
TOTAL - MAINT/ENG EMPLOYEE SALARIES	\$ 794,353	33%	\$ 1,189,460	\$ 1,277,160	7%
TOTAL - MAINT/ENG EMPLOYEE BENEFITS	222,048	57%	517,521	540,597	4%
TOTAL OTHER MAINTENANCE/ENGINEERING	232,729	49%	452,367	414,557	-8%
TOTAL - PUMP STATIONS	45,093	-174%	16,460	18,020	9%
TOTAL CONTRACTED REPAIRS	24,771	64%	68,000	70,000	3%
TOTAL OPERATIONS	\$ 1,318,993	41%	\$ 2,243,808	\$ 2,320,334	3%

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT
ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL

FISCAL YEAR 2022-2023

ITEM	as of 04/11/2022 EXPENDITURES 2021-2022	REMAINING BUDGET 2021-2022	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
010 SALARIES AND WAGES					
011 Administration Salaries	\$ 154,000	35%	\$ 236,500	\$ 255,400	8%
017 Performance Incentive	-	100%	3,500	3,500	0%
TOTAL - SALARIES & WAGES	\$ 154,000	36%	\$ 240,000	\$ 258,900	8%
020 EMPLOYEE BENEFITS					
021 Retirement	\$ 68,016	30%	\$ 97,300	\$ 101,080	4%
021a Deferred Comp Match Cafeteria Plan	4,500	25%	6,000	6,000	0%
022 Health Care Premiums & Admin Fees	16,982	14%	19,800	19,800	0%
023 Life Insurance/Dental/LTD	1,614	25%	2,160	2,196	2%
024 Workers' Compensation Insurance	1,514	64%	4,200	4,400	5%
025 Unemployment Insurance	-	100%	500	500	0%
026 Medicare	-	100%	7,480	8,250	10%
027 Cash in Lieu (Dependent Care & Medical) Retiree Medical	-	#DIV/0!	-	-	0%
'028 Retiree Medical (AnnReq'dContrib(ARC))	-	#DIV/0!	-	-	0%
'029 Retiree Health Care Premiums	9,270	22%	11,900	11,900	0%
029a Social Security	-	100%	1,700	1,700	0%
TOTAL - EMPLOYEE BENEFITS	\$ 101,896	33%	\$ 151,040	\$ 155,826	3%
GENERAL EXPENSES					
030 DIRECTORS' EXPENSES					
031 Board Meeting Compensation	\$ 11,474	49%	\$ 22,388	\$ 23,507	5%
032 Travel Reimbursement	562	94%	10,000	10,000	0%
033 Meetings & Conference	1,600	75%	6,500	6,500	0%
034 Training	-	100%	1,000	1,000	0%
TOTAL - DIRECTORS' EXPENSES	\$ 13,636	66%	\$ 39,888	\$ 41,007	3%
040 ELECTION EXPENSES	\$ -	#DIV/0!	\$ -	\$ 30,000	100%
070 INSURANCE					
071 Liability and Property Insurance	\$ 225,766	1%	\$ 227,400	\$ 272,900	20%
072 Dividends (CREDIT)		100%	(22,500)	(22,500)	0%
080 MEMBERSHIPS					
081 Memberships	\$ 14,305	5%	\$ 15,000	\$ 15,000	0%
082 Memberships - Board	100	0%	100	100	0%
Forward totals to next page	253,807	2%	259,888	336,507	29%

DRAFT BUDGET

DETAIL SHEET

**STEGE SANITARY DISTRICT
ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL**

FISCAL YEAR 2022-2023

ITEM	as of 04/11/2022 EXPENDITURES 2021-2022	REMAINING BUDGET 2021-2022	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
Totals from previous page	\$ 253,807	44%	\$ 259,888	\$ 336,507	29%
090 OFFICE EXPENSES					
091 Stationery, Postage, Supplies	\$ 1,596	60%	\$ 4,000	\$ 4,000	0%
092 Subscriptions	2,987	40%	5,000	5,000	0%
094 Public Notice Postage	-	100%	400	400	0%
096 Bank Charges	613	12%	700	700	0%
120 PROFESSIONAL SERVICES					
121 Legal Services	\$ 29,116	17%	\$ 35,000	\$ 35,000	0%
123 Audit and Special Reports	14,673	27%	20,000	20,000	0%
124 Resources Consultant	-	100%	5,000	5,000	0%
125 Administrative Support	-	100%	2,500	1,000	-60%
126 Labor Relations/HR Training	-	100%	100	100	0%
127 Litigation Expenses	-	100%	5,000	5,000	0%
129 ADP Payroll Expenses	1,363	77%	6,000	6,000	0%
130 PRINTING AND PUBLICATIONS					
131 Meetings and Hearings Notices	\$ -	100%	\$ 1,000	\$ 1,000	0%
132 Newsletters	8,771	56%	20,000	20,000	0%
133 Publications (Ordinances & Notices)	1,277	83%	7,500	7,500	0%
134 Job Advertising	-	100%	500	500	0%
140 RENTS AND LEASES					
	\$ 415	48%	\$ 800	\$ 800	0%
150 BUILDING REPAIRS AND MAINTENANCE					
151 Administration Offices	\$ 8,255	8%	\$ 9,000	\$ 9,000	0%
155 Office Equipment	3,665	39%	6,000	6,000	0%
Forward totals to next page	326,538	16%	388,388	463,507	19%

DRAFT BUDGET

DETAIL SHEET

**STEGE SANITARY DISTRICT
ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL**

FISCAL YEAR 2022-2023

ITEM	as of 04/11/2022 EXPENDITURES 2021-2022	REMAINING BUDGET 2021-2022	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
Totals from previous page	\$ 326,538	35%	\$ 388,388	\$ 463,507	19%
160 REVENUE COLLECTION EXPENSES					
161 EBMUD	\$ -	100%	\$ 600	\$ 600	0%
162 CCC Assessment Collection Fees	5,987	57%	14,000	14,000	0%
170 TRAVEL AND MEETINGS					
173 Travel Reimbursement	\$ 185	88%	\$ 1,500	\$ 1,500	0%
174 Meetings and Conferences	1,090	64%	3,000	3,000	0%
190 UTILITIES					
191 Gas and Electricity	\$ 11,444	12%	\$ 13,000	\$ 13,500	4%
192 Telephone & Computer Internet	11,255	10%	12,500	13,000	4%
193 Water	3,016	28%	4,200	4,200	0%
194 Security System	3,092	31%	4,500	4,500	0%
200 OTHER EXPENSES					
201 Miscellaneous	\$ 8,067	-61%	\$ 5,000	\$ 7,500	50%
202 Property Taxes	64	36%	100	100	0%
203 LAFCO Net Cost Apportionment	2,337	42%	4,000	4,000	0%
204 Public Outreach	2,970	83%	18,000	18,000	0%
205 Penalties & Fines	-	100%	35,000	35,000	0%
TOTAL - GENERAL EXPENSES	\$ 376,045	25%	\$ 503,788	\$ 582,407	16%
TOTAL - ADMIN. EMPLOYEE SALARIES	\$ 154,000	36%	\$ 240,000	\$ 258,900	8%
TOTAL - ADMIN. EMPLOYEE BENEFITS	\$ 101,896	33%	\$ 151,040	\$ 155,826	3%
TOTAL - ADMINISTRATION & GENERAL	\$ 631,941	29%	\$ 894,828	\$ 997,133	11%
TOTAL OPERATIONS & ADMIN. (3418)	\$ 1,950,934	38%	\$ 3,138,636	\$ 3,317,467	6%

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - CAPITAL EQUIPMENT EXPENSES

FISCAL YEAR 2022-2023

ITEM	as of 04/11/2022 EXPENDITURES 2021-2022	REMAINING BUDGET 2021-2022	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
CAPITAL EQUIPMENT EXPENSES					
300 CAPITAL OPERATIONS (3421)					
315 Flow Meters	47,778	68%	\$ 150,000	\$ 175,000	17%
324 Vehicle Replacement	-	100%	350,000	180,000	-49%
Sub-Total Capital Operations	\$ 47,778	90%	\$ 500,000	\$ 355,000	-29%
TOTAL - CAPITAL EQUIPMENT EXPENSES (3421)	\$ 47,778	90%	\$ 500,000	\$ 355,000	-29%

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - CAPITAL EXPENSES

FISCAL YEAR 2022-2023

ITEM	as of 04/11/2022 EXPENDITURES 2021-2022	REMAINING BUDGET 2021-2022	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
411 MANHOLES					
Manhole Adjustments	\$ 35,100	30%	\$ 50,000	\$ 25,000	-50%
428 RENEWAL & REPLACEMENT					
a. Interceptor Cleaning	\$ 50,000	0%	\$ 50,000	\$ 50,000	0%
b. Pump Station Rehab	-	#DIV/0!	-	-	0%
c. Admin Building	-	100%	10,000	10,000	0%
SUB TOTAL (428)	\$ 50,000	17%	\$ 60,000	\$ 60,000	0%
434 STANDARD SEWER REHABILITATION (3423)					
a. Construction Costs	\$ 1,652,936	46%	\$ 3,057,000	\$ 3,259,000	7%
d. Pumpstation Forcemains	726,068	27%	1,000,000	-	-100%
e. San Pablo Ave. Specific Plan Upgrades	802,293	20%	1,000,000	-	-100%
f. Private Sewer Lateral Replacement Loan Program*	6,950	99%	500,000	493,050	-1%
SUB-TOTAL (434)	\$ 3,188,247	43%	\$ 5,557,000	\$ 3,752,050	-32%
TOTAL CONSTRUCTION COSTS (400s)	\$ 3,273,347	42%	\$ 5,667,000	\$ 3,837,050	-32%
650 DEBT REPAYMENT (SRF LOANS)					
a. Repayment Project 99201	104,281	0%	104,300	-	-100%
b. Repayment Project 02203	43,939	0%	43,900	43,900	0%
TOTAL DEBT REPAYMENT (650)	\$ 148,220	0%	\$ 148,200	\$ 43,900	-70%
TOTAL CAPITAL EXPENSES (400-650)	\$ 3,421,567	46%	\$ 6,315,200	\$ 4,235,950	-33%

* Funding limited to property tax revenue.

July 4th Event List

- *Setup for One Booth*
- Canopy
- Tables & Chairs
- Red, White & Blue Bunting
- Hammer
- Crowbar
- Sandbags (w/ fused rope ends)
- Bungee Cords
- Zip Ties
- Scissors
- Channel Lock Pliers
- Tissue
- Tape
- Garbage Can
- Small cooler w/ bottled water for Directors
- Large SSD Banner
- Canopy “window” banner
- Large District Map w/ map page blocks
- District Sewer Map book
- Toilet Paper vs. Wipes Interactive Display
- “Flushable” Wipes Banner/Poster
- Board Member Contact List (in each box)
- Post Schedule w/ Cell Phone #
- *Friday* before setup
- Park truck onsite

Informational Handouts & Giveaways

- Latest Newsletter
- Latest Registered Contractors List
- Plumbers Outreach Tri-fold
- Wipes Outreach Tri-fold/Poster
- BPD Outreach Tri-fold
- General Guidelines
- 100th Anniversary Book
- Budget and Performance Report
- BPD Drawing
- Easement Ordinance
- SSD Pens/Magnets/Other
- *PSL Loan Program*
- *Board of Directors Election Outreach*

Schedule (11am-5pm)

Setup	<u>[staff]</u>
11am-12:30	<u>O’Keefe</u>
12:30-2:00	<u>Miller Gilbert-Snyder</u>
2:00-3:30	<u>Gilbert-Snyder Miller</u>
3:30-5pm	<u>Merrill</u>
Pack up	<u>[staff]</u>

MESSAGES

PSL Loan Program
2022 Board of Directors Election
Proper “Flushable” Wipes Disposals
Sewer Problems? Call us first!

APPOINTMENT OF LABOR NEGOTIATOR – BOARD PRESIDENT

ISSUE:

The Board will consider appointing the Board President as labor negotiator for the purpose of negotiations with the District Manager.

FISCAL IMPACT:

The fiscal impact of appointing the Board President as labor negotiator is minimal.

STRATEGIC PLAN:

GOAL 4: Provide a Safe and Rewarding Work Environment that Recognizes the Worth and Value of Employees

BACKGROUND:

Last year the Board asked staff to add an item on the agenda to consider appointing the Board President as labor negotiator for the purpose of negotiations with the District Manager, and subsequently add a closed session item to then conference with the labor negotiator prior to the upcoming scheduled District Manager performance evaluation.

RECOMMENDATION:

Appoint the Board President as labor negotiator for the purpose of negotiations with the District Manager.

ALTERNATIVES:

1. Appoint a different labor negotiator for the purpose of negotiations with the District Manager.
2. Take no action and provide staff further direction.

ATTACHMENTS:

None.

REVIEW OF COMPARABLE AGENCIES

ISSUE:

The Board will review and consider changes to the agencies considered comparable to the District for salary and benefit comparison purposes.

FISCAL IMPACT:

The cost to review the comparable agencies is minimal.

STRATEGIC PLAN:

GOAL 4: Provide a Safe and Rewarding Work Environment that Recognizes the Worth and Value of Employees

WORK PLAN ITEM “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

BACKGROUND:

The District reviews the salary ranges for employees every year as part of the budget process. Salary ranges are typically adjusted after a market survey every five years (last completed in 2018) and then adjusted each year in between by a cost-of-living adjustment. The market survey originally compared salaries and benefits to those of comparable positions at 11 comparable agencies which were chosen by Koff & Associates in 2001 as follows:

LIST OF COMPARABLE AGENCIES

Agency	Collection and/or Treatment	Miles of Sewer	# of Positions
Castro Valley SD	Collection	160	21
Central Marin SA	Treatment	n/a	41
Ironhouse SD	Both	152	30
Las Gallinas Valley SD	Both	105	21
Mt. View SD	Both	73	14
Napa SD	Both	270	51
Novato SD	Both	220	17
Ross Valley SD	Collection	200	38
West Bay SD	Collection	210	26
West County SD	Both	255	57
West Valley SD	Collection	426	27
Stege SD	Collection	148	10

In the Koff report, it was noted that it was difficult to develop a number of private industry comparator positions with those of public agencies for three reasons:

- Most private firms do not have comparative areas of service delivery (i.e. General Manager, etc.). Maintenance work is often of a different nature, but basic engineering, craft, and clerical comparisons can be made.
- Benefit packages are very different. The private firm may only pay for the employee's cost of various health and dental insurances, and the employee bears the cost of dependent coverage. Private firms, however, often offer stock options and bonuses. The primary difference is that public agency benefits are considered entitlements (payable to all employees who regularly appear at work), while many private benefits are dependent upon company performance.
- Many of the sewer maintenance firms are heavily on a commission basis.

Since the time of the report, the Board chose to add Oro Loma Sanitary District and Rodeo Sanitary District to the agencies considered comparable to the District for salary and benefit comparison purposes since they are similar in size and scope to the agencies on the list:

Agency	Collection and/or Treatment	Miles of Sewer	# of Positions
Oro Loma SD	Both	280	43
Rodeo SD	Both	25	9

RECOMMENDATION:

No action recommended.

ALTERNATIVES:

1. Add or delete an agency comparable to the District for salary and benefit comparison purposes.

ATTACHMENTS:

None.

11:03 AM	STEGE SANITARY DISTRICT			
05/02/2022	Check Report			
Accrual Basis	May 5, 2022			
	Name	Memo	Amount	Num
May 5, 22				
	Aramark Uniform Services	Uniform Service	-313.68	27589
	Department of Consumer Affairs	Civil Engineer Certificate Renewal Rex Delizo	-180.00	27590
	East Bay Sanitary Co., Inc.	Garbage 5/1-6/1/2022	-839.98	27591
	Exxonmobil	Gas	-119.37	27592
	KftB/Earth Island Institute	Watershed Action Program	-12,000.00	27593
	Meyers Nave	Legal Services	-7,764.56	27594
	Nakano Landscape	Landscaping Apr 2022	-290.00	27595
	Occupational Health Centers	DOT Testing	-158.50	27596
	Pastime Hardware	Maintenance Supplies	-17.62	27597
	PG&E- #0103467151-9	Burlingame Pumpstation	-106.89	27598
	PG&E- #6675831511-4	Office/Shop	-1,217.11	27599
	Restoration Management Company	Claim 7968 Terrace Dr	-587.43	27600
	Streamline	Website 5/1-6/1/2022	-300.00	27601
	TelePacific Communications	Office Phones	-1,184.95	27602
	U.S. Bank	Camera Shipping, Gas & Misc	-1,595.27	27603
	Universal Building Services	Janitorial Service Apr	-423.00	27604
May 5, 22			-27,098.36	

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JANUARY 2022	FEBRUARY 2022	MARCH 2022	APRIL 2022	MAY 2022	JUNE 2022
1/3 & 1/17 HOLIDAY CASA Winter Conf. Jan 19-21, Palm Springs	2/21 HOLIDAY CASA Policy Forum Feb 28-Mar. 1, Wash, DC			5/30 HOLIDAY	6/8 Safety and Recognition Awards Luncheon
1/6/2022 – 7:00 P.M.	2/17/2022 – 7:00 P.M.	3/5/2022 – 9:00 A.M.	4/7/2022 – 7:00 P.M.	5/5/2022 – 7:00 P.M.	6/2/2022 – 7:00 P.M.
<ul style="list-style-type: none"> • Board Governance Manual Review • Long Range Planning Workshop Agenda • Service Rate Discussion • District of Distinction (even years) • Director’s Contact Info • Board Training Summ. • CASA Conference • Diversity, Equity, and Inclusion 	<ul style="list-style-type: none"> • Actuarial Analysis of Retiree Health Benefits Report (even years) • Long Range Planning Workshop Agenda • Service Rate Discussion • Performance Report • Board Training Summ. • CASA Conference • Form 700 	<p><u>9AM MEETING TIME</u></p> <ul style="list-style-type: none"> • Long Range Planning Workshop – Past 5 yrs. Expenditures Review – Self-Assessment of Governance – Strategic Plan Review 	<ul style="list-style-type: none"> • Service Rate Discussion/ Approval (& 30-day Notice) • Board Training Summ. • Diversity, Equity, and Inclusion 	<ul style="list-style-type: none"> • Appoint Labor Negot. • CLOSED SESSION – Conf. Labor Negot. • Draft Budget • Board Training Summ. • July 4th Fair Discussion • Review of Comparable Agencies 	<ul style="list-style-type: none"> • Draft Budget • Review Directors’ Meeting Compensation • District Working Capital and Reserve Policy • Approve Project Plans and Specs (+CEQA) • July 4th Fair Discussion • CASA Conference • Diversity, Equity, and Inclusion
1/27/2022 – 7:00 P.M.		3/17/2022 – 7:00 P.M.	4/21/2022 – 7:00 P.M.	5/19/2022 – 7:00 P.M.	6/16/2022 – 7:00 P.M.
<ul style="list-style-type: none"> • CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval. • Board Governance Manual Approval • Long Range Planning Workshop Agenda • Service Rate Discussion • Quarterly Financial Statements • SPASPA Status Report • CSDA Conference Attendee Reports 		<ul style="list-style-type: none"> • Auditor – RFP • California Employer’s Retiree Benefit Trust (CERBT) • Service Rate Discussion • Action Plan • Consent Decree Quarterly Report • Board Training Summ. • CASA Conference Attendee Reports • Form 700 	<ul style="list-style-type: none"> • CLOSED SESSION – Quarterly Claims Rpt • Draft Budget • Employee Benefit Package Review • Service Rate Discussion/Approval (+ 30-day Notice) • July 4th Fair Discussion • Quarterly Financial Statements • SPASPA Status Report 	<ul style="list-style-type: none"> • CLOSED SESSION – Manager Perf. Eval. – Conf. Labor Negot. • Resolution Ordering Board Election (even years) • Draft Budget • July 4th Fair Discussion • Service Rate Discussion/Approval (+ 30-day Notice) 	<ul style="list-style-type: none"> • CLOSED SESSION – Counsel Perf. Eval. • Resolution Salary of District Manager • Resolution Employee Salary Ranges • Resolution Approve/Adopt Budget • Review and Approve Incentive Award • Adopt Incentive Award Goals & Objectives • Connection Charge Review • July 4th Fair Discussion • CD Quarterly Report • CASA Conference

STEGE SANITARY DISTRICT

BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JULY 2022	AUGUST 2022	SEPTEMBER 2022	OCTOBER 2022	NOVEMBER 2022	DECEMBER 2022
7/4 HOLIDAY 4 th of July Fair Booth	CASA Annual Conf. Aug 10-12, Squaw Creek CSDA Annual Conf. Aug 22-25, Palm Springs	9/5 HOLIDAY Board Training AB 1234 (even years) AB 1661 (odd years)		11/24-25 HOLIDAY	12/8 HOLIDAY LUNCHEON 12/26 HOLIDAY
7/7/2022 – 7:00 P.M.	8/18/2022 – 7:00 P.M.	9/1/2022 – 7:00 P.M.	10/6/2022 – 7:00 P.M.	11/10/2022 – 7:00 P.M.	12/8/2022 – 2:00 P.M.
<ul style="list-style-type: none"> • July 4th Fair Debrief • CASA/CSDA Conf. • Diversity, Equity, and Inclusion 	<ul style="list-style-type: none"> • Select Actuary for Analysis of Retiree Health Benefits (odd years) • Quarterly (FY End) Financial Statements • Conn. Charge Report per Gov. Code 66013 • CASA/CSDA Conf. 	<ul style="list-style-type: none"> • CASA/CSDA Conf. Attendee Reports • Diversity, Equity, and Inclusion 	<ul style="list-style-type: none"> • Regional PSL Program Update • Regional FOG Program Update 	<ul style="list-style-type: none"> • Proposed Meeting Calendar • Board Officer Succession Plan • CASA Conference • Diversity, Equity, and Inclusion 	<p><u>2PM MEETING TIME</u></p> <ul style="list-style-type: none"> • Fiscal Year Financial Audit • Resolution Certifying Election Results (even years) • Connection Charge Review • Emergency Contact Update • Meeting Calendar • Consent Decree Quarterly Report • CASA Conference • Pension + OPEB UAL Reports • Nomination & Election of Officers
7/21/2022 – 7:00 P.M.		9/15/2022 – 7:00 P.M.	10/20/2022 – 7:00 P.M.		
<ul style="list-style-type: none"> • CLOSED SESSION – Quarterly Claims Rpt • Hearing +Res./Ord. – Establish and Collect Sewer Service Charges – Director Meeting Compensation • Resolution Filing Notice of Completion • District Investment Policy • Reimb. Report per Gov. Code 53065.5 • Quarterly Financial Statements • Candidate filing period (even years) • SPASPA Status Report • CASA/CSDA Conf. • Form 470 		<ul style="list-style-type: none"> • Health Care Benefits Review • Consent Decree Quarterly Report 	<ul style="list-style-type: none"> • CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval. • SPASPA Status Report • Quarterly Financial Statements 		