

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF JULY 7, 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)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF JULY 7, 2022
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DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

- Motion: **IV. Approval of Minutes**
A. Approval of June 16, 2022 Board Meeting Minutes
(The Board will be asked to review and approve the minutes of June 16, 2022 Regular Board Meeting)

- Info/Motion: **V. Communications**
A. Oral Communications
1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings
a. July 4th Festival Debrief
b. City & Community Meetings
B. Written Communications
1. CASA 2022 President's Memo/Designation of Representative

- Info/Motion: **VI. Reports of Staff and Officers**
A. Manager's Report
1. Incentive Award Contribution (IAC) Achievements for FY 2021-2022 with Supporting Documentation
2. 2022 California Association of Sanitation Agencies (CASA) Conferences
 - August 10-12, 2022 – 67th Annual Conference, Squaw Creek, CA
3. 2022 California Special Districts Association (CSDA) Conference
 - August 22-25, 2022 – Annual Conference, Palm Springs, CA

VII. Business

- Info/Motion: A. Diversity, Equity, and Inclusion (DEI) Policy
(The Board will review the draft policy)
- Info/Motion: B. Environmentally Preferable Procurement Policy
(The Board will review the draft policy)
- Info/Motion: C. Resolution No. 2199-0722 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

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

Authorizing Remote Teleconferenced Meetings of the Stege Sanitary District
for the 30 Day Period Beginning July 7 Pursuant to AB 361

(The Board will consider approval of the resolution)

D. Kids for the Bay – Watershed Action Program (WAP)

(The Board will consider continuing to fund program)

VIII. Approval of Checks

A. Checks for July 7, 2022 - Fund No. 3418 & 3423

(The Board will be asked to approve the checks)

Info:

IX. Future Agenda Items

July 21, 2022

CLOSED SESSION – Quarterly Claims Report

Public Hearing/Resolution – Establish and Collect Sewer Service Charges

Public Hearing/Ordinance – Directors Meeting Compensation

Resolution – Notice of Completion

District Investment Policy

Reimbursement Report per Gov. Code 53065.5

Quarterly Financial Statements

Candidate Filing Period

San Pablo Avenue Specific Plan Area Status Report

CASA Conference

CSDA Conference

Form 470

+AB 361 – 30 Day Virtual Meeting Extension

August 18, 2022

Quarterly (FY End) Financial Statements

Connection Charge Report per Gov. Code 66013

CASA Conference – Attendee Reports

CSDA Conference

+AB 361 – 30 Day Virtual Meeting Extension

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

X. Adjournment

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on July 21, 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 JUNE 16, 2022
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

*****MINUTES*****

I. Call To Order: President 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
 Thomas Troy, Resident

**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: Resident, Thomas Troy, gave public comment expressing concerns about a claim he recently submitted. He was informed by District Counsel that any discussion and action on matters not on the agenda is prohibited by State law. There was no other public comment.

IV. Approval of Minutes

A. Approval of June 2, 2022 Board Meeting Minutes

MOTION: By O’Keefe, seconded by Gilbert-Snyder, to approve the minutes of the June 3, 2021 Board Meeting, as corrected

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

NOES: None

ABSTAIN: None

ABSENT: None

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF JUNE 16, 2022
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

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
 Miller gave a report on his recent attendance at an El Cerrito City Council Meeting.

B. Written Communications

1. 2022 CSDA Board of Directors Election Ballot - Term 2023-2025; Seat B - Bay Area Network

The Board discussed each of their preferred candidates and approved submittal of a vote for Ryan Clausnitzer of the Alameda Mosquito Abatement District.

MOTION: By O'Keefe, seconded by Miller, to vote for Ryan Clausnitzer of the Alameda Mosquito Abatement District to represent Seat B of the Bay Area Network of the CSDA Board of Directors

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

2. CASA Email - Urgent Request - Support Letters Needed for AB 2247 (Bloom)

The Board discussed the request and approved submittal of a letter of support for AB 2247 that will help water and wastewater agencies better identify sources of PFAS entering their systems.

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF JUNE 16, 2022
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

MOTION: By Christian-Smith, seconded by O’Keefe, to provide a letter of support for AB 2247 (Bloom), as amended

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

VI. Reports of Staff and Officers

A. Attorney’s Report:

Kokotaylo reported on California Water Code Section 20201 which states the amount of a board member compensation increase may not exceed 5% for each calendar year.

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 the invoices paid in May.

3. Consent Decree Quarterly Report

The Manager reported no significant issues on the status of the District’s annual requirements.

4. July 4th Fair Discussion

The Manager reported on the plans for the upcoming fair.

5. 2022 California Association of Sanitation Agencies (CASA) Conferences

The Manager reported on the upcoming CASA conference.

6. 2022 California Special Districts Association (CSDA) Conference

The Manager reported on the upcoming CSDA conference.

VII. Business

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF JUNE 16, 2022
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

A. Resolution No. 2190-0622 Adopting the Stege Sanitary District Procurement Policy

The Board reviewed and approved the resolution to adopt the new District Procurement Policy.

MOTION: By Gilbert-Snyder, seconded by Christian-Smith, to approve Resolution No. 2190-0622 Adopting the Stege Sanitary District Procurement Policy, as amended and corrected

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

B. Resolution No. 2193-0622 Approving and Authorizing Amendment to Employment Agreement with Rex Delizo to Serve as District Manager/Engineer, Secretary of the Board, and Treasurer of the District

Pursuant to SB 1436, District Counsel orally reported a summary of a recommendation for a final action on the salary and benefits of the District Manager. The Board then approved the resolution providing a salary increase to \$250,275 per year effective as of July 1, 2022.

MOTION: By Christian-Smith, seconded by Gilbert-Snyder, to approve Resolution No. 2193-0622 Approving and Authorizing Amendment to Employment Agreement with Rex Delizo to Serve as District Manager/Engineer, Secretary of the Board, and Treasurer of the District

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF JUNE 16, 2022
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

ABSTAIN: None

ABSENT: None

C. Resolution No. 2194-0622 Establishing Salary Ranges of Maintenance, Technical and Administrative Employees Employed by Stege Sanitary District Beginning July 1, 2022

The Board approved the resolution updating the salary ranges for employees based on the latest April CPI-W figures.

MOTION: By Gilbert-Snyder, seconded by O’Keefe, to approve Resolution No. 2194-0622 Establishing Salary Ranges of Maintenance, Technical and Administrative Employees Employed by Stege Sanitary District Beginning July 1, 2022

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

NOES: None

ABSTAIN: None

ABSENT: None

D. Resolution No. 2195-0622 Approving and Adopting Annual Budget for Fiscal Year 2022-2023

The Board reviewed and approved the resolution adopting the budget for fiscal year 2022-2023.

MOTION: By Gilbert-Snyder, seconded by O’Keefe, to approve Resolution No. 2195-0622 Approving and Adopting the Annual Budget for Fiscal Year 2022-2023

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

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NOES: None

ABSTAIN: None

ABSENT: None

E. Resolution No. 2196-0622 Even-Year Board of Directors Election; Consolidation of Elections; and Specifications of the Election Order

The Board reviewed and approved the resolution to consolidate its election with the general election to be held on November 8, 2022.

MOTION: By O’Keefe, seconded by Miller, to approve Resolution No. 2196-0622 Even-Year Board of Directors Election Consolidation of Elections; and Specifications of the Election Order

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

NOES: None

ABSTAIN: None

ABSENT: None

F. Resolution No. 2197-0622 Authorizing the District Manager to Award a Contract to APB General Engineering for Project No. 22201, Standard Sewer Rehabilitation Project

The Board reviewed and approved the resolution awarding the contract to the lowest responsible, responsive bidder, APB General Engineering.

MOTION: By Gilbert-Snyder, seconded by Christian-Smith, to approve Resolution No. 2097-0622 Authorizing the District Manager to Award a Contract to APB General Engineering for Project No. 22201, Standard Sewer Rehabilitation Project

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF JUNE 16, 2022
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

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

G. Incentive Award Contribution (IAC) Achievements for FY 2021-2022

The Board reviewed and approved the tabulation of the cost saving goals achieved by employees.

MOTION: By Gilbert-Snyder, seconded by Miller, to approve the Incentive Goals Achieved in 2021-2022 and award a total of \$16,213 to be distributed to the nine (9) eligible employees for achievement of goals that resulted in direct savings to the District

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

H. Incentive Award Contribution (IAC) Goals and Objectives for FY 2022-2023

The Board reviewed and approved the cost savings goals and objectives for next fiscal year 2022-2023.

MOTION: By Miller, seconded by Christian-Smith, to approve the Employee Incentive Award Contribution (IAC) Goals and Objectives for FY 2022-2023.

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF JUNE 16, 2022
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

NOES: None
 ABSTAIN: None
 ABSENT: None

- I. Resolution No. 2198-0622 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 June 16 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 Christian-Smith, seconded by Gilbert-Snyder, to approve Resolution No. 2198-0622 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 June 16 Pursuant to AB 361

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

VIII. Financial Statements – June 2022

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

The financial items were reviewed by the Board.

IX. Approval of Checks

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF JUNE 16, 2022
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

A. Checks for June 16, 2022 - Fund No. 3418 & 3423

MOTION: By Miller, seconded by Christian-Smith, to pay the bills,
 Check Nos. 27644 through 27670 in the amount of \$52,302.51

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

X. Future Agenda Items

July 7, 2022

July 4th Fair Debrief
 CASA Conference
 CSDA Conference
 Diversity, Equity, and Inclusion
 +*AB 361 – 30 Day Virtual Meeting Extension*

July 21, 2022

CLOSED SESSION – Quarterly Claims Report
 Public Hearing/Resolution – Establish and Collect Sewer Service Charges
 Public Hearing/Ordinance – Directors Meeting Compensation
 District Investment Policy
 Reimbursement Report per Gov. Code 53065.5
 Quarterly Financial Statements
 Candidate Filing Period
 San Pablo Avenue Specific Plan Area Impact Fee Status Report
 CASA Conference
 CSDA Conference
 Form 470

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF JUNE 16, 2022
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

+AB 361 – 30 Day Virtual Meeting Extension

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, July 7, 2022 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary



June 25, 2022

TO: CASA Member Agencies
FROM: Jasmin A. Hall, President
SUBJECT: **CASA ANNUAL BUSINESS MEETING—AUGUST 10-12, 2022,
Resort at Squaw Creek, Olympic Valley, CA**

CASA will hold its annual business meeting during the August 10-12, 2022, Annual Conference at the Resort at Squaw Creek. The meeting will be held in-person on Thursday, August 11. The agenda for the meeting is as follows:

Election of the Directors for FY 2022-23

The membership will be asked to approve a slate of four nominees for the open seats on the Board of Directors. The Directors will serve three-year terms. The slate was recommended by the Nominating Committee and approved by the Board of Directors. The nominees are:

- Tony Trembley, City of Camarillo
- Jim Herberg, Orange County Sanitation District
- Sandeep Karkal, Novato Sanitary District
- David Pedersen, Las Virgenes Municipal Water District

Brief biographies of the nominees are attached. The Board consists of 13 Directors, 12 elected by the members and one Associate Director appointed by the President. If elected, the four Directors will join eight incumbents. In addition to the elected Directors, the President will appoint a new Associates Director, Dave Jones of Hazen & Sawyer, to a one-year term. The Board of Directors will then elect a President, Vice President and Secretary-Treasurer for one-year terms. **The election will take place by written ballot at the conference. Agency representatives attending the meeting may cast their votes up until 5:00 p.m. on Thursday, August 11, 2022.**

Approval of the Dues Resolution: Proposed 5% Increase

The proposed dues resolution includes an increase of approximately 5% for both agency members and associate members. It has been several years since CASA has proposed a dues increase. CASA did not propose any dues changes in FY 2022, and although we adjusted our member dues tiers in FY 2021, this was a revenue neutral endeavor designed to smooth the transition between tiers for agencies and encourage recruitment and retention of smaller agencies. A 5% dues increase will ensure that CASA is able to keep up with record high inflation and rising costs, and continue to deliver high quality services and advocacy on behalf of our members. The members will be asked to approve the dues resolution during the Annual Business Meeting.

Other Informational Items

In addition to the action items above, upon request, members can receive for their information a copy of the adopted FY 2023 Budget, approved by the Board on June 9, 2022, and the year-end FY 2022 Treasurer's Report. The FY 2023 budget development process included a thorough review of revenues and expenditures, as well as an assessment of CASA's ability to maintain and enhance its delivery of services to our members.

Message from the President

I am so proud of the work CASA has done during my term as President and have enjoyed working with all of our member agencies and CASA staff throughout the year. Our organization is emerging from the pandemic stronger than ever, and we are excited to welcome everyone back to our Annual Conference in Lake Tahoe!

This year has been marked by tremendous growth and expansion. Our communications program has taken off under newly promoted Manager of Communications Alyssa Downs, and we continue to work with our members and Communications Committee on developing outreach and informational materials on topics such as PFAS, wipes, and state legislation. We also celebrated a successful first year of the CASA LEAD and Mentorship Programs and have been diligently working on a crucial workforce development initiative in coordination with other associations.

CASA continued to expand our virtual education and meeting opportunities, including our successful "Ask the Experts" webinar series earlier this year, which showcased the expertise among CASA staff, members, and associates on significant issues including PFAS, biosolids, infrastructure finance opportunities, and communications. CASA's legislative program continues to be exceptionally strong. After sponsoring two major bills in 2021 and sponsoring another PFAS disclosure bill this year with our partners in the environmental NGO community, we will look to build upon that success in 2023. We also made significant progress on the introduction of federal wipes legislation, and continue to address a variety of significant issues in Washington D.C., including federal infrastructure funding implementation and PFAS management efforts.

We continue to expand our reach and advocacy on issues related to Air, Climate Change and Energy (ACE), at a time when high priority issues such as the California Air Resources Control Board (CARB) Scoping Plan have the potential to significantly impact local wastewater agencies. We are privileged to have Greg Kester and Sarah Deslauriers leading the way on these issues as well as all efforts related to biosolids and renewable energy.

This year we were pleased to welcome Rita Duncan of the Oro Loma Sanitary District and Michelle Roman of the SKF County Sanitation District to our Board of Directors and gathered together as we experienced the tragic loss of Board Member David Cardenas.

It has been an honor to serve as your President this past year and I am proud of all the great work CASA continues to do as the voice of the clean water sector in California. I look forward to seeing you in Lake Tahoe!



Jasmin A. Hall
CASA President

Brief Biographies of Board Nominees

Jim Herberg, General Manager, Orange County Sanitation District



James (Jim) Herberg is the General Manager for the Orange County Sanitation District. Mr. Herberg has been with OCSD since 1995. Prior to becoming General Manager, he was the District's Director of Engineering and Assistant General Manager. Among his achievements is the successful management of the District's \$2.7 billion capital improvement program including \$554 million in secondary treatment upgrades, which were completed in September 2012-on time and on budget.

Jim is a registered Civil Engineer in the State of California and is a board-certified Environmental Engineer by the American Academy of Environmental Engineers. He holds a Bachelor's Degree in Civil Engineering from the University of Oklahoma, and a Master's Degree in Civil Engineering from Long Beach State. He completed the Senior Executives in State and Local Government Program at Harvard University in 2002. Jim is a current member of the CASA Board of Directors.

Tony Trembley, Mayor, City of Camarillo



Tony Trembley is the current Mayor of the City of Camarillo and was elected to the City Council in 2016. He is a longtime community leader in Camarillo. Tony has practiced public agency, environmental and water law since 1983. He principally represents local public agencies, with a focus over thirty years on wastewater agencies in Ventura and Santa Barbara Counties.

Tony's undergraduate education occurred at Trinity College, Dublin, Ireland and a B.A. with Highest Honors in Political Science/Public Service from the University of California, Davis in 1978. He thereafter served as a postgraduate fellow in the California Legislature and is a 1983 graduate of the University of California, Davis School of Law. Tony is a former chair of the CASA Attorneys Committee and current member of the CASA Board of Directors.

Sandeep Karkal, General Manager-Chief Engineer, Novato Sanitary District



Sandeep Karkal serves as General Manager-Chief Engineer for the Novato Sanitary District (NSD), which provides wastewater collection, treatment and disposal, recycled water production, and franchised solid waste services in northern Marin County. Prior to joining NSD in 2004, he worked for over 17 years in the public and private sectors, including at two well-regarded consulting engineering firms. Sandeep has Bachelors and Master's Degrees in Civil/Environmental Engineering, and over 30 years in the water/wastewater industry. He is a registered Civil Engineer in California and

Arizona, and holds high grade water/wastewater operator certifications in both states. Sandeep currently serves on the CASA Federal Legislative Committee, and in a leadership role with the California Sanitation Risk Management Authority (CSRMA) as Vice-President of the CSRMA Executive Board. Sandeep is actively engaged with CASA, and is a regular attendee at CASA conferences, including the Washington DC Policy Forums.

David Pedersen, General Manager, Las Virgenes Municipal Water District



Dave Pedersen is the General Manager for the Las Virgenes Municipal Water District (LVMWD). He also serves as the General Manager for the Las Virgenes – Triunfo Joint Powers Authority, which provides wastewater treatment, recycled water and biosolids composting services for western Los Angeles and eastern Ventura counties. Prior to joining LVMWD in 2013, he was the Executive Director of Operations for Irvine Ranch Water District. He earned his engineering degree at UC Irvine and followed that with an MBA from California State

University, Long Beach. Dave currently serves as Chair of the CASA State Legislative Committee and in leadership roles with WateReuse CA. He is a regular CASA conference attendee and active resource for CASA, having testified on our behalf at a federal Congressional hearing and offering his staff on a regular basis to assist CASA.



OFFICIAL BALLOT

The voting members of the California Association of Sanitation Agencies (CASA) are requested to cast their votes on the following important actions:

Board of Directors FY 2023

The Nominating Committee and the Board of Directors recommend election of the following slate of Directors to the four available Board seats:

- Tony Trembley, City of Camarillo (Director - South)
- Jim Herberg, OCSD (Manager - South)
- Sandeep Karkal, Novato Sanitary District (Manager – North)
- David Pedersen, Las Virgenes Municipal Water District (Manager - South)

Please check one:

- Approve the slate of Directors
- Do not approve the slate of Directors

Dues Resolution FY 2023 (See below Proposed Resolution No.)

Please check one:

- Approve the Dues Resolution
- Do not approve the Dues Resolution

Please mark this Official Ballot for approval or disapproval and then insert the voting agency name and your name and sign your name and date below where indicated.

In order to be counted, this original completed, signed and dated Official Ballot **must be returned to CASA by 5:00 p.m. on Thursday, August 11, 2022.** Materially incomplete or illegible ballots will not be counted.

Date: _____

 Insert name of CASA Member Agency

 E-Signature of CASA Member Agency representative

 Insert name of representative

Electronic Submission is preferred. Please send ballot to Cheryl MacKelvie at cmackelvie@casaweb.org.



2023 CASA Annual Membership Dues

Annual membership dues shall be determined as follows:

- Active Member.** Dues are based on the member agency's annual operations and maintenance budget. The dues schedule for calendar year 2023 shall be:

Agency Operations & Maintenance Budget FY 2022-23 Dues Chart

1.	Up to \$500,000	\$950
2.	Between \$500,001 - \$1,000,000	\$1,800
3.	Between \$1,000,001 - \$1,500,000	\$2,650
4.	Between \$1,500,001 - \$2,000,000	\$3,450
5.	Between \$2,000,001 - 2,500,000	\$4,250
6.	Between \$2,500,001 - 3,000,000	\$5,250
7.	Between \$3,000,001 - 3,500,000	\$6,300
8.	Between \$3,500,001 - \$4,000,000	\$7,350
9.	Between \$4,000,001 - 4,500,000	\$8,400
10.	between \$4,500,001 - \$5,000,000	\$9,450
11.	Between \$5,000,001 - \$10,000,000	\$14,300
12.	Between \$10,000,001 - \$20,000,000	\$18,000
13.	Between \$20,000,001 - \$100,000,000	\$21,500
14.	Over \$100,000,000	\$29,500

- Associate Member.** Dues for associate members shall be:

Associate Number of Employees		2023 Dues
1.	Employer with 1-5 employees	\$495
2.	Employer with 6-15 employees	\$995
3.	Employer with 16-29 employees	\$ 1,480
4.	Employer with 30-74 employees	\$ 1,980
5.	Employer with 75-120 employees	\$ 2,490
6.	Employer with over 121 employees	\$ 2,995

- Honorary Member.** There shall be no dues for honorary members.

Adopted by the California Association of Sanitation Agencies by electronic ballot and announced at the annual conference held in Tahoe at the Resort at Squaw Creek on August 12, 2022.

ATTEST:

Roland Williams
Secretary - Treasurer



CALIFORNIA ASSOCIATION of SANITATION AGENCIES

925 L Street, Suite 200 • Sacramento, CA 95814 • TEL: (916) 446-0388 • www.CASAweb.org

2022 - 2023 DESIGNATION OF AGENCY REPRESENTATIVES

The bylaws of the California Association of Sanitation Agencies (CASA) provide that each voting member of the Association shall designate in writing the individual who shall exercise the voting rights and other privileges on behalf of the member agency, and two alternates to that individual as well. (Article II, Section 1.)

Please designate your agency's representative and two alternates and return this form to Cheryl MacKelvie at cmackelvie@casaweb.org. Please mail the original to CASA, 925 L Street, Suite 200, Sacramento, CA 95814. You may revise or update this designation at a future date.

Insert name of Agency

Insert name of Agency Representative

Telephone number

Email address

Insert name of Alternate #1

Telephone number

Email address

Insert name of Alternate #2

Telephone number

Email address

Submitted by:

Date:

E-Signature

Print name



CONSENT TO ELECTRONIC TRANSMISSION

As a member of the CALIFORNIA ASSOCIATION OF SANITATION AGENCIES (CASA) your written consent is required in order to receive official communications from, and/or to send official communications to, CASA by electronic transmission (i.e. email).

This consent form will allow CASA to send you meeting notices, ballots, conduct meetings, and handle other official business that requires member or board approval, by electronic transmission. It also allows you to send the same types of information to CASA via electronic transmission.

Before signing this consent form, please review and be aware of the following:

1. You are not required to sign this form. You may request that meeting notices, ballots, and other matters of official business be sent to you via regular mail.
2. You have the right to withdraw your written consent at any time after signing this form by providing CASA with written notice that you are withdrawing your consent relative to electronic transmission.
3. This consent to electronic transmission is broad, and may include transmission of meeting notices, ballots, and other important information regarding CASA. It also allows CASA to conduct meetings via electronic transmission, although that will not be a frequent occurrence. This consent form represents consent under both California Corporations Code 20 and 21 (transmission from and to CASA). This consent form also meets the requirements for consent under the federal Electronic Signatures in Global and National Commerce Act (15 U.S.C. Sec. 7001(c)(1)).
4. Consenting to electronic transmission via email requires that you have access to a computer, have a current email account, and have provided your current email address to CASA.

The undersigned CASA member representative has read and understands the foregoing, and hereby provides this written consent to receive and send information, including but not necessarily limited to meeting notices, ballots, and other information regarding CASA, via electronic transmission (i.e. email), until such time as this consent is revoked in writing. This consent also allows CASA to conduct meetings via electronic transmission.

Insert Agency Name: _____

E-Signature of Member Agency Representative: _____

Date: _____

Insert name and title: _____

*Email address for official CASA notices:

PLEASE EMAIL THIS FORM TO CMACKELVIE@CASAWEB.ORG.

*Please indicate if you do not have access to (or do not want) this type of transmission



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

Memorandum

To: Board of Directors

From: Rex Delizo, District Manager

Date: June 16, 2022

Re: Incentive Award Contribution (IAC) Achievements for FY 2021-2022

BACKGROUND

For FY 2021-2022, the Board adopted 5 cost saving incentives as goals for employees as follows:

1. Maintain a safe working environment thereby reducing the Workers Compensation Insurance premiums paid by the District.
2. Reduce the amount of overtime compensation in the performance of maintenance activities of the District.
3. Reduce the number of service calls related to main line problems.
4. Reduce the cost of equipment, vehicle and building repairs by performing repairs in-house, whenever safe to do so. The savings will be measured by comparing quotes to complete the repair work vs. the costs of staff time and materials.
5. The Board of Directors may consider additional cost savings goals eligible for an IAC as other cost saving measures are identified, including innovations in the way work is accomplished. Such innovations will be evaluated and recommended to the Board by the District Manager.

DISCUSSION

Following is a tabulation of how the employees fared in achieving the goals established for FY 2021-2022 and the respective savings to be added to the Incentive Award Contribution (IAC).

1. Reduction of the Workers' Compensation Insurance Premiums Paid by the District

After review with District Counsel, this incentive has been discontinued.

2. Reduction in the Overtime Salary Expense

The average overtime labor charges between 2012 and 2017 was \$11,278, or **3.05%** of total maintenance salary. For FY 2021-2022, overtime labor charges are \$16,557, or **3.09%** of total maintenance salary. Since the current fiscal year percentage is higher than the rolling 5 year average, there was a no savings in Overtime Expenses.

3.41%

3. Reduction of Service Calls

The average number of service calls related to main line problems for the baseline time period between 2012 and 2017 is **1.6 per month** at a cost of \$4,665.60 per year. The actual average number of service calls related to main line problems this FY 2021-2022 is **1.5 per month** at a cost of \$4,320.00 per year. The calculated cost savings to the District is \$345.60 per year. Sixty percent of the savings is added to the IAC (\$207.36).

4. Reduction of Repair Costs

Repairs to the fence at the Burlingame Pump Station to increase security due to recurring break-ins were completed by staff in FY 2021-2022 for a total cost savings of \$12,215.27. Sixty percent of the savings is added to the IAC (\$7,329.16).

5. Reduction of Other Costs

The other cost saving measure to be added to this year's IAC, as proposed by staff and recommended by the Manager, is for engineering services during the construction phase of the Canon/Burlingame force main project which was completed in-house for a total cost savings of \$14,461.38. Sixty percent of the dividend is added to the IAC (\$8,676.83).

**SUMMARY OF INCENTIVE AWARD GOALS AND AWARD ASSESSMENT
FISCAL YEAR 2021-2022**

Incentive Award Goal	Total Savings (\$)	40% To District (\$)	60% To IAC (\$)
1. Reduce Workers- Compensation Insurance- Premium	\$0	\$0	\$0
2. Reduce Overtime Charges	\$0	\$0	\$0
3. Reduce Service Calls	\$346	\$138	\$207
4. Reduce Repair Costs	\$0	\$0	\$0
5. Reduce Other Costs	\$26,677	\$10,671	\$16,006
TOTALS	\$27,022	\$10,809	\$16,213

RECOMMENDATION

Approve an IAC of \$16,213 to be shared among the nine (9) eligible employees of the District and to be distributed on or about June 30, 2022.

DISCONTINUED

CSRMA California Sanitation Risk Management Authority



c/o ALLIANT INSURANCE SERVICES, INC.
100 Pine Street, 11th Floor, San Francisco, CA 94111-5101

Insurance License No.: 0C36861
Tel: 415.403.1400 Fax: 415.874.4813

OFFICERS:

Craig Murray, President
805.684.7214
Sandeep Karkal, Vice President
415.892.1694

PAST PRESIDENTS:

Greg Baatrup
2018-2020
Paul Bushee
2014-2018

July 1, 2021

Mr. Rex Delizo
Stege Sanitary District
7500 Schmidt Ln.
El Cerrito, CA 94530

**WORKERS' COMPENSATION RENEWAL
PROGRAM YEAR 32 - JULY 1, 2021 – JULY 1, 2022**

Dear Rex:

Stege Sanitary District's Workers' Compensation coverage has been renewed effective July 1, 2021. We have enclosed CSRMA's invoice number 6811 in the amount of \$19,026., representing the deposit premium. The deposit premium was calculated based on the following payroll and rates.

Class Code	Payroll	Rate	Deposit
7580	515,642.	0.039470068	20,352.
8810	212,631.	0.003014078	641.
6307		0.111090300	.
6308		0.042484146	.
8742	165,966.	0.004736408	786.
0251		0.063439163	.
7520		0.042771201	.
9424		0.074490782	.
8601	263,543.	0.004449353	1,173.
Public Officials	5	50.00	250.

Note: Rates have been truncated for the purpose of this table resulting in rounding differences.

Manual Premium:	\$ 23,202.
Ex-Mod Factor:	X .82
Deposit Premium =	\$ 19,026.

(CONTINUED ON NEXT PAGE)

A Joint Powers Authority

July 1, 2021
Page Two

The Executive Board approved the renewal of the Program with an overall increase in total costs of approximately 4.75%, largely driven by an increase in reported payroll. Costs for individual members varied, as a result of fluctuations in payroll class codes and experience modification factors.

The Excess Workers' Compensation policy renewed with Safety National Casualty Corporation. Safety National will continue to provide Statutory Limits. The pooled layer increased to \$1,000,000, as a result of market conditions and recent loss activity. The buffer layer between the pooled layer and Safety National was secured for \$750,000 excess of \$250,000. This continues to be a means to protect pool assets by taking less risk while keeping the overall cost to the members essentially the same as at the \$1,000,000 self-insured retention.

The Retrospective Rating Calculation results have historically been included as a debit or credit on member renewal invoices. You may recall that last year's retro was held in abeyance as part of the deficit curing plan for the older program years where a net positive return of funds to members would be used to off-set deficits in older program years. The final plan for this is scheduled to be presented to the Board of Directors for action in August. The results of the most recent retrospective rating calculation will be rolled into the same deficit curing plan to be considered by the Board. In other words, we will aggregate the results of the latest two calculations into the deficit reduction plan.

Once the Excess Workers' Compensation and Employer's Liability coverage documents have been received and reviewed, they will be forwarded to you.

In order to calculate your final premium for PY 31 2020/2021, you will receive an audit report form noting last year's estimated payroll. Please update the form with the actual payroll for PY 31 2020/2021. A separate invoice or credit statement will then be issued for the audit.

If you have any questions, please do not hesitate to call us.

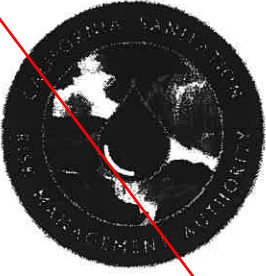
Sincerely,



Myron Leavell
Alliant Insurance Services
Program Administrators

cc: Seth Cole
Dennis Mulqueoney
P.J. Skarlanic

Enclosures



California Sanitation Risk Management Authority
 c/o Alliant Insurance Services, Inc.
 100 Pine Street, 11th Floor
 San Francisco, CA 94111

BILL TO
 STEGE SANITARY DISTRICT
 7500 Schmidt Lane
 El Cerrito, CA 94530

INVOICE 6811

DATE 07/01/2021 TERMS Net 30

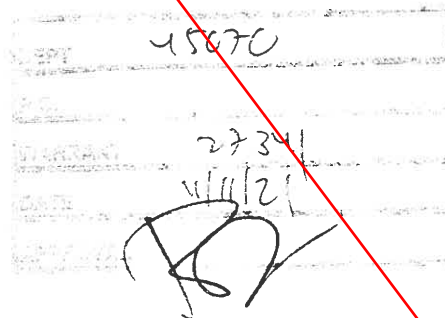
DUE DATE 07/31/2021

PROGRAM
 Work Comp

TERM
 7/1/2021 - 7/1/2022

ACTIVITY	QTY	RATE	AMOUNT
WC-DEPOSIT WC Pooled Deposit	1	19,026.00	19,026.00

TOTAL DUE \$19,026.00



Please remit payment with invoice copy to:

CSRMA
 c/o Alliant Insurance Services, Inc.
 100 Pine Street, 11th Floor
 San Francisco, CA 94111

**STEGE SANITARY DISTRICT
INCENTIVE AWARD PROGRAM
OVERTIME EXPENSE
JULY 1 - JUNE 30**

		OVERTIME	MAINT SALARY	
		1990-1991	\$16,531	\$162,169
		1991-1992	\$14,666	\$176,018
		1992-1993	\$16,472	\$184,607
		1993-1994	\$12,319	\$194,931
		1994-1995	\$15,127	\$206,954
		1995-1996	\$4,617	\$214,709
		1996-1997	\$6,259	\$221,792
		1997-1998	\$4,154	\$234,438
		1998-1999	\$6,086	\$226,211
		1999-2000	\$5,820	\$232,429
		2000-2001	\$5,604	\$239,806
		2001-2002	\$6,967	\$224,429
		2002-2003	\$4,932	\$247,451
		2003-2004	\$7,377	\$286,923
		2004-2005	\$6,693	\$312,394
		2005-2006	\$8,769	\$294,442
		2006-2007	\$6,953	\$328,624
		2007-2008	\$12,983	\$284,423
With on call		2008-2009	\$5,748	\$364,163
With on call	Moving OT	2009-2010	\$9,579	\$384,750
With on call		2010-2011	\$9,575	\$344,217
With on call		2011-2012	\$4,920	\$348,510
With on call		2012-2013	\$9,374	\$358,688
With on call		2013-2014	\$7,036	\$360,217
With on call		2014-2015	\$9,704	\$397,435
With on call		2015-2016	\$11,568	\$354,660
With on call		2016-2017	\$18,710	\$376,892
With on call		2017-2018	\$9,676	\$367,630
With on call		2018-2019	\$11,384	\$411,003
With on call		2019-2020	\$15,782	\$427,140
With on call		2020-2021	\$5,928	\$462,774
With on call	as of May	2021-2022	\$16,557	\$485,590

	Total OT	Average/Yr	Total Salary	Avg Sal/Yr	OT(as % of Total Sal
1990-1995	\$75,115	\$15,023	\$924,679	\$184,936	8.12%
1991-1996	\$63,201	\$12,640	\$977,219	\$195,444	6.47%
1992-1997	\$54,794	\$10,959	\$1,022,993	\$204,599	5.36%
1993-1998	\$42,476	\$8,495	\$1,072,824	\$214,565	3.96%
1994-1999	\$36,243	\$7,249	\$1,104,104	\$220,821	3.28%
1995-2000	\$26,936	\$5,387	\$1,129,579	\$225,916	2.38%
1996-2001	\$27,923	\$5,585	\$1,154,676	\$230,935	2.42%
1997-2002	\$28,631	\$5,726	\$1,157,313	\$231,463	2.47%
1998-2003	\$29,409	\$5,882	\$1,170,326	\$234,065	2.51%

1999-2004	\$30,700	\$6,140	\$1,231,038	\$246,208	2.49%
2000-2005	\$31,573	\$6,315	\$1,311,003	\$262,201	2.41%
2001-2006	\$34,738	\$6,948	\$1,365,639	\$273,128	2.54%
2002-2007	\$34,724	\$6,945	\$1,469,834	\$293,967	2.36%
2003-2008	\$42,775	\$8,555	\$1,506,806	\$301,361	2.84%
2004-2009	\$41,146	\$8,229	\$1,584,046	\$316,809	2.60%
2005-2010	\$44,032	\$8,806	\$1,968,796	\$393,759	2.24%
2006-2011	\$44,837	\$8,967	\$1,706,176	\$341,235	2.63%
2007-2012	\$42,804	\$8,561	\$1,726,062	\$345,212	2.48%
2008-2013	\$39,196	\$7,839	\$1,800,327	\$360,065	2.18%
2009-2014	\$40,484	\$8,097	\$1,796,382	\$359,276	2.25%
2010-2015	\$40,609	\$8,122	\$1,809,067	\$361,813	2.24%
2011-2016	\$42,603	\$8,521	\$1,819,510	\$363,902	2.34%
2012-2017	\$56,392	\$11,278.47	\$1,847,892	\$369,578	3.05%
2013-2018	\$56,694	\$11,338.81	\$1,856,834	\$371,367	3.05%
2014-2019	\$61,042	\$12,208.38	\$3,283,123	\$656,625	1.86%
2015-2020	\$67,120	\$13,423.95	\$1,937,324	\$387,465	3.46%
2016-2021	\$61,479	\$12,295.84	\$2,045,438	\$409,088	3.01%
2017-2022	\$59,326	\$11,865.23	\$2,154,137	\$430,827	2.75%

CALC SAVINGS					
2002-2003	\$4,932		\$247,451		1.99% \$ 4,865.25
2003-2004	\$7,377		\$286,923		2.57% \$ 2,041.45
2004-2005	\$6,693		\$312,394		2.14% \$ 756.36
2005-2006	\$8,769		\$294,442		2.98% \$ (1,648.64)
2006-2007	\$6,953		\$328,624		2.12% \$ 1,176.69
2007-2008	\$12,983		\$284,423		4.56% \$ (5,835.76)
2008-2009	\$5,748		\$364,163		1.58% \$ 3,333.61
2009-2010	\$9,579		\$384,750		2.49% \$ (312.56)
2010-2011	\$9,575		\$344,217		2.78% \$ (818.85)
2011-2012	\$4,920		\$348,510		1.41% \$ 3,313.18
2012-2013	\$9,374		\$358,688		2.61% \$ 808.06
2013-2014	\$7,036		\$360,217		1.95% \$ 2,320.74
2014-2015	\$9,704		\$397,435		2.44% \$ (815.14)
2015-2016	\$11,568		\$354,660		3.26% \$ (2,247.98)
2016-2017	\$18,710		\$376,892		4.96% \$ (9,363.46)
2017-2018	\$9,676		\$367,630		2.63% \$ (1,672.22)
2018-2019	\$11,384		\$411,003		2.77% \$ (2,121.40)
2019-2020	\$15,782		\$427,140		3.69% \$ (6,193.30)
2020-2021	\$5,928		\$462,774		1.28% \$ 4,907.85
2021-2022	\$16,557		\$485,590		3.41% \$ (1,738.12)

2:01 PM
 05/31/22
 Accrual Basis

STEGE SANITARY DISTRICT
 Account QuickReport
 July 2021 through May 2022

Type	Date	Num	Name	Memo	Split	Amount
OPERATING EXPENSES						
Maintenance/Engineering						
41-010 · Salaries & Wage						
41013 · Overtime -Service Calls						
Check	07/15/2021	280006	Driscoll, William A	Pay Period ...	3 · Payroll Cl...	0.00
Check	07/31/2021	300008	Bondoc, Fred Y.	Pay Period ...	3 · Payroll Cl...	0.00
Check	07/31/2021	300008	Bondoc, Fred Y.	Pay Period ...	3 · Payroll Cl...	0.00
Check	07/31/2021	300011	Reyes, Yoalmo	Pay Period ...	3 · Payroll Cl...	0.00
Check	07/31/2021	300011	Reyes, Yoalmo	Pay Period ...	3 · Payroll Cl...	0.00
Check	07/31/2021	300013	Perez, Juan Gerar	Pay Period ...	3 · Payroll Cl...	0.00
Check	07/31/2021	300013	Perez, Juan Gerar	Pay Period ...	3 · Payroll Cl...	0.00
Check	07/31/2021	300013	Perez, Juan Gerar	Pay Period ...	3 · Payroll Cl...	0.00
Check	07/31/2021	300009	Deluca, Dante	Pay Period ...	3 · Payroll Cl...	326.61
Check	07/31/2021	300012	Jaramillo, Jose L	Pay Period ...	3 · Payroll Cl...	0.00
Check	08/31/2021	340008	Bondoc, Fred Y.	Pay Period ...	3 · Payroll Cl...	0.00
Check	08/31/2021	340008	Bondoc, Fred Y.	Pay Period ...	3 · Payroll Cl...	0.00
Check	08/31/2021	340011	Reyes, Yoalmo	Pay Period ...	3 · Payroll Cl...	0.00
Check	08/31/2021	340011	Reyes, Yoalmo	Pay Period ...	3 · Payroll Cl...	225.09
Check	08/31/2021	340013	Perez, Juan Gerar	Pay Period ...	3 · Payroll Cl...	0.00
Check	08/31/2021	340013	Perez, Juan Gerar	Pay Period ...	3 · Payroll Cl...	0.00
Check	08/31/2021	340013	Perez, Juan Gerar	Pay Period ...	3 · Payroll Cl...	0.00
Check	08/31/2021	340009	Deluca, Dante	Pay Period ...	3 · Payroll Cl...	489.92
Check	08/31/2021	6597...	Martinez, Alejandro	Pay Period ...	3 · Payroll Cl...	0.00
Check	08/31/2021	340012	Jaramillo, Jose L	Pay Period ...	3 · Payroll Cl...	0.00
Check	08/31/2021	340010	Driscoll, William A	Pay Period ...	3 · Payroll Cl...	0.00
Check	09/30/2021	390008	Bondoc, Fred Y.	Pay Period ...	3 · Payroll Cl...	0.00
Check	09/30/2021	390008	Bondoc, Fred Y.	Pay Period ...	3 · Payroll Cl...	0.00
Check	09/30/2021	390011	Reyes, Yoalmo	Pay Period ...	3 · Payroll Cl...	225.09
Check	09/30/2021	390011	Reyes, Yoalmo	Pay Period ...	3 · Payroll Cl...	0.00
Check	09/30/2021	390013	Perez, Juan Gerar	Pay Period ...	3 · Payroll Cl...	203.40
Check	09/30/2021	390013	Perez, Juan Gerar	Pay Period ...	3 · Payroll Cl...	0.00
Check	09/30/2021	390013	Perez, Juan Gerar	Pay Period ...	3 · Payroll Cl...	0.00

2:01 PM
05/31/22
Accrual Basis

STEGE SANITARY DISTRICT
Account QuickReport
July 2021 through May 2022

Type	Date	Num	Name	Memo	Split	Amount
Check	09/30/2021	390009	Deluca, Dante	Pay Period ...	3 · Payroll Cl...	0.00
Check	09/30/2021	390010	Driscoll, William A	Pay Period ...	3 · Payroll Cl...	0.00
Check	09/30/2021	390012	Jaramillo, Jose L	Pay Period ...	3 · Payroll Cl...	0.00
Check	09/30/2021	6666...	Martinez, Alejandro	Pay Period ...	3 · Payroll Cl...	115.29
Check	10/31/2021	430008	Bondoc, Fred Y.	Pay Period ...	3 · Payroll Cl...	693.23
Check	10/31/2021	430008	Bondoc, Fred Y.	Pay Period ...	3 · Payroll Cl...	0.00
Check	10/31/2021	430011	Reyes, Yoalmo	Pay Period ...	3 · Payroll Cl...	0.00
Check	10/31/2021	430011	Reyes, Yoalmo	Pay Period ...	3 · Payroll Cl...	900.36
Check	10/31/2021	430013	Perez, Juan Gerar	Pay Period ...	3 · Payroll Cl...	0.00
Check	10/31/2021	430013	Perez, Juan Gerar	Pay Period ...	3 · Payroll Cl...	0.00
Check	10/31/2021	430013	Perez, Juan Gerar	Pay Period ...	3 · Payroll Cl...	0.00
Check	10/31/2021	430009	Deluca, Dante	Pay Period ...	3 · Payroll Cl...	680.45
Check	10/31/2021	430010	Driscoll, William A	Pay Period ...	3 · Payroll Cl...	345.87
Check	10/31/2021	6738...	Martinez, Alejandro	Pay Period ...	3 · Payroll Cl...	0.00
Check	10/31/2021	430012	Jaramillo, Jose L	Pay Period ...	3 · Payroll Cl...	0.00
Check	11/30/2021	470010	Bondoc, Fred Y.	Pay Period ...	3 · Payroll Cl...	0.00
Check	11/30/2021	470010	Bondoc, Fred Y.	Pay Period ...	3 · Payroll Cl...	0.00
Check	11/30/2021	470013	Reyes, Yoalmo	Pay Period ...	3 · Payroll Cl...	75.03
Check	11/30/2021	470013	Reyes, Yoalmo	Pay Period ...	3 · Payroll Cl...	200.08
Check	11/30/2021	470015	Perez, Juan Gerar	Pay Period ...	3 · Payroll Cl...	0.00
Check	11/30/2021	470015	Perez, Juan Gerar	Pay Period ...	3 · Payroll Cl...	474.60
Check	11/30/2021	470015	Perez, Juan Gerar	Pay Period ...	3 · Payroll Cl...	180.80
Check	11/30/2021	470011	Deluca, Dante	Pay Period ...	3 · Payroll Cl...	0.00
Check	11/30/2021	470014	Jaramillo, Jose L	Pay Period ...	3 · Payroll Cl...	0.00
Check	11/30/2021	470012	Driscoll, William A	Pay Period ...	3 · Payroll Cl...	0.00
Check	11/30/2021	6809...	Martinez, Alejandro	Pay Period ...	3 · Payroll Cl...	0.00
Check	12/30/2021	6904...	Martinez, Alejandro	Pay Period ...	3 · Payroll Cl...	0.00
Check	12/31/2021	520008	Bondoc, Fred Y.	Pay Period ...	3 · Payroll Cl...	462.15
Check	12/31/2021	520008	Bondoc, Fred Y.	Pay Period ...	3 · Payroll Cl...	0.00
Check	12/31/2021	520011	Reyes, Yoalmo	Pay Period ...	3 · Payroll Cl...	1,300.52
Check	12/31/2021	520011	Reyes, Yoalmo	Pay Period ...	3 · Payroll Cl...	
Check	12/31/2021	520013	Perez, Juan Gerar	Pay Period ...	3 · Payroll Cl...	305.10

2:01 PM
05/31/22
Accrual Basis

STEGE SANITARY DISTRICT
Account QuickReport
July 2021 through May 2022

Type	Date	Num	Name	Memo	Split	Amount
Check	12/31/2021	520013	Perez, Juan Gerar	Pay Period ...	3 · Payroll Cl...	0.00
Check	12/31/2021	520013	Perez, Juan Gerar	Pay Period ...	3 · Payroll Cl...	1,446.40
Check	12/31/2021	520009	Deluca, Dante	Pay Period ...	3 · Payroll Cl...	421.88
Check	12/31/2021	520009	Deluca, Dante	Pay Period ...	3 · Payroll Cl...	225.00
Check	12/31/2021	520010	Driscoll, William A	Pay Period ...	3 · Payroll Cl...	461.16
Check	12/31/2021	520012	Jaramillo, Jose L	Pay Period ...	3 · Payroll Cl...	0.00
Check	01/31/2022	40008	Bondoc, Fred Y.	Pay Period ...	3 · Payroll Cl...	346.62
Check	01/31/2022	40008	Bondoc, Fred Y.	Pay Period ...	3 · Payroll Cl...	0.00
Check	01/31/2022	40010	Reyes, Yoalmo	Pay Period ...	3 · Payroll Cl...	112.55
Check	01/31/2022	40010	Reyes, Yoalmo	Pay Period ...	3 · Payroll Cl...	0.00
Check	01/31/2022	40012	Perez, Juan Gerar	Pay Period ...	3 · Payroll Cl...	542.40
Check	01/31/2022	40012	Perez, Juan Gerar	Pay Period ...	3 · Payroll Cl...	406.80
Check	01/31/2022	40012	Perez, Juan Gerar	Pay Period ...	3 · Payroll Cl...	0.00
Check	01/31/2022	40009	Deluca, Dante	Pay Period ...	3 · Payroll Cl...	646.88
Check	01/31/2022	40009	Deluca, Dante	Pay Period ...	3 · Payroll Cl...	450.00
Check	01/31/2022	40011	Jaramillo, Jose L	Pay Period ...	3 · Payroll Cl...	0.00
Check	01/31/2022	6980...	Martinez, Alejandro	Pay Period ...	3 · Payroll Cl...	0.00
Check	02/28/2022	80008	Bondoc, Fred Y.	Pay Period ...	3 · Payroll Cl...	192.57
Check	02/28/2022	80008	Bondoc, Fred Y.	Pay Period ...	3 · Payroll Cl...	0.00
Check	02/28/2022	80011	Reyes, Yoalmo	Pay Period ...	3 · Payroll Cl...	637.76
Check	02/28/2022	80011	Reyes, Yoalmo	Pay Period ...	3 · Payroll Cl...	0.00
Check	02/28/2022	80013	Perez, Juan Gerar	Pay Period ...	3 · Payroll Cl...	610.20
Check	02/28/2022	80013	Perez, Juan Gerar	Pay Period ...	3 · Payroll Cl...	0.00
Check	02/28/2022	80013	Perez, Juan Gerar	Pay Period ...	3 · Payroll Cl...	0.00
Check	02/28/2022	80009	Deluca, Dante	Pay Period ...	3 · Payroll Cl...	168.75
Check	02/28/2022	80009	Deluca, Dante	Pay Period ...	3 · Payroll Cl...	0.00
Check	02/28/2022	80012	Jaramillo, Jose L	Pay Period ...	3 · Payroll Cl...	230.58
Check	02/28/2022	7046...	Martinez, Alejandro	Pay Period ...	3 · Payroll Cl...	0.00
Check	02/28/2022	80010	Driscoll, William A	Pay Period ...	3 · Payroll Cl...	0.00
Check	03/31/2022	130009	Bondoc, Fred Y.	Pay Period ...	3 · Payroll Cl...	231.08
Check	03/31/2022	130009	Bondoc, Fred Y.	Pay Period ...	3 · Payroll Cl...	0.00
Check	03/31/2022	130012	Reyes, Yoalmo	Pay Period ...	3 · Payroll Cl...	262.61

2:01 PM
05/31/22
Accrual Basis

STEGE SANITARY DISTRICT
Account QuickReport
July 2021 through May 2022

Type	Date	Num	Name	Memo	Split	Amount
Check	03/31/2022	130012	Reyes, Yoalmo	Pay Period ...	3 · Payroll Cl...	0.00
Check	03/31/2022	130014	Perez, Juan Gerar	Pay Period ...	3 · Payroll Cl...	0.00
Check	03/31/2022	130014	Perez, Juan Gerar	Pay Period ...	3 · Payroll Cl...	0.00
Check	03/31/2022	130014	Perez, Juan Gerar	Pay Period ...	3 · Payroll Cl...	0.00
Check	03/31/2022	130010	Deluca, Dante	Pay Period ...	3 · Payroll Cl...	0.00
Check	03/31/2022	130010	Deluca, Dante	Pay Period ...	3 · Payroll Cl...	168.75
Check	03/31/2022	130013	Jaramillo, Jose L	Pay Period ...	3 · Payroll Cl...	0.00
Check	03/31/2022	130011	Driscoll, William A	Pay Period ...	3 · Payroll Cl...	0.00
Check	03/31/2022	7118...	Martinez, Alejandro	Pay Period ...	3 · Payroll Cl...	230.58
Check	04/30/2022	170008	Bondoc, Fred Y.	Pay Period ...	3 · Payroll Cl...	0.00
Check	04/30/2022	170008	Bondoc, Fred Y.	Pay Period ...	3 · Payroll Cl...	0.00
Check	04/30/2022	170011	Reyes, Yoalmo	Pay Period ...	3 · Payroll Cl...	0.00
Check	04/30/2022	170011	Reyes, Yoalmo	Pay Period ...	3 · Payroll Cl...	0.00
Check	04/30/2022	170013	Perez, Juan Gerar	Pay Period ...	3 · Payroll Cl...	203.40
Check	04/30/2022	170013	Perez, Juan Gerar	Pay Period ...	3 · Payroll Cl...	0.00
Check	04/30/2022	170013	Perez, Juan Gerar	Pay Period ...	3 · Payroll Cl...	0.00
Check	04/30/2022	170009	Deluca, Dante	Pay Period ...	3 · Payroll Cl...	0.00
Check	04/30/2022	170009	Deluca, Dante	Pay Period ...	3 · Payroll Cl...	0.00
Check	04/30/2022	170010	Driscoll, William A	Pay Period ...	3 · Payroll Cl...	0.00
Check	04/30/2022	170012	Jaramillo, Jose L	Pay Period ...	3 · Payroll Cl...	0.00
Check	04/30/2022	7182...	Martinez, Alejandro	Pay Period ...	3 · Payroll Cl...	0.00
Check	05/31/2022	210008	Bondoc, Fred Y.	Pay Period ...	3 · Payroll Cl...	0.00
Check	05/31/2022	210008	Bondoc, Fred Y.	Pay Period ...	3 · Payroll Cl...	0.00
Check	05/31/2022	210011	Reyes, Yoalmo	Pay Period ...	3 · Payroll Cl...	37.52
Check	05/31/2022	210011	Reyes, Yoalmo	Pay Period ...	3 · Payroll Cl...	0.00
Check	05/31/2022	210014	Perez, Juan Gerar	Pay Period ...	3 · Payroll Cl...	0.00
Check	05/31/2022	210014	Perez, Juan Gerar	Pay Period ...	3 · Payroll Cl...	813.60
Check	05/31/2022	210014	Perez, Juan Gerar	Pay Period ...	3 · Payroll Cl...	0.00
Check	05/31/2022	210015	Perez, Juan Gerar	Pay Period ...	3 · Payroll Cl...	0.00
Check	05/31/2022	210015	Perez, Juan Gerar	Pay Period ...	3 · Payroll Cl...	0.00
Check	05/31/2022	210015	Perez, Juan Gerar	Pay Period ...	3 · Payroll Cl...	0.00
Check	05/31/2022	210009	Deluca, Dante	Pay Period ...	3 · Payroll Cl...	506.25

2:01 PM
05/31/22
Accrual Basis

STEGE SANITARY DISTRICT
Account QuickReport
July 2021 through May 2022

Type	Date	Num	Name	Memo	Split	Amount
Check	05/31/2022	210009	Deluca, Dante	Pay Period ...	3 · Payroll Cl...	0.00
Check	05/31/2022	210010	Driscoll, William A	Pay Period ...	3 · Payroll Cl...	0.00
Check	05/31/2022	7259...	Martinez, Alejandro	Pay Period ...	3 · Payroll Cl...	0.00
Check	05/31/2022	210012	Jaramillo, Jose L	Pay Period ...	3 · Payroll Cl...	0.00
Check	05/31/2022	210013	Jaramillo, Jose L	Pay Period ...	3 · Payroll Cl...	0.00
Total 41013 · Overtime -Service Calls						16,556.93
Total 41-010 · Salaries & Wage						16,556.93
Total Maintenance/Engineering						16,556.93
Total OPERATING EXPENSES						16,556.93
TOTAL						16,556.93

Monthly Service Calls		<u>Fiscal Year</u>	<u>ML Serv Calls</u>	<u>5 yr avg Baseline</u>
		2000 - 2001	3.3	
Per Hour	30.00	2001 - 2002	2.8	
2 Man Crew	2	2002 - 2003	4.3	
3 Hrs Per Call	3	2003 - 2004	4.0	
Equip Per Hr	20.00	2004 - 2005	4.1	
Pay Per Service Call	240.00	2005 - 2006	2.8	
		2006 - 2007	1.4	
5 Yr Baseline Service Calls Per Month	1.6	2007 - 2008	2.2	
12 Months	12	2008 - 2009	1.1	
Yearly Service Call Total	19.44	2009 - 2010	0.9	
Total Baseline Service Call Pay	4,665.60	2010 - 2011	0.9	3.70
		2011 - 2012	1.4	3.60
		2012 - 2013	1.4	3.32
Actual Service Calls Per Month (ML Stop.)	1.5	2013 - 2014	2.4	2.90
12 Month Service Calls	18	2014 - 2015	2.2	2.32
Total Actual Service Call Pay	4,320.00	2015 - 2016	1.3	1.68
		2016 - 2017	0.8	1.30
Baseline vs Actual Service Calls	345.60	2017 - 2018	0.7	1.30
40% District	138.24	2018 - 2019	0.7	1.14
60% ICP	207.36	2019 - 2020	0.9	1.40
		2020 - 2021	0.8	1.74
		2021 - 2022	1.5	1.62

STEGE SANITARY DISTRICT
SERVICE CALLS 1995 - Present

YEAR MO.	SERV. CALLS		MAINLINE PROBLEM		LATERAL PROBLEMS		CATEGORY 1 SSO's		OVERFLOWS CAUSED BY MAINLINE			STRUCTURAL MAINLINE FAILURES		MAINLINE OVERFLOWS INTO HOMES		OVERFLOWS RELATED TO WET WEATHER	
	TOTAL CALLS	12-MO AVG	TOTAL ML	12-MO AVG	TOTAL LATERAL	12-MO AVG	TOTAL OVFLS	TOTAL 12 MOS	TOTAL OVFLS	12-MO AVG	TOTAL 12 MOS.	MAIN BREAK	TOTAL 12 MOS	BACKUP HOMES	TOTAL 12 MOS	TOTAL MONTHLY	TOTAL 12 MOS.
2021 Jun	25	15.2	0	0.8	17	9.0	0	1	0	0.3	3	0	2	0	1	0	0
2021 July	17	15.7	0	0.7	9	9.3	0	0	0	0.2	2	0	1	0	1	0	0
2021 Aug	13	15.8	0	0.5	10	9.8	0	0	0	0.2	2	0	1	0	1	0	0
2021 Sep	18	16.2	4	0.8	7	9.8	0	0	3	0.4	5	0	1	0	1	0	0
2021 Oct	22	16.3	4	1.1	13	10.5	1	1	3	0.7	8	0	1	1	2	2	2
2021 Nov	17	16.3	1	1.2	6	9.8	0	1	0	0.7	8	0	1	0	2	0	2
2021 Dec	22	16.9	1	1.0	12	10.3	0	1	1	0.6	7	0	1	0	1	0	2
2022 Jan	17	17.2	3	1.2	10	10.3	0	1	2	0.8	9	2	3	0	1	0	2
2022 Feb	11	17.1	2	1.3	4	9.8	0	1	1	0.8	10	0	3	0	1	0	2
2022 Mar	18	17.2	1	1.4	14	9.9	0	1	1	0.9	11	1	4	0	1	0	2
2022 Apr	18	17.8	0	1.3	11	10.2	0	1	0	0.9	11	0	3	0	1	0	2
2022 May	10	17.3	2	1.5	5	9.8	0	1	1	1.0	12	0	3	0	1	0	2

Cost Compare Savings

<u>Product</u>	<u>Company</u>	<u>Qty</u>	<u>Hourly Rate</u>	<u>Amount</u>	<u>Materials</u>	<u>Freight</u>	<u>Total</u>	
Canon/Burlingame Forcemain	Stantec	1.00	16710	16,710.00			16,710.00	Quote
	Done By Employee	29.00	77.54	2,248.62			2,248.62	
			(1 x Engineer)				<u>14,461.38</u>	Savings
Pumpstation Fence				30,377.32			30,377.32	Quote
	Done By Employees	27.00	82.70	2,232.90	15,929.15		18,162.05	
			(2 x CSW)				<u>12,215.27</u>	Savings
	Done By Employees						-	Quote
							-	
							-	Savings
	Total Savings		District 40%	ICP 60%				
Canon/Burlingame Forcemain		14,461.38	5,784.55	8,676.83				
Pumpstation Fence		12,215.27	4,886.11	7,329.16				
0		-	-	-				
Total		<u>26,676.65</u>	10,670.66	16,005.99				

E. PROPOSED FEES

Stantec proposes to complete the services described above in Tasks 1 through 4 on not-to-exceed basis using attached 2018 rate schedule. The total service fee for this work is \$80,310. Attached is 2018 rate schedule.

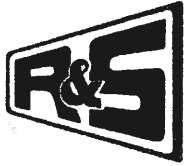
Given the opportunity, Stantec will see this project through from beginning to end, and you have our personnel commitment to make this project a success. We have the staff with the expertise, dedication and availability to work with District staff, streamline the improvements required, provide the District a succinct cost-effective final design, and see this project through construction.

Stege Sanitary District Estimated Fee for Redundant Force Main Project

April 30, 2018

Tasks	Principal/QA QC	Project Manager	Engineer	Designer	Total Hours	Other Direct Expenses ¹	Cost Per Task
Task 1: Project Communication and Data Collection	2	8	14			\$200	\$4,200
Task 2: Utility Location and Surveying		8	22	8			\$6,640
Task 3: Preparing Contract Documents	2	24	60	24			\$23,970
Task 4: Additional Proposal - Engineering Services During Construction	2	16	80	16		\$900	\$16,710
Sub-total (Engineering Services)	6	56	188	120	370		\$51,610
Subconsultant: EXARO TECHNOLOGIES - GPR Services ²						\$15,000	\$16,800
Subconsultant: Andregg Geomatics - Land Surveyor ²						\$12,000	\$13,200
Total (Engineering Services)							\$81,310
Task 5: Optional Proposal [Geotechnical Services]		8	40				
Sub-total (Geotechnical Services)		8	40		48		\$6,760
Sub-total	6	64	228	120	418		\$88,070
HOURLY RATE	\$ 225	\$ 195	\$ 130	\$ 115			
TOTAL HOURS	6	64	228	120	418		
SUBTOTAL	\$ 1,350	\$ 12,480	\$ 29,640	\$ 13,800		\$ -	
Total COST (Tasks 1 to 4)							\$81,310
Total COST for Task 5							\$6,760

Note: 1 - Travel expenses included; 2 - 10% markup included



R & S ERECTION OF RICHMOND, INC.
 1826 Seventh Street
 Richmond, California 94801
 Ph: (510) 232-2062 Fax: (510) 232-8340
 Cont. Lic. No. 731562

OFFER
 318643

Customer Info **Job Info**

Stege Sanitary District

7500 Schmidt Lane
 El Cerrito, CA 94530

Attn: **Dennis Wright**

Est To Add Expanded Metal

7500 Schmidt Lane
 El Cerrito, CA 94530

Date	Offer No	Submitted By	Reference
------	----------	--------------	-----------

3/14/2022	318643	Brandon Moy	Expanded Metal
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Description	Amounts
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R&S Erection of Richmond Inc. Purposes to Furnish and Install at Front Gates:	\$6,583.46
------------------------------------------------------------------------------------------	------------

(10) Sheets of Galvanized 3/4" Expanded Metal
 - Weld Bars Across Posts to Install Meshing

R&S Erection of Richmond Inc. Purposes to Furnish and Install Around Property:	\$23,793.86
-------------------------------------------------------------------------------------------	-------------

(40) Sheets of Galvanized 3/4" Expanded Metal
 -Weld Bars Across Posts to Install Meshing

Date	Payment Terms	Acceptance Terms	Valid Thru	Total Amount
------	---------------	------------------	------------	--------------

3/14/2022	COD	30 Days	4/13/2022	\$30,377.32
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Submitted By	Phone No	Email
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Brandon Moy , Lead Technician	(510) 672-5450	brandon@rs4doors.com
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Terms & Conditions

R&S will not accept any additional contract and/or agreements sent by customer, contractor or others. R&S will perform work only after R&S's offer has been signed.

WARRANTY: 90 Day Warranty on Material and Labor, limited to defects on new equipment. Does not cover acts of vandalism or acts of nature. No Warranty on Existing Equipment and Components.

Work to be preformed during normal business hours Monday-Friday 8:00 AM to 4:30 PM

Warranty work to be performed during normal business hours 8:00 am to 4:30 pm. Monday through Friday, excluding weekends and holidays.

Price Does Not Include First Service Call

Signature

ACCEPTED BY

PRINT NAME

EMAIL ADDRESS

DATE

NOTICE: IT IS UNDERSTOOD AND AGREED BY EACH PARTY HERETO IF SUIT IS BROUGHT TO ENFORCE ANY TERM, CONDITION OR COVENANT OF THIS SALES AND SERVICE AGREEMENT, THE PREVAILING PARTY SHALL BE ENTITLED TO RECOVER ALL COSTS OF SUCH ACTIONS, INCLUDING REASONABLE ATTORNEY'S FEES AS MAY BE FIXED BY THE COURT. I REPRESENT TO R&S RICHMOND THAT I AM AUTHORIZED TO BIND THE PURCHASER TO THE TERMS SET FORTH HEREIN. BY EXECUTING THIS WORK ORDER, I ACKNOWLEDGE RECEIPT OF A COPY OF THIS AGREEMENT, AND I ACKNOWLEDGE THE SATISFACTORY

Broadway Lift & Equipment Co.

Invoice

1011 Broadway Avenue
 San Pablo, CA 94806
 (510)367-4000 Ph.
 (510)233-3443 Fax

Date	Invoice #
5/9/2022	25060

Bill To
Stege Sanitary District (Dennis Wright) 7500 Schmidt Lane El Cerrito, CA 94530 (510)524-4667 dennis@stegesane.org

Ship To
Stege Sanitary District (Dennis Wright) 1631 Monterey Street Richmond, CA 94804 510-815-4328

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Net 30	MM	5/11/2022	LTL	San Pablo	

Quantity	Item Code	Description	Price Each	Amount
30	PIPE-S1581121	Structural Pipe 1-5/8" 11 GA .120" Galvanized 21'	63.63	1,908.90T
4	PIPE-S1581124	Structural Pipe 1-5/8" 11 GA .120" Galvanized 24'	72.72	290.88T
	Freight	FREE DELIVERY TO JOBSITE 5-11-22 Stege Sanitary District (Dennis Wright) 1631 Monterey Street Richmond, CA 94804 510-815-4328	0.00	0.00
		Sales Tax	9.75%	214.48

4150.2
 27617
 5/19/22
 [Signature]

Thank you for your business!	Total	\$2,414.26
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ALBANY STEEL, INC.
 2801 GIANT ROAD, BLDG. H-2
 RICHMOND CA 94806

(510) 525-8778 Ext. 0000

Invoice	210761
Date	5/2/2022
Page	1

ORIGINAL ORDER

359435

Bill To:

Stege Sanitary District
 7500 SCHMIDT LANE
 EL CERRITO CA 94530

Ship To:

Stege Sanitary District
 1631 MONTEREY ST
 RICHMOND CA 94804

Purchase Order No.		Customer ID		Salesperson ID		Shipping Method		Payment Terms		Req Ship Date		Master No.	
		STEG01				OUR TRUCK		Net 30 Days		5/3/2022		180,693	
Original	Shipped	B/C	Item Number	Description				Discount	Unit Price	Ext. Price			
40	40	0	.GALV	EXP-F 3/4 X 9GA X 48 X 96 GALVANIZED				\$0.00	\$298.60	\$11,944.00			
1	1	0	DELI-100	DELIVERY CHARGE				\$0.00	\$70.00	\$70.00			
1	1	0	.BY	DENNIS 510-524-4668				\$0.00	\$0.00	\$0.00			

Handwritten notes:
 41150-2
 27665
 5/15/22
 [Signature]

ALL MATERIAL SUBJECT TO PRIOR SALE.
 Due to unprecedented and continuing mill price increases our price quotations are subject to change at any time.

Subtotal	\$12,014.00
Misc	\$0.00
Tax	\$1,171.37
Freight	\$0.00
Trade Discount	\$0.00
Total	\$13,185.37



an Air Liquide company

DELIVERY ORDER

FOR LOCATION NEAREST YOU
VISIT WWW.AIRGAS.COM

SHIPPER:
AIRGAS USA, LLC
1224 6TH ST
BERKELEY, CA 94710-1402
510-524-9353

SOLD BY:
AIRGAS USA, LLC
1224 6TH ST
BERKELEY, CA 94710-1402
510-524-9353

DELIVERY ORDER # 8121561535
PAGE 1 OF 1
ORDER DATE: 05/19/2022
SCH SHIP DATE: 05/19/2022
PRINTED: 13:50 05/19/2022
SALES ORDER: 1110640737

SHIP TO: CAW156
CASH SALE - BERKELEY CA
1224 6TH ST
BERKELEY, CA 94710-1402
510-527-4080

SOLD TO: CAW156
CASH SALE - BERKELEY CA
1224 6TH ST
BERKELEY, CA 94710-1402

CUST PO #
RELEASE #
ORD BY DANTE -925-788-1026
ENT BY JAMAHOOKER

Order Type	Payment Terms	Incoterm	Route	Sales Office	Plant	Sales Org	Total Containers	
							Ship	Return
Cash Front Counter	CASH/ CHECK/ CREDIT CARD	Customer Pick up Airgas	Customer Pick Up	W156	W156	WE00		

Qty Ship	UOM Type	HM	Description & Hazard Class	Qty Order	Qty B/O	Bin Loc	Wt	Unit Price	Extend Price	
1	EA		Line# 10 Material# RAD64002731 Stor. Loc. F001 DIFFUSER MIG GAS 3550 BRASS TWECO 1EA/CARD	1	0	S22	0.06 LB	3.95	3.95	
									Subtotal	3.95
									STATE TAX	0.23
									COUNTY TAX	0.05
									DISTRICT TAX	0.12
									Total Sales	4.35
<p>PAYMENT INFORMATION: VISA XXXXXXXXXXXX4053</p>										

EMERGENCY CONTACT: 1-866-734-3438
PURCHASER AGREES TO OBTAIN SAFETY DATA SHEETS (SDS) FROM ONE OF THE FOLLOWING SOURCES; POINT OF PURCHASE, Airgas WEB SITE AT WWW.AIRGAS.COM OR BY CALLING THE ABOVE LISTED EMERGENCY CONTACT PHONE NUMBER AND SELECTING OPTION #3

THIS IS TO CERTIFY THAT THE ABOVE NAMED MATERIALS ARE PROPERLY CLASSIFIED, DESCRIBED, PACKAGED, MARKED AND LABELED AND ARE IN PROPER CONDITION FOR TRANSPORTATION ACCORDING TO THE APPLICABLE REGULATIONS OF THE DEPARTMENT OF TRANSPORTATION

Airgas PERSONNEL _____ DATE _____ T.O.D. _____

PLACARDS OFFERED

ACCEPT REJECT

CUSTOMER MUST INITIAL CHOICE

THIS AGREEMENT IS SUBJECT TO Airgas' STANDARD TERMS AND CONDITIONS. SEE REVERSE SIDE FOR IMPORTANT SAFETY INFORMATION.

ACCEPTED FOR THE ABOVE CUSTOMER **X** _____

NAME PLEASE PRINT _____

INTERNAL USE ONLY



Filled By	Staging Area	Total PKGS	Tracking / Pro Number	Freight Charges	Total Weight*
					0 LB

Delivery # 8121561535



*Total weight for materials with weight displayed only

HARBOR FREIGHT

QUALITY TOOLS LOWEST PRICES

EL CERRITO CA #03263
11048 San Pablo Avenue
El Cerrito, CA 94530
Telephone: (510) 806-1212

SALE

56987 RESPIRATOR SILICA MOLD WE	\$29.99
57797 4.5IN X7/8IN FLAP DISC 80	\$6.49
57797 4.5IN X7/8IN FLAP DISC 80	\$6.49
63790 0.030 GMAW CONTACT TIPS 1	\$9.99
63496 0.030 E71T-GS 2LB FLUX WI	\$21.99
89271 BAG FEES	\$0.10

Subtotal	\$75.05
Sales Tax 10.250%	\$7.68
Non Taxable 0.000%	\$0.00
Total	\$82.73

Visa \$82.73

Card No. XXXXXXXXXXXX4053

Expiration Date XX/XX

Auth. No. 018618

VISA CREDIT

Chip Read

Signature Verified

Mode: Issuer

AID: A0000000031010

TVR: 8000008000

IAD: 06011203602000

TSI: 6800

ARC: 00

Please Retain for Your Records

Store: 03263 Reg: 01 Tran: 004438

Date: 5/18/2022 10:09:54 AM Assoc: XXXXXX

Ticket: 014438

Item(s) Sold: 6

Item(s) Returned: 0

Lucila served you today.

Thank you for shopping at

EL CERRITO CA #03263

**Proof of Purchase Required for Returns/
Exchanges Within 90 Days of Purchase.**

GET MORE COUPONS

Text TOOLS to 34648

To get coupons and sales alerts via text message from Harbor Freight! Data rates may apply. Consent not required for purchase text STOP to STOP.

HARBOR FREIGHT

QUALITY TOOLS LOWEST PRICES

EL CERRITO CA #03263
11048 San Pablo Avenue
El Cerrito, CA 94530
Telephone: (510) 806-1212

SALE

63496 0.030 E71T-GS 2LB FLUX WI	\$21.99
57797 4.5IN X7/8IN FLAP DISC 80	\$6.49
57797 4.5IN X7/8IN FLAP DISC 80	\$6.49
57005 WARRIOR RIGHT ANGLE CUTTI	\$9.99
60318 4IN WIRE WHEELWITH 1/4 SH	\$3.99
63790 0.030 GMAW CONTACT TIPS 1	\$9.99
37848 4IN INDUSTRIAL C-CLAMP	\$3.99
37848 4IN INDUSTRIAL C-CLAMP	\$3.99
Subtotal	\$66.92
Sales Tax 10.250%	\$6.86
Total	\$73.78

\$73.78

Debit
Card No. XXXXXXXXXXXX5858
Auth. No. 000012
US DEBIT
Chip Read
Verified By PIN
Mode: Issuer
AID: A0000000980840
TVR: 8080048000
IAD: 0606120360A000
TSI: 6800
ARC: 00

Please Retain for Your Records

Store: 03263 Reg: 03 Tran: 004063
Date: 5/20/2022 10:28:48 AM Assoc: XXXXXX
Ticket: 034063

Item(s) Sold: 8
Item(s) Returned: 0

Brandon served you today.
Thank you for shopping at
EL CERRITO CA #03263

Proof of Purchase Required for Returns/
Exchanges Within 90 Days of Purchase.

HARBOR FREIGHT

QUALITY TOOLS LOWEST PRICES

EL CERRITO CA #03263
11048 San Pablo Avenue
El Cerrito, CA 94530
Telephone: (510) 806-1212

SALE

63497 0.030 E71T-GS 10LB FLUX W \$69.99
Subtotal \$69.99
Sales Tax 10.250% \$7.17
Total \$77.16

Visa **\$77.16**

Card No. XXXXXXXXXXXX4053
Expiration Date XX/XX
Auth. No. 023743
VISA CREDIT

Chip Read
Signature Verified
Mode: Issuer
AID: A0000000031010
TVR: 8000008000
IAD: 0601120360A000
TSI: 6800
ARC: 00

Please Retain for Your Records

Store: 03263 Res: 01 Tran: 005409
Date: 5/23/2022 11:10:57 AM Assoc: XXXXXX
Ticket: 015409

Item(s) Sold: 1
Item(s) Returned: 0

Azaria served you today.
Thank you for shopping at
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Exchanges Within 90 Days of Purchase.**

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00326301005409052322

✓ ORDER CONFIRMED: 6 Pk 20 Oz RustOleum Professional Cold G...

From: eBay <ebay@ebay.com>
To: <krich3@peoplepc.com>
Subject: ✓ ORDER CONFIRMED: 6 Pk 20 Oz RustOleum Professional Cold G...
Date: Jun 3, 2022 11:16 AM



Welcome back Kary! Thanks for another purchase.

Your order is confirmed - we'll let you know when it's on the way. In the meantime, if you have questions about your order or how returns work, check out our Help Center.

[View order details](#)

[Visit Help Center](#)

Order summary



6 Pk 20 Oz RustOleum Professional Cold Galvanized Compound Spray Paint 7...

Total: \$91.50

Order number: 02-08709-66062

Item ID: 374099577249

ebay MONEY BACK GUARANTEE

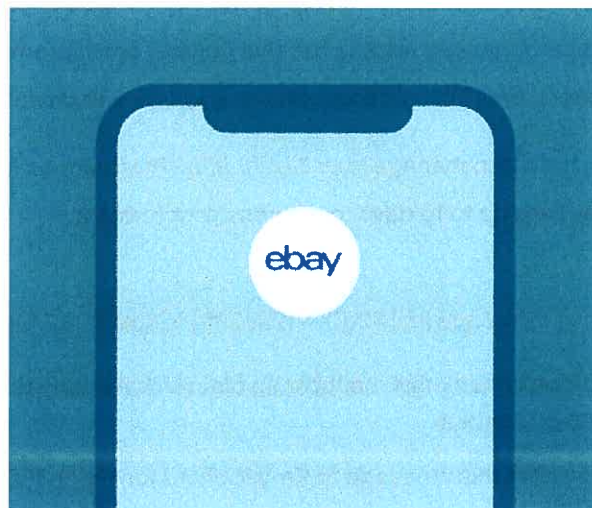
A Tip for You:

Simple and Speedy Sign-On

Link your Facebook or Google account for the ease of a password-less login.



Sign in with Facebook





Sign in with Google

Order details



Estimated delivery:

Wed, Jun 08 - Fri, Jun 10



Your order will ship to:

Kary Richardson
7500 Schmidt Ln
El Cerrito, CA 94530-2401
United States




Seller: [nilsonhardware \(77580\)](#)

98.5% positive feedback

[More from this seller](#) →



Order total:

Price	\$82.99
Shipping	Free
Sales tax	\$8.51
Total charged to  x -5226	\$91.50

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Email reference id: [#2d039193823f47d8b0f8062706d37549#]

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eBay sent this message to Kary Richardson (krich3500). Learn more about [account protection](#). eBay

DIVERSITY, EQUITY, AND INCLUSION (DEI) POLICY

ISSUE:

The Board will consider a draft Diversity, Equity, and Inclusion (DEI) policy.

FISCAL IMPACT:

The fiscal impact to discuss and consider the policy is minimal. Future fiscal impacts of the policy are difficult to estimate.

STRATEGIC PLAN:

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

BACKGROUND:

At the Board meeting held on April 21, 2022, during a review of the District's draft procurement policy, the Board asked staff to work with District Counsel to consider updating the draft procurement policy to include a reference to a District DEI policy. A draft DEI policy has been prepared and is attached for review.

RECOMMENDATION:

Prepare to discuss and consider the draft DEI policy for approval by resolution at a future Board meeting.

ALTERNATIVES:

1. Take no action.
2. Provide staff further direction.

ATTACHMENTS:

- Draft Diversity, Equity, and Inclusion (DEI) Policy

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STEGE SANITARY DISTRICT DIVERSITY, EQUITY, AND INCLUSION POLICY

The Stege Sanitary District (District) is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion.

The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that each employee contributes to their work represents a significant part of not only the District's culture, but the District's reputation and achievement. The District embraces and encourages differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make each employee unique. The District respects and values these diverse life experiences and heritages and is committed to ensuring all voices are valued and heard.

DEFINITIONS

- **DIVERSITY** includes all the ways in which people differ, encompassing the different characteristics that make one individual or group different from another. While diversity is often used in reference to race, ethnicity, and gender, we embrace a broader definition of diversity that also includes age, color, disability, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make each employee unique.
- **EQUITY** is the fair treatment, access, opportunity, and advancement for all people, while at the same time striving to identify and eliminate barriers that have prevented the full participation of some groups. Improving equity involves increasing justice and fairness within the procedures and processes of institutions or systems, as well as in their distribution of resources.
- **INCLUSION** is the act of creating environments in which any individual or group can be and feel welcomed, respected, supported, and valued to fully participate and are given opportunities to grow. An inclusive and welcoming climate embraces differences and offers respect in words and actions for all people.
- **PREJUDICE** is the inclination or preference, especially one that interferes with impartial judgment, and can be rooted in stereotypes that deny the right of individual members of certain groups to be recognized and treated as individuals with unique characteristics.
- **PROTECTED CATEGORIES** include race, religion, color, national origin, ancestry, pregnancy, childbirth, medical condition, physical or mental disability, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military or veteran status, political affiliation, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act of the

California Family Rights Act), domestic violence victim status, or any other basis as defined and protected by Federal or State law.

- **DISCRIMINATION** is the unequal treatment of members of various groups, based on conscious or unconscious prejudice, which favors one group over others on the basis of a protected category, as defined above.
- **HARASSMENT** is the unwanted conduct with the purpose or effect of violating the dignity of a person and creating an intimidating, hostile, degrading, humiliating, or offensive environment on the basis of a protected category, as defined above.

POLICY

To ensure that diversity, equity, and inclusion are integral components of the District's employment practices and conditions, the District is committed to the following principles:

- The District is committed to providing a work environment free from discrimination and harassment.
- The District is committed to providing a climate that is welcoming and conducive to the success of all employees through respect, inclusion, equity, and cultural awareness.
- The District is committed to encouraging staff to pursue professional development opportunities to be sufficiently educated on the subjects of diversity, equity, inclusion, and to be able to better recognize and prevent all types of prejudice and bias.

This policy covers District employees, applicants, volunteers, and elected or appointed officials.

ENVIRONMENTALLY PREFERABLE PROCUREMENT POLICY

ISSUE:

The Board will consider a draft Environmentally Preferable Procurement Policy.

FISCAL IMPACT:

The fiscal impact to discuss and consider the policy is minimal. Future fiscal impacts of the policy are difficult to estimate.

STRATEGIC PLAN:

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

BACKGROUND:

At the Board meeting held on April 21, 2022, during a review of the District's draft procurement policy, the Board asked staff to work with District Counsel to consider updating the draft procurement policy to include a reference to a District Environmental policy. A draft Environmentally Preferable Procurement Policy has been prepared and is attached for review.

RECOMMENDATION:

Prepare to discuss and consider the draft policy for approval by resolution at a future Board meeting.

ALTERNATIVES:

1. Take no action.
2. Provide staff further direction.

ATTACHMENTS:

- Draft Environmentally Preferable Procurement Policy

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STEGE SANITARY DISTRICT

ENVIRONMENTALLY PREFERABLE PROCUREMENT POLICY

The Stege Sanitary District (District) is committed to responsibly minimize negative impacts on public health and the environment and recognizes that the products and services the District procures have inherent environmental and economic impacts. The District shall make procurement decisions that embody, promote, and encourage the District's commitment to protecting the public's health and the environment and supports goals of sustainability.

The purpose of this policy is to encourage the purchase and use of materials, products, and services that best align with the District's fiscal, performance, and environmental goals. This includes reducing the spectrum of environmental impacts from District use of products, including reduction of greenhouse gas emissions, energy use, reduction of landfill waste, health and safety risks, and resource consumption. Decisions regarding adequacy, suitability, and/or feasibility shall be at the discretion of the District Manager.

DEFINITIONS

- **Biobased** – means products that are composed in whole or in significant part, of biological products or renewable agricultural materials (including plant, animal, and marine materials) or forestry materials.
- **Biodegradable** – means the ability of a substance to decompose in the natural environments into harmless raw materials.
- **Bisphenols** – mean chemicals such as Bisphenol A (BPA), Bisphenol S (BPS), and Bisphenol F (BPF) widely used in polycarbonate plastics, epoxy resins, food packaging, and thermal receipt paper. Exposure to BPA has been linked to asthma, neurodevelopmental problems, obesity, type 2 diabetes, heart disease, decreased fertility, and prostate cancer. Some manufacturers have substituted BPA with Bisphenol S (BPS) and Bisphenol F (BPF). These chemicals are less well studied but appear to have similar health effects such as hormone-disruption.
- **Chlorofluorocarbons (CFCs)** – mean any of a group of compounds that contain carbon, chlorine, fluorine, and sometimes hydrogen and have been used as refrigerants, cleaning solvents, aerosol propellants, and in the manufacture of plastic foams.
- **Compostable** – means a product that can be placed into a composition of decaying biodegradable materials and eventually turn into a nutrient-rich material. It is synonymous with "biodegradable", except it is limited to solid materials (liquid products are not considered compostable).

- **Energy Efficient Product** – means a product that is in the upper 25 percent of energy efficiency for all similar products, or that is at least 10 percent more efficient than the minimum level meeting US federal government standards.
- **Environmentally Preferable Products** – mean goods and materials that have a less adverse impact on public health and the environment when compared with competing goods and materials. This comparison shall consider raw materials acquisition, production, manufacturing, packaging, distribution, re-use, operation, maintenance, and waste management of the good or material.
- **Environmentally Preferable Services** – mean services that have a more beneficial or less adverse impact on public health and the environment when compared with competing services.
- **Flame Retardants** – mean chemicals that are added to products to resist or inhibit the spread of fire. Flame retardant chemicals include, but are not limited to, halogenated, phosphorous-based, nitrogen-based, and nanoscale flame retardants.
- **Halogenated Flame Retardants** – mean chemicals that contain chlorine or bromine bonded to carbon or that are added to products to resist or inhibit the spread of fire. Also known as organohalogen flame retardants. Many of these chemicals have persistent, bioaccumulative, and toxic properties.
- **Per or Poly Fluoroalkyl Substances** – mean chemicals sometimes referred to as **PFCs or PFASs**; including long- and short-chain per- and poly-fluorinated alkyl compounds and fluorinated polymers. These chemicals are commonly used in products for oil-, stain-, and water-repellent properties. They persist in the environment, have been found as ground and drinking water contaminants. Chemicals in this class have been linked to kidney and testicular cancer, elevated cholesterol, thyroid problems, and decreased fertility. They have been found in 98% of the US population.
- **Persistent, Bioaccumulative, Toxic compounds (PBT's)** – mean toxic chemicals that persist in the environment and increase in concentration through food chains as larger animals consume PBT-laden smaller animals. They transfer rather easily among air, water, and land, and span boundaries of programs, geography, and generations. As a result, PBTs pose risks to human health and ecosystems. They are associated with a range of adverse human health effects, including effects on the nervous system, reproductive and developmental problems, cancer, and genetic impact. They include heavy metals and chemicals such as mercury, dioxins, and PCB's (polychlorinated biphenyls), as well as certain brominated and chlorinated flame retardants.
- **Phthalates** – mean a class of chemicals that are added to some polyvinyl chloride (PVC) plastic products to make them more flexible. They are also added to some glues, caulks, paints, personal care products, and air fresheners. Phthalates are endocrine disruptors.

Exposure to these chemicals has been linked to asthma, certain cancers, neurotoxicity, reduced fertility in men, and male reproductive birth defects.

- **Volatile Organic Compounds (VOCs)** – mean chemicals that readily evaporate and contribute to the formation of air pollution when released into the atmosphere. May VOCs are classified as toxic and carcinogenic.
- **Water Efficient** – means a product that is in the upper 25 percent of water efficiency for all similar products, or that is at least 10 percent more efficient than the minimum level meeting US federal government standards.

POLICY

The District shall acquire goods and services in a manner that integrates both fiscal responsibility and environmental stewardship. District employees shall comply with this policy and actively encourage decisions that reflect the policy objectives stated herein. Procurement shall actively promote and encourage product and service acquisitions compliant with the policies and guidelines adopted herein.

Environmental factors to be considered in product and service acquisitions include, but not limited to, the assessment of:

- Pollutant releases and toxicants, especially Persistent Bioaccumulative Toxics (PBTs), other chemicals of concern, air emissions, and water pollution;
- Waste generation and waste minimization;
- Greenhouse gas emissions;
- Recyclability and recycled content;
- Energy consumption, energy efficiency, use of renewable energy;
- Depletion of natural resources;
- Potential impact on human health and the environment;
- Impacts on biodiversity;
- Total life cycle costs.

When determining if a product is environmentally preferable, the following environmental attributes should be considered:

- Antimicrobial chemical free;
- Biobased;
- Biodegradable;
- Bisphenol free;
- Carcinogen free;
- Chlorofluorocarbon (CFC) free;
- Compostable;

- Durable;
- Energy efficient;
- Flame retardant free (especially halogenated flame retardants);
- Heavy metal free (e.g. no lead, mercury, cadmium);
- Less hazardous;
- Low toxicity;
- Low Volatile Organic Compounds (VOC) content;
- Made from renewable materials;
- Per and Poly Fluoroalkyl free,
- Phthalate free;
- Reduced packaging;
- Reusable;
- Water efficient.

The intent of this policy is to complement the District Code and District Procurement Policy along with applicable State and Federal laws and regulations. When such code or law is updated, or the Board of Directors adopts or amends established policy, this policy shall be considered to likewise incorporate such additional provisions.

RESOLUTION NO. 2199-0722 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 JULY 7 PURSUANT TO AB 361

ISSUE:

The Board will consider a resolution making necessary findings to continue to meet remotely for another 30-day period pursuant to Assembly Bill 361 (AB 361).

FISCAL IMPACT:

The fiscal impact to continue to meet remotely is minimal.

STRATEGIC PLAN:

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

BACKGROUND:

On September 16, 2021, Governor Gavin Newsom signed AB 361 which allows public agencies to continue to meet remotely when there is a declared State of Emergency and pursuant to certain procedural requirements. AB 361 essentially allows the District to continue to meet remotely under similar circumstances as under the Governor's Executive Order N-29-20, allowing local agencies to meet remotely. The teleconferencing provisions of Executive Order N-29-20 expired on September 30.

AB 361 allows the following:

- While maintaining transparency and public access, local agencies would be able to meet remotely during a declared state of emergency
- While agencies would still be required to post agendas and meeting information, agencies would not be required to post meeting notices and/or agendas at all teleconference locations when remotely meeting during an emergency
- While the public must continue to have access to the remote meeting and provided the ability to make public comment, agencies would not be required to make all remote meeting sites accessible to the public, nor include the remote location details in the meeting notice or agenda during a declared state of emergency
- Additionally, agency board members would not be required to be at remote sites within the territorial bounds of the agency during a declared state of emergency

Since September 23, 2021, pursuant to AB 361, the Board has approved recurring resolutions authorizing remote teleconferenced meetings for a 30-day period.

Pursuant to AB 361, a draft resolution to extend remote teleconferenced meetings for another 30-day period is attached for the Board's consideration.

RECOMMENDATION:

Approve the resolution.

ALTERNATIVES:

1. Take no action.
2. Amend the resolution and approve, as amended.

ATTACHMENTS:

- Resolution No. 2199-0722

RESOLUTION NO. 2199-0722

RESOLUTION 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 JULY 7 PURSUANT TO AB 361

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

- A. All meetings of the District are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District conduct its business; and.
- B. On March 4, 2020, Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State prepare for a broader spread of the novel coronavirus disease 2019 (COVID-19).
- C. On March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow local legislative bodies to conduct meetings telephonically or by other means.
- D. As a result of Executive Order N-29-20, staff set up virtual meetings for all Board meetings.
- E. On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which, effective September 30, 2021, ends the provisions of Executive Order N-29-20 that allows local legislative bodies to conduct meetings telephonically or by other means.
- F. On September 16, 2021, the Governor signed AB 361 (2021) which allows for local legislative bodies and advisory bodies to continue to conduct meetings via teleconferencing under specified conditions and includes a requirement that the Board make specified findings. AB 361 (2021) took effect immediately.

- G. AB 361 (2021) requires that the Governor declare a State of Emergency pursuant to Government Code section 8625.
- H. AB 361 (2021) further requires that state or local officials have imposed or recommended measures to promote social distancing, or, requires that the legislative body determines that meeting in person would present imminent risks to the health and safety of attendees.
- I. Such conditions now exist in the District, specifically, Governor Newsom has declared a State of Emergency due to COVID-19.
- J. Since issuing Executive Order N-08-21, the highly contagious Delta and Omicron variants of COVID-19 have emerged, causing an increase in COVID-19 cases throughout the State and Contra Costa County.
- K. On August 2, 2021, in response to the Delta variant of COVID-19, the Contra Costa County Health Officer issued an order for nearly all individuals to wear masks when inside public spaces and on September 14, 2021, issued an order requiring operators of specified dining establishments, entertainment venues and fitness facilities to restrict entry based on COVID-19 vaccination status or testing.
- L. The Centers for Disease Control and Prevention (“CDC”) continues to recommend physical distancing of at least 6 feet from others outside of the household and the Contra Costa County Health Officer strongly recommends online meetings and distancing.
- M. The highly contagious Omicron variant and sub-variants have resulted in the greatest nationwide infection rate since the beginning of the COVID-19 pandemic; and
- N. Because of the rise in cases due to the Omicron variant and sub-variant of COVID-19, the District is concerned about the health and safety of all individuals who intend to attend Board meetings.
- O. On September 23, 2021, the Board found that the presence of COVID-19 and the increase of cases due to the Delta variant would present imminent risks to the health or safety of attendees, including the Board and staff, should the Board hold in person meetings; and

- P. The Board hereby finds that the presence of COVID-19 and the increase of cases due to the Omicron variant and sub-variants would present imminent risks to the health or safety of attendees, including the Board and staff, should the Board hold in person meetings.
- Q. The District shall ensure that its meetings comply with the provisions required by AB 361 (2021) for holding teleconferenced meetings.

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

1. The foregoing recitals are true and correct and are hereby incorporated by reference
2. In compliance with AB 361 (2021), and in order to continue to conduct teleconference meetings without complying with the usual teleconference meeting requirements of the Brown Act, the Board makes the following continued findings:
 - a) The Board has considered the circumstances of the state of emergency; and
 - b) The state of emergency, as declared by the Governor, continues to directly impact the ability of the Board, as well as staff and members of the public, from meeting safely in person; and
 - c) The CDC continues to recommend physical distancing of at least six feet due to COVID-19 and the Contra Costa County Health Officer strongly recommends online meetings and distancing. As a result of the presence of COVID-19 and the increase of cases due to the Omicron variant and sub-variants, meeting in person would present imminent risks to the health or safety of attendees, the Board, and staff.
3. The Board may continue to meet remotely in compliance with AB 361, in order to better ensure the health and safety of the public.
4. The Board will revisit the need to conduct meetings remotely within 30 days of the adoption of this resolution.

* * * * *

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 7th day of July 2022 by a X-X vote as follows:

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

DWIGHT MERRILL, President
Stege Sanitary District
Contra Costa County, California

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

KIDS FOR THE BAY - WATERSHED ACTION PROGRAM (WAP)

ISSUE:

The Board will consider supporting the KIDS for the BAY Watershed Action Program (WAP) for the 2022-23 School Year.

FISCAL IMPACT:

The proposal is for \$12,000.

STRATEGIC PLAN:

GOAL 5: Maintain and Improve Community Outreach and Communication

WORK PLAN ITEM “g”: Work cooperatively with other agencies within and around our service area

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

BACKGROUND:

With the ongoing partnership of the Stege Sanitary District, KIDS for the BAY (KftB) has successfully provided the WAP to schools in the Stege Sanitary District area since 2009. KftB is requesting continued support for the WAP for the coming school year at the \$12,000 level to continue the partnership and continue to deliver the program within the District.

The KftB WAP also fulfills one of the Outreach/Best Practices Requirements of the Special District Leadership Foundation (SDLF) District Transparency Certificate of Excellence. The WAP is considered a Special Community Engagement Project that promotes community engagement within our District.

RECOMMENDATION:

Approve \$12,000 to fund the KIDS for the BAY WAP for the 2022-23 School Year.

ALTERNATIVES:

1. Approve funding at a different amount.
2. Reject funding the program.
3. Take no action and provide staff further direction.

ATTACHMENTS:

Kids for the Bay - Watershed Action Program Proposal

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KIDS for the BAY

Watershed Action Program Proposal to Stege Sanitary District For the 2022 – 2023 School Year

Introduction

KIDS for the BAY (KftB) has successfully provided the Watershed Action Program to schools in the Stege Sanitary District (SSD) area for the past thirteen years. We will be submitting our Final Report on the Watershed Action Program for the 2021 – 2022 School Year in July. We would like to request continued funding for the Watershed Action Program for the coming 2022 – 2023 school year at the \$12,000 level, to continue our partnership with SSD and to deliver this program in your area of service.

A description of the Watershed Action Program and organizational information on KIDS for the BAY are included in this proposal.

The Watershed Action Program

Working with KftB, schools adopt their local watershed and use the watershed as a stimulating educational resource and as a focus for environmental action. In the Watershed Action Program (WAP) students:

- learn how their school neighborhood connects with their local creeks, the San Francisco Bay estuary and the Pacific Ocean
- study watershed ecology, environmental health and environmental justice issues
- learn about point and nonpoint sources of pollution that pollute the watershed including sanitary sewer system pollution and how to prevent back-ups
- plan pollution reduction projects, including personal actions to reduce pollution, presentations to families and peers and school campus trash cleanup projects
- implement restoration projects to grow and plant trees, wildflowers and native grasses along local creeks
- complete neighborhood, creek and bay habitat trash cleanup projects.

The WAP is a comprehensive, in-depth education program. It includes:

- five two-hour classroom lessons at the school site with preparation and follow up activities for the teacher to complete with their students
- a creek, bay and neighborhood trash cleanup project
- a watershed field trip to a local creek or bay habitat
- an Environmental Action Project, which the students plan, develop and implement, with instruction and guidance from KftB and their classroom teacher.

Next Generation Science Standards

The KIDS for the BAY Watershed Action Program supports Next Generation Science Standards and includes a useful guide for teachers to help them identify the standards integrated into each activity.

Watershed Lessons

For each lesson the KftB Educator teaches all the activities and models them for the teacher with their students. Each lesson includes hands-on activities in the classroom and outside in the local watershed. Students engage with visual aids, multimedia resources, group work, problem solving and critical

thinking. They learn about the unique ecosystem of the San Francisco Bay estuary watershed, its biology, chemistry and ecology and how it connects with their neighborhoods through local urban creeks, the storm drain system and the sanitary sewer system. Students study sources of pollution to their local watershed and learn how pollution entering the storm drain system and the sanitary sewer system affect the entire ecosystem. Students experiment with creating mini watershed models to learn how water flows in watershed systems. They also create three-dimensional models of the San Francisco Bay estuary and experiment with mixing freshwater and saltwater to create brackish water in the bay. Adding red dye to simulate pollution teaches students how trash, oil and other pollutants can spread throughout the bay-ocean ecosystem, and inspires students to reduce pollution at the source.

Reducing Sanitary Sewer System Pollution

KftB students learn about the importance of **preventing sanitary sewer system back-ups**, the problems caused by pollution entering the bay through the sanitary sewer system and how to reduce this pollution. They learn about **the importance of keeping Fats, Oils, and Greases (FOG) out of the sanitary sewer system**. Students brainstorm different types of foods that contain FOG, learn how FOG can collect in pipes and cause sanitary sewer system back-ups and overflows, and learn how to dispose of FOG safely to prevent back-ups and overflows. Students learn how the sanitary sewer system and the storm drain system are normally separate systems, but when an overflow occurs sewage water can enter the storm drain system and cause serious pollution problems.

Students also **learn about the problems with “flushable” wipes**, which are not actually flushable, and cause clogging and back-up problems when flushed down the toilet. Instead these wipes should be disposed of in the garbage.

KftB students learn that disposing of **prescription medicine, household chemicals and automotive fluids into the sanitary sewer system can introduce harmful chemicals to the bay**. They learn that these items should not be disposed of down the drain but should be taken to local disposal sites.

KftB students:

- take home free gift food scrapers and educate their families to use scrapers to remove FOG from pots and pans after cooking and dispose of FOG in the garbage can
- complete take-home interviews and make pledges with family members to change their behaviors at home to reduce sanitary sewer system pollution.

Creek, Bay and Neighborhood Trash Cleanup Projects

After learning how everything in a watershed is connected, students are motivated to clean up their own neighborhood, creek and bay habitats, because they see how a piece of garbage can travel through the watershed system to harm a marine animal living many miles away. Students organize trash cleanup projects and recruit their families and fellow school students to participate.

Creek and Bay Field Trips

The field trips give students and teachers a direct, hands-on experience in a natural watershed habitat. In addition to learning the science of the habitat, students make real connections with nature and develop further reasons to protect and care for their watershed. The KftB Educator meets the class at the field trip site and leads activities with students and models them for the teacher. Sample field trip descriptions:

Creek Field Trip – Students study the creek habitat and the fascinating aquatic invertebrates that make the creek their home. They are excited to find damselfly nymphs,

water striders, mayfly nymphs, caddis fly larvae and many more interesting invertebrates. Students study the adaptations of these organisms and complete a survey to determine if their creek site is healthy by assessing the quantity of a variety of aquatic invertebrate indicators. Students study locally native creek-side plants, including ferns, willows, buckeye trees and more and complete observational drawings of the plants. They investigate the velocity of the creek and test the water quality to further assess the health of the creek habitat. Tests include pH and oxygen levels, salinity, temperature and other indicators of creek health.

Bay Field Trip – Students study the animal and plant life in the rocky shore habitat and learn about the adaptations that help them survive in this special environment. Crabs, barnacles, clams, mussels, marine pill bugs, and sea lettuce are some of the organisms the students find in their investigations. Students closely observe a shoreline crab’s anatomy and answer questions about its adaptations and behaviors before carefully returning it to the exact rock under which it was discovered. Students collect plankton in bay water samples, including larval fish, juvenile crabs and barnacles, diatoms, and many more species. They identify zooplankton and phytoplankton using field microscopes. Students also learn how the San Francisco Bay is an important site in the Pacific Flyway for migratory birds. They observe a variety of birds, including egrets and cormorants, and use binoculars and field guides to identify the birds and classify their feeding habits.

Students use field journals to identify plants, animals and landmarks and record their observations. The field journals are prepared with specific information and activities for each field trip site. The students are proud of their journals and excited to have a scientific record of their experience to take back to school with them and share with their families. All field trip sites are on public land and accessible by public transport. Students often bring their families back to their field trip site to share what they have learned. The field trips take students into the outdoors and give them a direct, hands-on experience in a natural habitat that builds on the prior classroom learning experiences.

Local Watershed Action Projects

Students have the opportunity to develop their leadership skills by completing an Environmental Action Project in their local watershed environment. Students select their own project, as a class, and take action to:

- adopt, clean up and restore local urban creeks by removing trash and invasive plants and by planting trees and wildflowers, in collaboration with local agencies
- complete daily water usage logs and implement water conservation projects
- teach family members and peer students how to safely prepare and cook fish from the San Francisco Bay to reduce the intake of toxins
- lead school wide assemblies and video presentation events to teach how to protect and care for the watershed environment
- Organize school wide zero-waste events to practice using the Five Rs (Reduce, Reuse, Recycle, Rot and Refuse) to reduce trash and waste.

Teacher Training Model

KftB provides the unique opportunity for teachers to learn alongside their students in a comprehensive Teacher Training Model, which includes:

- professional level academic credit for teachers through our partnership with California State University East Bay

- modeling of classroom lessons, field trips and Environmental Action Projects
- a curriculum guide
- an equipment kit
- a year of follow-up support to help teachers to teach programs themselves with each new class of students (Blue Watershed Classrooms program)
- a Schoolwide Impact Approach which ensures that a grade level team of teachers, the school principal, students and parents are engaged in the WAP.

Blue Watershed Classrooms

Our Blue Watershed Classrooms teacher follow-up program (BWC) provides support for KftB partner teachers who continue to develop watershed-friendly, low-waste classrooms with their students and families. A KftB Educator meets with each teacher to provide a program orientation and an equipment kit. Teachers are provided with the tools to lead easy-to-follow lessons on watershed health, and school campus trash cleanup projects with their students, to commit to low-waste events with students and families and to set up effective waste-management systems in their classrooms. Teachers and students may also lead schoolwide educational events and trash cleanup field trips. All teacher participants receive a certificate and recognition on the KftB website. They are also entered into a drawing to win a KftB Classroom Workshop or Spring Field Trip for their class. In the 2021-2022 school year, 12 partner teachers and 332 students participated in the BWC. The BWC program is available in an online format that makes it very user-friendly for teachers!

Organization Description

KIDS for the BAY provides vital environmental education, primarily to low-income, urban elementary school communities in Alameda and Contra Costa Counties. KftB programs turn the local environment into a living laboratory for hands-on science education and environmental stewardship. KftB students learn that everyone has the right to live in a clean and healthy environment. Students are empowered to become environmentalists and take action in their communities. Teachers are provided with the tools and skills needed to turn the local environment into a key educational resource and to develop a watershed-friendly, zero-waste classroom with their students. Programs support Next Generation Science Standards. KftB is a project of Earth Island Institute, our fiscal sponsor.

Mission Statement

KIDS for the BAY collaborates with teachers to inspire environmental consciousness in children and cultivate a love of learning. We are committed to equal access to environmental science education and to restoring a healthy environment for all communities. Since 1992, KftB has provided empowering programs for **100,590 students** and more than **12,000 parents**. We have also provided curricula, resources and training to **4,039 teachers**. We are currently in our 30th year of operation.

The goal of KftB is equal access to environmental education for all children. KftB teaching strategies include: English Language Learner support, support for students with special educational needs, and addressing environmental health and justice issues that affect the communities we partner with. KftB provides internal professional development for our staff to develop culturally literate, environmental education leaders from diverse backgrounds. Staff training in Diversity, Equity and Inclusion, Teaching Environmental Justice, Culturally Responsive Classroom Management and Teaching English Language Learners is provided annually. Our website list of Past Staff includes many women and 75% people of color. During our 30-year history, KftB has helped to develop a new generation of leaders in environmental education. Please visit our website to read our Diversity Policy and our Theory of Change: www.kidsforthebay.org.

2:41 PM	STEGE SANITARY DISTRICT			
06/29/2022	Check Report			
Accrual Basis	July 7, 2022			
	Name	Memo	Amount	Num
Jul 7, 22				
	Aramark Uniform Services	Uniform Services	-621.90	27671
	Aries	Camera Repair	-1,795.60	27672
	CalPers	Suvivor Benefits	-282.00	27673
	Contra Costa CO. Auditor-Controller	LAFCO 2022-23	-2,604.88	27674
	County of Contra Costa	Data Processing Svcs May 2022	-14.42	27675
	Ditch Witch West	Camera Repair	-481.11	27676
	E&J Truck and Equipment Repair LLC	Vehicle Maintenance	-8,309.27	27677
	EBMUD 12374900001	Office/Shop	-166.59	27678
	EBMUD 39830388387	Hydrant Meter	-1,213.46	27679
	EBMUD 57132800001	Office/Shop	-635.28	27680
	EBMUD 92526846174	Hydrant Meter	-684.76	27681
	Exxonmobil	Gas	-196.15	27682
	Kato Plumbing.	Repairs 7712 Eureka Ave, 609 Canon Dr, 800 Galvin Dr, 5516 Van Fleet Ave, 6559 Portola Dr, 429 Ashbury Ave, 5610 Jordan Ave, 1500 Elm St, 280 Lexington Rd & 36 Anson Way	-48,612.81	27683
	Nakano Landscape	Landscaping Jun 2022	-290.00	27684
	Pastime Hardware	Maintenance Supplies	-253.98	27685
	PG&E- #6675831511-4	Office/Shop	-781.30	27686
	Schaaf & Wheeler	Canon Pump Station Design	-20,493.00	27687
Jul 7, 22			-87,436.51	

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 <ul style="list-style-type: none"> – Past 5 yrs. Expenditures Review – Self-Assessment of Governance – Strategic Plan Review 	<ul style="list-style-type: none"> • Service Rate Discussion/ Approval (& 30-day Notice) • Board Training Summ. • Diversity, Equity, and Inclusion 	<ul style="list-style-type: none"> • 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 • 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 <ul style="list-style-type: none"> – Quarterly Claims Rpt • Hearing +Res./Ord. <ul style="list-style-type: none"> – 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 <ul style="list-style-type: none"> – Quarterly Claims Rpt – Manager Perf. Eval. • SPASPA Status Report • Quarterly Financial Statements 		