

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

***** AGENDA *****

Items on the agenda may be taken out of order.

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

In accordance with California Government Code Section 54957.5, any writing that is a public record and relates to an open session agenda item which is distributed less than 72 hours prior to the meeting shall be available for public inspection at the District Office, 7500 Schmidt Lane, El Cerrito, during regular business hours. Copies of the agenda are posted on the District website at www.stegesand.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@stegesand.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 AB 361, Board Members may be attending this meeting via remote conferencing. In the event that any Board Member elects to attend remotely, all votes conducted during the remote conferencing session will be conducted by roll call vote.

I. Call To Order

II. Roll Call

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

III. Public Comment

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

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IV. Approval of Minutes

- Motion: A. Approval of October 21, 2021 Regular Board Meeting Minutes
(The Board will be asked to review and approve the minutes)

Info: **V. Communications**

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

Info: **VI. Reports of Staff and Officers**

- A. Attorney's Report:
- B. Manager's Report:
1. Monthly Maintenance Summary Report
 2. Monthly Report of Sewer Replacements and Repairs
 3. Proposed Meeting Calendar
 4. Board Officer Succession Plan
 5. Draft Endeavor Newsletter
 6. 2022 California Association of Sanitation Agencies (CASA) Conferences
 - January 19-21, 2022 – Winter Conference, Palm Springs, CA
 - February 29 - March 1, 2022 – Washington DC Forum
 7. 2022 California Special Districts Association (CSDA) Conference
 - August 22-25, 2022 – Annual Conference, Palm Springs, CA

VII. Business

- Resolution/Motion: A. Resolution No. 2173-1121 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 November 11 Pursuant to AB 361
(The Board will review and consider the resolution to continue to meet remotely pursuant to Assembly Bill 361)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
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Info/Motion: B. Diversity, Equity, and Inclusion (DEI) Board of Director's Outreach Opportunities
(The Board will review and consider DEI outreach opportunities)

Info/Motion: C. Draft Private Sewer Lateral Loan Program
(The Board will review and consider the draft program)

Info: **VIII. Monthly Financial Statements**

- A. Monthly Investment, Cash, Receivables Report
- B. Monthly Operating Statement
(The Board will review the reports and statements)

IX. Approval of Checks

Info/Motion: A. Checks for November 11, 2020 - Fund No. 3418 & 3423
(The Board will be asked to consider approval of the November checks)

Info: **X. Future Agenda Items**

December 9, 2021 – 2:00PM

Fiscal Year Financial Audit
Emergency Contact Update
Meeting Calendar
Consent Decree Quarterly Report
CASA Conference
Pension + OPEB UAL Reports
Nomination & Election of Officers
+AB 361 – 30 Day Virtual Meeting Extension

January 6, 2022

Board Governance Manual Review
Long Range Planning Workshop Agenda
Service Rate Discussion
District of Distinction Board Training Summary
Director's Contact Info
CASA Conference

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
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+AB 361 – 30 Day Virtual Meeting Extension

CLOSED SESSION

Conference with Legal Counsel—Anticipated Litigation

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

Number of Potential Cases: 1

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

XI. Adjournment

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on December 9, 2021 at 2:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF OCTOBER 21, 2021
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

*****MINUTES*****

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

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

III. Public Comment: Merrill commented that he would like to discuss his Private Sewer Lateral Loan Program outline that was previously distributed to the Board at a future Board meeting. There was no other public comment.

IV. Approval of Minutes

A. Approval of September 23, 2021 Board Meeting Minutes

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve the minutes of the September 23, 2021 Board Meeting

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

V. Communications

A. Oral Communications

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF OCTOBER 21, 2021
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings
 - a. City & Community Meetings

Director Miller gave written reports on his attendance at two recent El Cerrito City Council Meetings and a verbal report on his attendance at the 2021 Annual Sewer & Stormwater Summit.

B. Written Communications

There were no written communication items to consider.

VI. Reports of Staff and Officers

A. Attorney's Report

Kokotaylo reported on the recent County Health Officer Guidance on the lifting of mask wearing requirements and then on AB 571 that imposes a default campaign contribution limit but does not apply to Special Districts.

B. Manager's Report

1. Monthly Maintenance Summary Report

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

2. Monthly Report of Sewer Replacements and Repairs

The Manager reported on the invoices paid in September.

3. San Pablo Avenue Specific Plan Area (SPASPA) Status Report

The Manager reported on the status of the SPASPA impact fee.

4. 2022 California Association of Sanitation Agencies (CASA) Conferences

The Manager reported on the upcoming CASA conferences dates for 2022.

5. 2022 California Special Districts Association (CSDA) Conference

The Manager reported on the upcoming CSDA annual conference date for 2022.

The Manager also briefly reported on the current status of the District's Vaccine Mandate.

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VII. Business

A. “Employee Only” Health Care Benefit

The Board considered changes to the health care benefit amount provided for single employees (“employee only”).

MOTION: By Miller, seconded by Merrill, to approve preparation of a resolution to provide fully paid premiums for “employee only” up to the Anthem Blue Cross Select plan (\$1,015.81)

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

*** MOTION FAILED. ***

B. Resolution No. 2172-1021 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 October 21 Pursuant to AB 361

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

MOTION: By Gilbert-Snyder, seconded by Miller, to approve Resolution No. 2172-1021 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 October 21 Pursuant to AB 361

VOTE: AYES: Christian-Smith, Gilbert-Snyder, Merrill, Miller,

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O'Keefe

NOES: None

ABSTAIN: None

ABSENT: None

C. Diversity, Equity, and Inclusion (DEI) Board of Director's Outreach Opportunities

The Board continued their discussions to consider Diversity, Equity, and Inclusion (DEI) outreach opportunities by having each board member choose to be the contact person for different civic organizations, asked staff to forward a copy of the Board of Directors Info Sheet to use as outreach, and asked staff to work on producing a DEI poster or flyer.

VIII. Monthly Financial Statements - September 2021

A. Monthly Investment, Cash, Receivables Report

B. Monthly Operating Statement

C. Cash on Hand vs. Target Reserves

D. Local Agency Investment Fund (LAIF) Quarterly Statement

E. California Employer's Retiree Benefit Trust (CERBT) Quarterly Statement

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

IX. Approval of Checks

A. Checks for October 21, 201 - Fund No. 3418 & 3423

MOTION: By Miller, seconded by Merrill, to pay the bills, Check Nos. 27301 through 27338 in the amount of \$230,701.37

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

NOES: None

ABSTAIN: None

ABSENT: None

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X. Future Agenda Items

November 11, 2021

Proposed Meeting Calendar

Board Officer Succession Plan

CASA Conference

+*PSL Loan Program*

+*Diversity, Equity, and Inclusion (DEI)*

+*AB 361 – 30 Day Virtual Meeting Extension*

December 9, 2021 – 2:00PM

Fiscal Year Financial Audit

Emergency Contact Update

Meeting Calendar

Consent Decree Quarterly Report

CASA Conference

Pension + OPEB UAL Reports

Nomination & Election of Officers

+*AB 361 – 30 Day Virtual Meeting Extension*

CLOSED SESSION

Conference with Legal Counsel—Anticipated Litigation

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

Number of Potential Cases: 5

Lucia – Government Tort Claim filed: 5/26/2020

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

Freehling – Government Tort Claim filed: 5/26/2021

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

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

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The Board entered into closed session at 8:47 P.M. and returned to open session at 8:50 P.M. President O'Keefe announced the Board had taken no reportable actions.

XI. Adjournment

The meeting was adjourned at 8:52 P.M. The next meeting of the District Board of Directors will be held on Thursday, November 11, 2021 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary

From: Al Miller <amil@stegesan.org>
Sent: Tuesday, November 02, 2021 8:38 PM
To: Rex Delizo <rex@stegesan.org>
Subject: My Report on Attending the 11/02/2021 EC City Council Meeting

Hello Rex;

The following items were discussed at the EC City Council meeting on 11/02/2021:

- A resolution was passed honoring long time EC resident Chris Treadway. Chris was Editor and journalist of *The Journal* for years and served as West County/East Bay Times correspondent for El Cerrito.
- Received a presentation from PG&E on cleaning power lines in EC to prevent pole fires.
- Passed a new ordinance setting new standard for ADUs and JADUs in El Cerrito. It will be adopted 11/16/2021, and go into effect 12/16/2021. EC has 78 of these dwellings.
- Introduced an *Amended Foodware Ordinance* Requiring Foodware to be Reusable or Compostable and Prohibiting the Use, Distribution, or Sale of Plastic Straws and Plastic Stirrers. It would go into effect 07/2022 with enforcement initiated in 01/2024

More information on all of these items is available on the City's web site at <http://www.el-cerrito.org/>

Thanks.

Al

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

1. ROUTINE PREVENTIVE MAINTENANCE ACTIVITES

There were 21 normal working days	Days	Feet
Unit #10 (combo) operated:	10	49,836
Unit #11 (rodder) operated:	1	120
Unit #15 (video) operated:	10	19,594
Unit #16 (combo) operated:	0	0

	Month (feet)		Quarter (feet)		
	Planned	Unplanned	Planned	Unplanned	Remaining
Total Cleaned	48,031	1,925	48,031	1,925	133,737
Total Video	14,682	4,912	14,682	4,912	45,291

2. MONTHLY SERVICE CALLS

After-hour service calls: 13 calls 13 out

STEGE SANITARY DISTRICT - SERVICE CALLS, OVERFLOWS AND BACKUPS

YEAR	MO	SERVICE CALLS		LATERAL PROBLEMS		STRUCTURAL MAINLINE FAILURES		MAINLINE OVERFLOWS INTO HOMES	
		CURRENT MONTH	12 MONTH AVERAGE	CURRENT MONTH	12 MONTH AVERAGE	CURRENT MONTH	TOTAL LAST 12-MOS	CURRENT MONTH	TOTAL LAST 12-MOS
2021	OCT	22	16.3	13	10.5	0	1	1	2
CATEGORY 1 SSOs		OVERFLOWS CAUSED BY MAINLINE		OVERFLOWS RELATED TO WET WEATHER					
CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS
1	1	3	8	2	3				

3. SAFETY AND TRAINING

Safety and training meetings were conducted twice a month.

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MONTHLY SERVICE CALLS

October-2021

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
10/1/2021 Friday 3:30 PM	191509 191507	5226 ERNEST AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
10/2/2021 Saturday 4:14 PM	191509 191507	5226 ERNEST AVE. EL CERRITO, CA 94530 <i>Last Call: 10/1/2021</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THISTO BE THE CUSTOMER'S PROBLEM.
10/3/2021 Sunday 12:25 PM	102105 102109	5216 TEHAMA AVE. RICHMOND, CA 94804 <i>Last Call: 10/3/2003</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	O				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
10/8/2021 Friday 4:52 PM	285205 285204	1129 JAMES PL. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THIS TO BE THE CUSTOMERS PROBLEM.
10/10/2021 Sunday 1:03 PM	275508 275507	1045 LENEVE PL. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
10/12/2021 Tuesday 10:27 AM	171205 171204	1617 ROGER CT. EL CERRITO, CA 94530 <i>Last Call: 11/9/2009</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
10/14/2021 Thursday 9:17 AM	261204 261013	739 POMONA AVE. EL CERRITO, CA 94530 <i>Last Call: 2/14/2000</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	A				WE FOUND THE BROKEN SPRINKLER TO BE THE CUSTOMER'S PROBLEM.
10/17/2021 Sunday 4:00 PM	275305 275304	818 ARLINGTON AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THE CONGESTION WAS THE CUSTOMER'S PROBLEM.
10/18/2021 Monday 9:43 AM	187007 187006	5517 LUDWIG AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	A, E				WE FOUND THIS TO BE EBMUD'S PROBLEM.
10/20/2021 Wednesday 2:23 PM	189102 189101	2638 MIRA VISTA DR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	F,OF,R	CO	B, O	Y	WE FOUND ROOTS IN THE MAINLINE.
10/21/2021 Thursday 8:21 AM	231603 231602	251 AMHERST AVE. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
10/21/2021 Thursday 1:09 PM	189102 189101	2632 MIRA VISTA DR. EL CERRITO, CA 94530 <i>Last Call: 1/20/2010</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	LC				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
10/21/2021 Thursday 8:55 PM	281201 281012	6627 WALDO AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C,LC				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
10/24/2021 Sunday 6:08 AM	202105 202104	3254 PIERCE ST. RICHMOND, CA 94804 <i>Last Call: 7/16/2012</i>	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	E				EBMUD OUT FALL LINE WAS BACKING UP.
10/24/2021 Sunday 7:40 AM	231019 231018	464 COVENTRY RD. KENSINGTON, CA 94707 <i>Last Call: 11/13/2001</i>	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	A, F, OF	MH	B,S,O	BLDG, ST,SD,Y	SOFT STOPPAGE AND HEAVY RAIN CAUSED THE M/H TO SURCHARGE.
10/24/2021 Sunday 8:08 AM	211104 211103	5635 SAN DIEGO ST. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
10/24/2021 Sunday 3:02 PM	282204 282202	643 LEXINGTON AVE. EL CERRITO, CA 94530 <i>Last Call: 4/1/1996</i>	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D, OF	CO	B	ST	DEBRIS IN THE MAIN FROM EBMUD.
10/24/2021 Sunday 4:03 PM	221306 221302	7345 FAIRMOUNT AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
10/24/2021	274122	610 BELOIT AVE.	Main <input type="checkbox"/>	T				TREE FELL BY THE SEWER LINE.
Sunday	274121	KENSINGTON, CA 94707	Lateral <input type="checkbox"/>					
4:45 PM		<i>Last Call: 9/1/2019</i>	Other <input checked="" type="checkbox"/>					
10/25/2021	203117	5804 AVILLA PL.	Main <input type="checkbox"/>	SD				STORM DRAIN IS THE CITY OF ELCERRITO'S PROBLEM.
Monday	203116	EL CERRITO, CA 94530	Lateral <input type="checkbox"/>					
10:38 AM			Other <input checked="" type="checkbox"/>					
10/26/2021	284207	8531 BUCKINGHAM DR.	Main <input type="checkbox"/>	T				SINK HOLE IN BACK YARD IS NOT SEWER RELATED.
Tuesday	284205	EL CERRITO, CA 94530	Lateral <input type="checkbox"/>					
10:37 AM			Other <input checked="" type="checkbox"/>					
10/31/2021	284222	1321 BREWSTER DR.	Main <input type="checkbox"/>	A				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
Sunday	284221	EL CERRITO, CA 94530	Lateral <input checked="" type="checkbox"/>					
9:43 PM			Other <input type="checkbox"/>					

PROBLEM TYPE:

Water (A) Odor (O)
Broken Main (B) Overflow (OF)
S/S Congestion (C) PG+E (P)
Debris in Main (D) Roots (R)
EBMUD (E) Surcharge (S)
Soft Stoppage (F) Storm Drain (SD)
Grease (G) Unknown (U)
Lateral Cause (LC) Other (T)
Misc (M) Wipes/Rags (W)
MH Cover (MC)

SPILL

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

SPILL

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

SPILL END

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

MAINLINE:	4
LATERAL:	13
OTHER:	5
TOTAL SERVICE CALLS:	22
MAINLINE OVERFLOW:	3
MAINLINE SURCHARGE:	1

SANITARY SEWER OVERFLOWS (SSOs) LAST 12 MONTHS

November-2021

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS	CAT*	VOL	RCVR'D	NET
12/13/2020 Sunday 4:37 PM	262118 262104	703 EVERETT ST. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	OF, T	BLDG	B	BLDG	WE FOUND A PLASTIC SOFTBALL IN SEWER LINE.	CAT 3	36 gallons	36 gallons	0 gallons
12/22/2020 Tuesday 8:36 PM	212115 212154	5735 COLUMBIA AVE. RICHMOND, CA 94804	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D, W	MH	B	ST	FOUND DEBRIS AND BABY WIPES IN MAINLINE.	CAT 3	6 gallons	6 gallons	0 gallons
9/1/2021 Wednesday 10:40 AM	231902 231901	321 RUGBY AVE. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D, W, OF	CO	B	ST	STEGE DISCOVERED SSO FROM CLEANOUT.	CAT 3	52 gallons	52 gallons	0 gallons
9/8/2021 Wednesday 7:50 AM	231602 231601	273 AMHERST AVE. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	R, W	MH	B	ST, Y	WE FOUND WIPES AND ROOTS IN THE MAIN LINE.	CAT 3	10 gallons	0 gallons	10 gallons
9/15/2021 Wednesday 2:45 PM	234303 234301	754 COVENTRY RD. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B	MH	ML	Y	DOWN STREAM NEIGHBOR'S CONTRACTOR UNHOOKED THEIR LATERAL CONNECTION.	CAT 3	25 gallons	0 gallons	25 gallons
10/20/2021 Wednesday 2:23 PM	189102 189101	2638 MIRA VISTA DR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	F,OF,R	CO	B, O	Y	WE FOUND ROOTS IN THE MAINLINE.	CAT 3	5 gallons	1 gallons	4 gallons
10/24/2021 Sunday 7:40 AM	231019 231018	464 COVENTRY RD. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	A, F, OF	MH	B,S,O	BLDG, ST,SD,Y	SOFT STOPPAGE AND HEAVY RAIN CAUSED THE M/H TO SURCHARGE.	CAT 1	14,000 gallons	0 gallons	14,000 gallons
10/24/2021 Sunday 3:02 PM	282204 282202	643 LEXINGTON AVE. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D, OF	CO	B	ST	DEBRIS IN THE MAIN FROM EBMUD.	CAT 3	5 gallons	0 gallons	5 gallons

PROBLEM TYPE:

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

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

SPILL

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

SPILL

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

SPILL END

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

TOTAL MAINLINE SSOs: 8
MAINLINE BREAK SSOs: 1
MAINLINE SURCHARGE SSOs: 1
CATEGORY 1 SSOs: 1
SSOs INTO BUILDINGS: 2

TOTAL SSO VOLUME (GALS): 14,139
TOTAL VOLUME RECOVERED (GALS): 95
TOTAL VOLUME UNRECOVERED (GALS): 14,044

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS	CAT*	VOL	RCVR'D	NET
------	----------	---------	----------	------	-----	-------	-----	----------	------	-----	--------	-----

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

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

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

**STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
October 2021**

I SEWER REPLACEMENT - FY 2021-2022			
A.	BUDGET ALLOCATION		\$3,057,000
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$0
C.	SEWER REPLACEMENTS PAID THIS MONTH (NO RETENTION)		
1	None		
SUBTOTAL FOR THIS MONTH			\$0
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	0.00%	\$0
E.	TOTAL 5% RETENTION HELD		\$0
F.	BUDGET REMAINING	100.00%	\$3,057,000
G.	PERCENTAGE OF FISCAL YEAR REMAINING	66.67%	
H.	TOTAL REPLACEMENT FOOTAGE PAID TO DATE	0 (\$ - /LF)	
II SEWER REPAIRS - FY 2021-2022			
A.	BUDGET ALLOCATION		\$68,000
B.	PRIOR BUDGET EXPENDED		\$0
C.	SEWER REPAIRS PAID THIS MONTH		
1	None		
SUBTOTAL FOR THIS MONTH			\$0
SUBTOTAL FOR LAST MONTH			\$0
D.	TOTAL BUDGET EXPENDED	0.00%	\$0
E.	TOTAL RETENTION HELD	0.00%	\$0
F.	BUDGET REMAINING	100.00%	\$68,000
G.	PERCENTAGE OF FISCAL YEAR REMAINING	66.67%	
H.	TOTAL NUMBER OF REPAIRS PAID TO DATE	0 \$0 /REPAIR)	

**STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
October 2021**

III SAN PABLO AVE SPECIFIC PLAN AREA (SPASPA) UPGRADI FY 2021- 2022			
A.	BUDGET ALLOCATION		\$1,000,000
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$0
C.	SPASPA UPGRADES PAID THIS MONTH (NO RETENTION)		
1	None		
SUBTOTAL FOR THIS MONTH			\$0
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	0.00%	\$0
E.	TOTAL 5% RETENTION HELD	0.00%	\$0
F.	BUDGET REMAINING	100.00%	\$1,000,000
G.	PERCENTAGE OF FISCAL YEAR REMAINING	66.67%	
H.	TOTAL SPASPA UPGRADE FOOTAGE PAID TO DATE	0 (\$ - /LF)	

IV REDUNDANT FORCE MAIN PROJECT - FY 2021-22			
A.	BUDGET ALLOCATION		\$1,000,000
B.	PRIOR BUDGET EXPENDED		\$552,643
C.	FORCE MAIN CONSTRUCTION PAID THIS MONTH		
1	None		
SUBTOTAL FOR THIS MONTH			\$0
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	52.50%	\$525,011
E.	TOTAL 5% RETENTION HELD	5.00%	\$27,632
F.	BUDGET REMAINING	44.74%	\$447,357
G.	PERCENTAGE OF FISCAL YEAR REMAINING	66.67%	
H.	TOTAL FORCE MAIN UPGRADE FOOTAGE PAID TO DAT	3,060 (\$ 180.60 /LF)	

STEGE SANITARY DISTRICT

2022 BOARD MEETING SCHEDULE

(Start time is 7PM unless stated otherwise)

January 6
January 27

February 17

March 5 @9am (LRP*)
March 17

April 7
April 21

May 5
May 19

June 2
June 16

July 7
July 21

August 18

September 1
September 15

October 6
October 20

November 10

December 8 @2pm

** Long Range Planning – All Day Workshop*

2022 Stege Sanitary District Board Meeting Schedule

JANUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Meeting Date
 ## Mtg w/ Counsel
 ## LRP Workshop
 ## Conference
 ## Holiday

**STEGE SANITARY DISTRICT
BOARD OF DIRECTORS
DIRECTORS AND POSITIONS**

DIRECTOR	TERM EXPIRES
Beatrice O’Keefe	2024
Dwight Merrill	2022
Juliet Christian-Smith	2022
Paul Gilbert-Snyder	2024
Alan Miller	2022

YEAR	POSITION	DIRECTOR
<i>2022 (proposed rotation)</i>	<i>PRESIDENT</i>	<i>Dwight Merrill</i>
	<i>VICE PRESIDENT</i>	<i>Juliet Christian-Smith</i>
2021	PRESIDENT	Beatrice O’Keefe
	VICE PRESIDENT	Dwight Merrill
2020	PRESIDENT	Alan Miller
	VICE PRESIDENT	Beatrice O’Keefe
2019	PRESIDENT	Paul Gilbert-Snyder
	VICE PRESIDENT	Alan Miller
2018	PRESIDENT	Dwight Merrill
	VICE PRESIDENT	Jay James
2017	PRESIDENT	Beatrice O’Keefe
	VICE PRESIDENT	Dwight Merrill
2016	PRESIDENT	Alan Miller
	VICE PRESIDENT	Beatrice O’Keefe
2015	PRESIDENT	Paul Gilbert-Snyder
	VICE PRESIDENT	Alan Miller



DRAFT THE ENDEAVOR

A PUBLICATION OF THE STEGE SANITARY DISTRICT OF CONTRA COSTA COUNTY

VOLUME XXVII NUMBER 2

SERVING EL CERRITO, KENSINGTON, AND RICHMOND ANNEX

Winter 2021

BOARD OF DIRECTORS

Beatrice O'Keefe
President

Dwight Merrill
Vice President

Juliet Christian-Smith
Director

Paul Gilbert-Snyder
Director

Alan C. Miller
Director

DISTRICT MANAGER/ ENGINEER

Rex Delizo, P.E.

MISSION STATEMENT

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

INSIDE

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Sewer Service Charge 2

Holiday Food Drive and Toy Program 3

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Spotlight on Service District Wins Two Awards 4



Sewer Problems? Call Us First!

Slow drains? Water backing up into your home? The problem might be a clog in your lateral—the private sewer line that runs from your home to the public sewer main—or the problem might be in the sewer main itself. **Call us before you call a plumber.** The District maintains a 24/7 emergency hotline that is always answered by a person, not a recording. The number is (510) 524-4667. If needed, we will send out a crew to inspect and let you know if you need a plumber. The inspection is free and we try to respond within one hour of your call.

If you call a plumber before calling us, you may be responsible for any charges from your plumber, even if the problem turns out to be in the sewer main. ^S

Stege Sanitary District 2022 Board of Directors Election



Stege Sanitary District is an independent Special District of the State of California. It is a public agency administered by a duly-elected five member Board of Directors. Directors are elected at-large by District residents and serve four-year terms of office.

In 2022, three positions on the Stege Sanitary District Board of Directors will be up for election.

The Board is proud of the District's history of inclusion and diversity in the workplace and management. It believes the District best serves the needs of its community when it represents the rich and varied backgrounds of its residents. The Board invites community members to consider running for the office of Stege Sanitary District Director in the upcoming election.

The Board is committed to an open transparent governance. It meets once or twice monthly on a Thursday at 7:00 pm to discuss the business of the District. To learn more about the responsibilities and core beliefs of the Board of Directors, go to https://www.stegesan.org/documents/Board_Manual_2021.pdf.

Candidates must be United States citizens, at least 18 years-of-age, and must reside within the boundaries of the Stege Sanitary District. Procedures, deadlines and nomination papers may be obtained from the County Elections Office:

Contra Costa County Election Division, 555 Escobar Street, Martinez, CA 94553 (925) 335-7800, www.cocovote.us ^S

DRAFT Project Updates



Force Main Replacement

Replacement of the District’s two force mains—one on Burlingame Avenue in the Richmond Annex and the other on Canon Drive in Kensington—was completed ahead of schedule and under budget. Much of the credit for the successful completion of the projects goes to neighbors who patiently accepted the disruption a project of this size entails.

Now that the force mains have been replaced, the District is drawing up plans to rehabilitate the pump station on Canon Drive. Pump stations are needed when gravity alone is not enough to convey wastewater to the sanitary system. The Canon Drive pump station was built in 1962 and has not undergone an upgrade since then. It now needs updates to bring it up to modern standards of

safety and reliability. The rehabilitation of the Canon Drive pump station should begin in 2022.

San Pablo Avenue Improvement Plan

The first stage of sewer upgrade to San Pablo Avenue is complete.

A special impact fee to pay for required sewer upgrades in the Improvement Area has been assessed to the area developers. Existing District ratepayers will not see any increase in their sewer charges because of this work.

Standard Sewer Rehabilitation

The District continues to replace aging clay pipes with HDPE pipes. Some of the original clay pipes are 100 years old. The new HDPE pipes are better able to withstand earth movement and repel tree root incursions. **S**

Force main replacement on Cannon Drive

Don't Connect Roof or Yard Drains to the Sanitary Sewer System

Piping runoff water into your sanitary system, either from house gutters or a sump pump, is illegal. To do so violates District regulations and other federal and local ordinances. Any illegal drain(s) must be disconnected from the sanitary sewer system and re-routed to the appropriate storm drainage system. Please contact the City (or for Kensington, call the County) for assistance with storm runoff requirements. **S**

Sewer Service Charge

Sewer service charges cover the cost of operating and maintaining the sanitary sewer system. Stege Sanitary District collects and delivers sanitary wastewater to EBMUD for treatment. EBMUD charges a separate fee for wastewater treatment. Sewer service charges are collected through the annual property tax bills issued by the County. The line item STEGE SEWER CHG are the fees assessed to your property by Stege Sanitary District. **S**

SPECIAL TAXES & ASSESSMENTS			
DESCRIPTION	CODE	INFORMATION	AMOUNT
WCCUSD PARCEL TAX	* CL	(800) 273-5167	\$150.90
STRM DRAIN RECONST	DA	(800) 676-7516	\$58.00
MOSQUITO & VECTOR	DV	(925) 867-3400	\$3.12
EMERGENCY MED B	DY	(925) 608-5454	\$10.00
AC TRANSIT PCL TX	FA	(800) 273-5167	\$96.00
FED STORMWATER A-5	IH	(925) 313-2023	\$38.00
SFBRA PCL TAX	IB	(888) 508-8157	\$12.00
WCCUSD ASSESSMENT	JA	(800) 273-5167	\$72.00
EL CER SWIM CTR TX	JO	(800) 676-7516	\$58.46
STEGE SEWER CHG	JX	(510) 524-4668	\$341.00
EASTBAY TRAILS LLD	* KA	(888) 512-0316	\$5.44
EBMD WET WEATHER	KO	(866) 403-2683	\$187.98
EL CERRITO ST LT	MZ	(800) 676-7516	\$72.00
WCC HEALTH-PRCL TX	NR	(866) 807-6864	\$52.00
EBRPD CFD NO A/C-3	* PT	(888) 512-0316	\$12.00



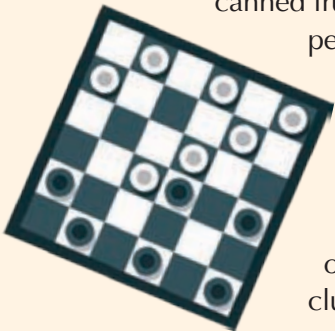
DRAFT

Holiday Food Drive and Toy Program

Stege Sanitary District will again collect food donations for Thanksgiving and toys for the Holiday Toy Program.

Food donations can be dropped off in the collection barrel in the lobby of the District office on Schmidt Lane. Bring tomato sauce, canned fruit and vegetables, pasta, dried beans, rice, peanut butter, and other canned foods to the office Monday-Thursday 8:00 am to 5:00 pm, and Friday until 4:00 pm.

New, unwrapped toys and monetary donations to the Holiday Toy Program can be dropped off at the District office anytime of the year. Toys for preteens and teens, including board games, puzzles, and balls, are especially needed.



Recycle Used Cooking Oil

Deep-frying a turkey this year? Don't pour the cooking oil down the drain. Instead, recycle it!

When Fats, Oil, or Grease (FOG) is washed down the drain, they clog household plumbing, home sewer laterals, and even the sewer main.

Stege customers can recycle used cooking oil at the El Cerrito Recycling Center at 7501 Schmidt Lane, El Cerrito, which is next door to the Stege Sanitary District main office. For information on recycling cooking oil, go to www.ebmud.com and search for "residential cooking oil and grease drop-off." For a free brochure on keeping pipes FOG-free, call EBMUD at (510) 287-1651.

Don't Forget

Plumbing Contractors

For a list of plumbing contractors registered to work on private laterals in the District, visit www.stegesan.org. Stege recommends getting at least three bids before starting work.

Put Wipes in the Trash, Not the Toilet

Disposable "flushable" wipes don't disintegrate in water. Instead they accumulate in sewers where they can cause a sewer overflow into your home or into the street. Put all wipes where they belong—in the trash, not in the toilet.



Online Newsletter

Sign up for the Stege online newsletter by going to www.stegesan.org, or by sending your email address to newsletter@stegesan.org.

Properly Dispose of Unwanted Medications

Medications should never be flushed down the toilet. Wastewater treatment plants are not designed to remove these substances, which are harmful to the environment. Unwanted medications may be brought to the El Cerrito Recycling Center (7501 Schmidt Lane). Call (510) 215-4350 before coming.



www.stegesan.org

Find the latest announcements; a list of registered plumbing contractors; sewer permit and fee information; Board meeting schedule, minutes, and agenda; and FAQs on the District's website, www.stegesan.org.



STEGE SANITARY DISTRICT
7500 Schmidt Lane
El Cerrito, CA 94530-0537 (510) 524-4667

DRAFT

PRSR STD
US POSTAGE
PAID
Oakland, CA
PERMIT NO. 379

To Contact Us: 24/7 Phone: (510) 524-4667 Email: staff@stegesd.org Web: www.stegesd.org Twitter: @StegeSan

Per AB 361, public meetings will continue to be held virtually.

Spotlight on Service

SDLF Recognizes Stege Sanitary District with Two Awards




In 1999, the Special District Leadership Foundation (SDLF) was formed to promote and recognize excellence in the governance and management of special districts. It is dedicated to excellence in local government. The organization has recently recognized Stege Sanitary District for its excellence in governance and for its transparency in operation.

District of Distinction



The District was reaccredited as a District of Distinction. The District of Distinction accreditation is one of the most prestigious local government awards in the state of California.


In order to win the award, the District had to undergo regular financial audits and conform to all state statutes and regulations. All directors, the general manager and executive staff had to receive training in governance as well as ethics training.

The District has been accredited as a District of Distinction since 2009. 

Transparency Certificate of Excellence



The Stege Sanitary was awarded the District Transparency Certificate of Excellence by the SDLF in recognition of its outstanding efforts to promote transparency and good governance

To receive the award, Stege had to complete eight essential governance transparency requirements and at least twenty website requirements, providing readily available information to the public. Finally, the district demonstrated outreach to the public through such activities as newsletters and community programs. 

CASA Winter Conference 2022

PARTNERS IN EXCELLENCE

January 19-21, 2022
Hilton Palm Springs

CASAweb.org



@CASACleanWater



@CASA_CleanWater



Preliminary Program Subject to Change

Wednesday, January 19

7:30 a.m. – 12:00 p.m.	CSRMA Training Seminar
8:00 a.m. – 5:00 p.m.	Registration
10:30 a.m. – 12:00 p.m.	CASA Board of Directors Meeting
12:00 p.m. – 1:30 p.m.	Associates Committee Meeting
12:00 p.m. – 1:30 p.m.	Lunch on Your Own
1:30 p.m. – 4:00 p.m.	Roundtable Series
	1:30 p.m. – 2:30 p.m. Session 1 (Various Table topics)
	2:30 p.m. – 3:00 p.m. Networking Break
	3:00 p.m. – 4:00 p.m. Session 2 (Repeat from Session 1)
4:00 p.m. – 5:00 p.m.	Communications Committee Meeting
4:15 p.m. – 5:30 p.m.	CSRMA Executive Board Meeting
5:30 p.m. – 6:30 p.m.	Welcome Reception

Thursday, January 20

7:30 a.m. – 9:30 a.m.	Breakfast
7:30 a.m. – 4:30 p.m.	Registration

Thursday – Con't

- 7:45 a.m. – 8:45 a.m. CASA Education Foundation Board Meeting
- 8:00 a.m. – 9:15 a.m. CSRMA Board of Directors Meeting
- 9:00 a.m. – 11:45 a.m. **Morning Session**
- 9:00 – 9:45 a.m. **Keynote Address:**
- 12:00 p.m. – 1:30 p.m. **Luncheon**
- 2:00 p.m. – 3:30 p.m. **Afternoon Sessions**
- 3:45 p.m. – 4:45 p.m. Associates Engineering and Research Subcommittee
- 3:45 p.m. – 4:45 p.m. Federal Legislative Committee Meeting
- 4:15 p.m. – 5:30 p.m. Statewide Biosolids Meeting
- 5:30 p.m. – 6:30 p.m. Associates Recognition Reception

Friday, January 21

- 8:00 a.m. – 10:30 a.m. Registration
- 8:00 a.m. – 9:30 a.m. Breakfast
- 8:00 a.m. – 9:00 a.m. State Legislative Committee Meeting
- 9:15 a.m. – 11:00 a.m. **Closing Session**
President Jasmin A. Hall, Presiding
- 9:15 – 9:45 a.m. **Federal and State Legislative Updates**
Eric Sapirstein and Jessica Gauger
- 10:45 – 11:00 a.m. President's Closing Remarks
- 11:00 a.m. – 3:00 p.m. Attorneys Committee Meeting

RESOLUTION NO. 2173-1121 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 NOVEMBER 11 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

On September 23rd and October 21st pursuant to AB 361, the Board approved 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. Amend the resolution and approve, as amended.
2. Take no action.

ATTACHMENTS:

- Resolution No. 2173-1121

RESOLUTION NO. 2173-1121

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 NOVEMBER 11 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 variant of COVID-19 has 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.
- M. Because of the rise in cases due to the Delta variant of COVID-19, the District is concerned about the health and safety of all individuals who intend to attend Board meetings.
- N. 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
- O. The Board hereby finds 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.

- P. The District shall ensure that it's 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 as a result of the presence of COVID-19 and the increase of cases due to the Delta variant, 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 11th day of November 2021 by a X-X vote as follows:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

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

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

DIVERSITY, EQUITY, AND INCLUSION (DEI) –
BOARD OF DIRECTOR'S OUTREACH OPPORTUNITIES

ISSUE:

The Board will continue discussions to consider Diversity, Equity, and Inclusion (DEI) outreach opportunities.

FISCAL IMPACT:

The fiscal impact to discuss and consider DEI is minimal.

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 October 21, 2021, the Board reviewed a spreadsheet of civic organizations as possible Diversity, Equity, and Inclusion (DEI) outreach opportunities and would like to continue the discussion by having each board member choose to be the contact person for different civic organizations.

RECOMMENDATION:

Prepare to discuss and consider the DEI outreach opportunities.

ALTERNATIVES:

1. Provide staff further direction.

ATTACHMENTS:

- Table of Diversity, Equity, and Inclusion (DEI) outreach opportunities
- Board of Directors Information Sheet

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Name	Meeting times	Physical posting	Virtual posting	Focus on under-represented groups	Director liasion
Asian Pacific Environmental Network			x	x	<i>Juliet</i>
Bay Area Women's Environmental Network			x	x	<i>Juliet</i>
El Cerrito Chamber of Commerce	3rd Tuesday each month @ 12:00 pm		x		
El Cerrito City Council	1st, 3rd Tuesday evenings				<i>Al</i>
El Cerrito Farmers Market	Saturday mornings @ El Cerrito Plaza	x			
El Cerrito Library		x			<i>Al</i>
El Cerrito Rec Department and Parks		x			
El Cerrito Recycling Center		?			<i>Paul</i>
Friends of the El Cerrito Library			?		<i>Al</i>
Kensington Farmers Market	Sunday mornings @ Kensington Circle	x			
Kensington Library		x			
Kensington Neighborhood Association	1st Thurs, 6:30		x		<i>Dwight</i>
NAACP - El Cerrito Branch	Third Saturday @ 1:30 pm, except no meetings in JUL & AUG		x	x	<i>Al</i>
NAACP - Richmond Branch					
National Society of Black Engineers			x	x	<i>Bea</i>
Richmond Chamber of Commerce			x (a newsletter and blog)		
Richmond City Council	1st, 3rd, 4th Tuesday evenings				
Richmond Our Power Coalition	October 7, November 9 & December 8, 1-2:30			x	<i>Juliet</i>
East Bay Young Democrats	2nd Wednesday of the month from 7:00pm – 9:00pm				
Latino Young Democrats				x	
Contra Costa Young Democrats				x	
Wellstone Democrats					
Richmond Progressive Alliance					<i>Paul</i>

STEGE SANITARY DISTRICT BOARD OF DIRECTORS INFORMATION SHEET

The Stege Sanitary District (District) is an independent Special District of the State of California that provides sanitary sewer services to El Cerrito, Kensington, and a portion of the Richmond Annex in Richmond. The District's mission statement is "to protect public health and the environment for the communities we serve through planning and operation of a safe, efficient, and economical wastewater collection system." The Board of Directors (Board) is the policy-making body of the District.

The Board is comprised of five (5) board members elected at large. The Board members serve staggered four-year terms with elections being held in even-numbered years. Three terms are up for election in 2022 and the remaining two terms are up for election in 2024.

The Board holds its regular meetings once or twice a month on a Thursday at 7:00pm to conduct the business of the District. The Board may also, from time to time, call special meetings to act on timely issues. Board members must attend all regular and special District meetings unless they can show good cause for their absence. Members of the public are welcome to attend all Board meetings.

Other Board requirements include the completion of:

- An economic interest disclosure statement (Form 700)
- A campaign disclosure statement (Form 460 or 470)
- Mandatory AB 1234 ethics training
- Mandatory AB 1825 harassment prevention training

In addition to these requirements, there is an expectation that District Board members also participate in the following:

- Governance Foundation Training as required to maintain Special District Leadership Foundation's (SDLF) District of Distinction Accreditation
- Annual long range planning workshops typically on a Saturday in March
- Continuing professional education programs such as conferences and meetings of the California Association of Sanitation Agencies (CASA), the California Special Districts Association (CSDA), and other local or state organizations
- Community outreach events such as a District booth at the City of El Cerrito 4th of July Fair

A Board member of the Stege Sanitary District receives \$233.12 per meeting day of service. Board members are also reimbursed for expenses incurred when participating in approved training, conferences, and meetings. Campaign costs are not reimbursed. The District provides no healthcare, leave, pension, or other benefits to Board members.

For more information, visit our website at stegesand.org. For any questions, please feel free to contact staff by emailing staff@stegesand.org or by calling (510) 524-4668.

DRAFT PRIVATE SEWER LATERAL LOAN PROGRAM

ISSUE:

The Board will consider the Draft Private Sewer Lateral Loan Program.

FISCAL IMPACT:

The fiscal impact could be up to \$500,000, as approved by the Board.

STRATEGIC PLAN:

GOAL 2: Maintain and Improve Infrastructure

GOAL 3: Ensure Financial Stability and Efficiency

BACKGROUND:

The Stege Sanitary District is currently part of the East Bay Regional Private Sewer Lateral (PSL) Program (eastbaypsl.com) that requires a certificate demonstrating PSLs are without leaks and have proper connections in order to prevent the infiltration of rainwater, which can overwhelm wastewater pipes and treatment facilities, and can cause partially treated wastewater to be released into the Bay. This requirement applies when buying or selling a property, building or remodeling in excess of \$100,000, or changing the size of the water meter.

The Board would like to consider taking a more proactive approach to PSL I/I reduction and will consider a PSL loan program to further accelerate replacements.

District Counsel has prepared draft private sewer lateral loan programs documents and will present them to the Board for review.

RECOMMENDATION:

Give feedback on the draft private sewer lateral loan program and have staff to prepare the document for final approval at a future Board meeting.

ALTERNATIVES:

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

ATTACHMENTS:

Draft Ordinance

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ORDINANCE NO. _____

ORDINANCE ADDING SECTION 4.8, LATERAL REPLACEMENT LOAN PROGRAM TO
THE STEGE SANITARY DISTRICT ORDINANCE CODE

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

- A. The Stege Sanitary District ("District") is authorized by the Sanitary District Act of 1923 (Health & Safety Code §6400 et seq.) to provide public services and facilities related to the acquisition, construction, replacement, maintenance and operation of wastewater collection facilities within the District's service area.
- B. The District finds and determines that Infiltration and Inflow ("I&I") adds substantial cost to system operation and maintenance during heavy rains as additional flows are introduced to the wastewater collection system and old, leaking laterals contribute significant I&I into the wastewater collection system.
- C. District records show that I&I cause sewer overflows during heavy rain events, potentially impacting human health and the environment.
- D. Industry studies have determined that up to half or more of the I&I is introduced into the wastewater collection system from private sewer laterals or unpermitted drainage structures leading from the private property to the wastewater collection system.
- E. The District has determined that it is in the interest of public health and safety that the private sewer lateral I&I problem be addressed.
- F. The District has adopted an Ordinance adding Section 4.6 to the District Ordinance Code relating to the regulation of the maintenance of private sewer laterals, requiring testing under certain circumstances, and, if necessary, repair or replacement of private sewer laterals.
- G. Homeowners may find it financially difficult to pay for a lateral replacement, opting instead to periodically clear their laterals, thus not reducing I/I.
- H. AB741 amended various sections of the Health and Safety Code thereby allowing public entities to enter into Contractual Assessment agreements with private property owners under which the costs of repairs to an owner's private sewer lateral can be financed and collected by use of the local county tax rolls.
- I. The District must maintain reserves as protection against natural disasters and a revolving loan program would be a good use for some of these reserves and, in the event that use of these reserves were necessary to access for catastrophic occurrences, it would be easy to

borrow against the lateral loans which would be secured by contract on the property tax rolls.

- J. In order to facilitate replacement of old, leaky laterals, the Board desires to establish a lateral replacement revolving loan program. Such a program would help both homeowners and the District by reducing I&I, protecting the environment and reducing the chance that the District would face enforcement related to sewer overflows.

In consideration of the foregoing findings and determinations, it is ordained as follows:

1. Section 4.8 is added to the District Ordinance Code to read as follows:

SECTION 4.8

LATERAL REPLACEMENT LOAN PROGRAM

4.8.1 **Background and Purpose.** The District has developed and begun implementation of a program to plan, fund, and complete projects to upgrade the sewer collection system in a manner that reduces risk of Sanitary Sewer Overflows (SSO). The program includes proposed capacity improvements that are needed to address inflow and infiltration (I&I) that enters the system during heavy rainfall events.

Mainline replacements will help to eliminate cracks and holes that allow I&I to enter the pipes. However, industry studies have determined that in some Bay Area sewer systems, mainline pipes may be responsible for half or less of I&I. The rest of the I&I comes from failing private sewer laterals, due to poor condition of the laterals and the presence of illegally connected roof drains and other private property storm-water drainage connections. As a result, many agencies are pursuing private lateral replacements with the same urgency as mainline rehabilitation, in order to accelerate I&I reduction.

The District has over 12,700 lateral connections, which translates to approximately 100 miles of private lateral pipes within the service area. Private lateral pipes can be more problematic than mainline pipes because often they are not replaced along with the mainline. Therefore, the private laterals are older in general than the public system. Further, private laterals are often shallow and can be located in hillsides, making them more prone to movement and damage. Failing sewer laterals and connections not only cause localized private SSO's, but also allow debris such as roots, rocks, and soil that migrate to the public sewer system, causing blockages and public SSOs. In order to address these concerns, the

District is implementing a Lateral Replacement Loan Program. Funding for the Lateral Replacement Loan Program will be determined by the Board of Directors each fiscal year as part of the annual budget process. If the District allocates 100% of the funding available for a fiscal year, no additional loans will be approved without Board approval of additional funding for the current fiscal year.

The District has determined that it is in the public interest to reduce the risk of SSOs and to ensure efficient and reliable provision of community wastewater service, and that I&I from private sewer laterals must be addressed. Therefore, facilitating the upgrade and replacement of private sewer laterals has become a priority for the District.

4.8.2 **Lateral Replacement Loan Program Guidelines.**

4.8.2.1 All applications will be taken on a first-come, first-served basis.

4.8.2.2 The Lateral Replacement Loan Program may not be used in conjunction with any other financial assistance program(s) offered by the District.

4.8.2.3 Property Owners must submit an application and a "Contractual Assessment Agreement" (a copy of which is attached hereto in Exhibit "A") for review and approval by the District. Any repair work performed prior to receiving a letter of obligation from the District is performed solely at the risk and cost of the Property Owner.

4.8.2.4 The Property Owner must have an inspection of the sewer lateral conducted by a contractor. Three quotes from qualified sewer contractors registered with the District will be required. The District will loan no more than the lowest quote, capped at \$10,000.

4.8.2.4.1 Only laterals meeting at least one (1) the following requirements will qualify for a loan:

1. The sewer later lateral has at least one I&I related defect;
2. The lateral has failed to pass an air or water test under the requirements of Section 4.5 and the District's Standard Specifications; or
3. The pipe is partially or wholly constructed of material not listed in Table 1 - Approved Side Sewer/Lateral Pipe Materials of the Districts Lateral Specifications and Drawings.

4.8.2.4.2 The Property Owner must obtain three (3) estimates from contractors on the Pre- Qualified Contractors List, for work to replace the lateral.

The District has the discretion to provide Contractual Assessment Funds in the amount not to exceed either:

1. The lowest of the qualified bids submitted to the District by the Property Owner,
2. The actual cost of construction of the work performed, whichever is less.

4.8.2.4.3 The Property Owner is responsible for managing the work, including the activities of the contractor, District permitting and inspection, restoration work, repairs and claims for damages incurred. The Property Owner shall retain all receipts, permits, inspection reports and other documents.

4.8.2.4.4 The District may authorize payment once the Property Owner has submitted an itemized statement of costs, copies of all necessary permits and inspections, and a Notice of Completion, executed by the Property Owner, accepting the improvements and authorizing payment. A "Contractual Assessment Agreement" (a copy of which is attached hereto in Exhibit "A") shall be executed and submitted to the District and approved by the District prior to payment. The District will pay the contractor directly for the work performed.

4.8.2.4.5 For any additional work, the Property Owner may present a written request for additional Contractual Assessment Funds. However, the District shall have sole discretion to approve/disapprove any additional Contractual Assessment Funds for any extra work.

4.8.2.4.6 Contractual Assessment Funds will be obligated for a period not to exceed ninety (90) days from date of approval of the Contractual Assessment Agreement. The obligation period shall include all work, inspections, and submission of receipts for payments.

4.8.3 **Permits and Lateral Specifications**

4.8.3.1 A sewer repair permit must be obtained from the District. The lateral must pass final inspection by the District and obtain any other required regulatory approvals prior to payment being administered.

4.8.3.2 As a condition of the loan program the entire lateral must be replaced from the exit of the foundation of the house to the connection with the public sewer main.

Note: If a section of the lateral has previously been replaced and meets current District standards, said section may be excluded from the replacement project if it passes an air or water test under the requirements of Section 4.5 and the District's Standard Specifications.

4.8.3.3 All work must conform to the District's then current Standard Specifications and Details.

4.8.4 Retroactive Requests for Loan Assistance for Emergency Situations

In the event that a sewer lateral fails, causes a private sewer overflow, and requires immediate replacement, the Property Owner may request loan assistance after the work has been completed, in compliance with the requirements of this subsection. A failed lateral is only considered an emergency situation if the cause of the failure cannot be corrected through reasonable efforts, such as mechanical rodding or hydro jetting.

Retroactive requests for loan assistance will only be considered if the work was done under an emergency situation. The granting of relief by the District to allow a Property Owner leave to file a "Retroactive Application" shall not be construed to guarantee, represent or warranty that a Property Owner will be allowed to participate in the Lateral Replacement Loan Program. It is solely within the District's discretion whether to allow a Property Owner to participate in the Loan Program. Any work performed that is sought to be included in the Lateral Rehabilitation Program pursuant to the submission of a "Retroactive Application" is at the owner's risk and cost.

In no case may a "Retroactive Application" be filed with the District greater than thirty (30) days from the substantial completion of the work or after a Notice of Completion has been recorded, whichever is earlier. "Retroactive Applications" filed after thirty (30) days shall be rejected and are not subject to further request for relief or appeal.

Only "Retroactive Applications" meeting the requirements outlined in this Section will be considered for approval.

4.8.5 Contractual Assessment Principal and Interest Rate

4.8.5.1 The principal sum of cost of the replacement to each Property Owner's sewer lateral shall constitute a lien against the Owner(s) property, for purposes of collection of said principal sum and interest.

4.8.5.2 Said principal sum to accrue interest at a rate of 2% per annum. This rate may be modified by the Board of Directors by resolution.

4.8.5.3 The maximum amount of the initial Contractual Assessment Principal allowed per property shall be \$10,000.

4.8.5.4 The maximum term of each Contractual Assessment shall be ten (10) years.

4.8.5.5 There shall be no prepayment penalty.

4.8.5.6 The Contractual Assessment will remain with the property until completely paid regardless of transfer of ownership.

4.8.6 Terms of Agreement

4.8.6.1 Each property owner shall be responsible for any additional fees or charges to include, but not limited to, title search fees and recording fees, related to the participation, execution and/or recording of the Contractual Assessment Agreement. These fees may be added to the principal amount of the lien against the property which is to be added to the County Tax Rolls at the District's discretion.

4.8.6.2 Pursuant to Health & Safety Code §§ 5470 - 5474.10 and 6940-6941.9, the Property Owner(s) and the District shall enter into a "Contractual Assessment Agreement" whereby it is agreed that the above-referenced semi-annual principal and interest installment amounts shall be installment payments to the Contra Costa County Tax Rolls, to be collected at the same time and in the same manner as county taxes are collected.

4.8.6.3 Said lien/assessment shall be of the same force and effect as other liens for taxes, and their collection shall be enforced by the same means as provided for the enforcement for liens for county taxes.

4.8.6.4 The "Contractual Assessment Agreement" executed by each Property Owner and approved by the District shall be recorded with the Contra Costa County Recorder's office. A copy shall also be provided to the Contra Costa County Tax Collector if necessary.

4.8.6.5 Pursuant to Health & Safety Code § 6487, the District's General Manager or designee is hereby authorized, on behalf of and in the name of the District, to execute each "Contractual Assessment Agreement" entered into with a Property Owner.

4.8.6.6 The work done on the lateral sewers shall not grant the District, its agents, or employees and/or contractors the power to exercise dominion or control over the subject property, and shall not be construed as creating a public project or substantial participation in the planning, approval, construction or operation of the lateral sewers for any purposes. The work does not constitute a grant of any permanent real property rights to the District. Nor is the District's participation in this program to be construed as an acceptance of any permanent real property rights or obligations without express approval of the District's Board of Directors and conveyance by a separate written instrument executed by the appropriate party(ies).

4.8.6.7 The Property Owner of the lateral sewers shall be solely responsible for all future maintenance and repairs to the sewer lateral or everything required to install and maintain said laterals, including cleanout or any wyes or tees attached or "cut-in" to the main sewer lines. Any warranty(ies) provided for materials supplied or work performed shall remain with the Property

Owner and it shall be the Property Owner's responsibility to maintain and/or make any claims thereunder.

2. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held invalid, unconstitutional or unenforceable, such holding shall not affect the validity of the remaining portions of this Ordinance. The Board of Directors hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases is for any reason held invalid, unconstitutional or unenforceable.
3. The Board finds this Ordinance is statutorily exempt from the provisions of the California Environmental Quality Act of 1970 ("CEQA") per CEQA Guidelines Section 15308, Actions by Regulatory Agencies for Protection of the Environment.
4. This Ordinance is effective upon the expiration of one week from the date of publication of a summary of the Ordinance, as prescribed by California Health and Safety Code Section 6490.

* * * * *

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Ordinance No. _____ was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 9th day of December 2021 by a X-X vote as follows:

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

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

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

DRAFT

STEGE SANITARY DISTRICT
Investment, Cash & Receivables Report

1:05 PM
 11/08/2021

As of October 31, 2021

	<u>October 31, 2021</u>	<u>September 30, 2021</u>	<u>\$ Change</u>	<u>Deposits</u>	<u>Checks</u>	<u>Transfers</u>
ASSETS						
Current Assets						
Checking/Savings						
LAIF Investment Accts						
11012 - Sewer Operations- 3418	6,501,946	6,840,946	-339,000	0	0	-339,000
11014 - System Rehab- 3423	1,011,584	1,011,584	0	0	0	0
Total LAIF Investment Accts	<u>7,513,529</u>	<u>7,852,529</u>	<u>-339,000</u>	<u>0</u>	<u>0</u>	<u>-339,000</u>
Checking Accts						
100 - Mechanics Bank	23,555	22,086	1,469	2,432	-339,963	339,000
100 - County Cash Acct #3418	-6,572	-6,572	0 *	0 *	0	0
Total Checking Accts	<u>16,983</u>	<u>15,514</u>	<u>1,469</u>	<u>2,432</u>	<u>-339,963</u>	<u>339,000</u>
11021 - Petty Cash	250	250	0	0	0	0
Total Checking/Savings	<u>7,530,763</u>	<u>7,868,294</u>	<u>-337,531</u>	<u>2,432</u>	<u>-339,963</u>	<u>0</u>
301 - Ca Employer's Retiree Benefit Trust	232,647	232,647	0	0	0	0
Total CA Employer's Retiree Benefit Trust	<u>232,647</u>	<u>232,647</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Accounts Receivable						
11072 - Accounts Receivable	33,783	33,952	-169			
Total Accounts Receivable	<u>33,783</u>	<u>33,952</u>	<u>-169</u>			

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

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

 Rex Delizo, District Manager

 Date

STEGE SANITARY DISTRICT

Operating Statement

11/08/2021

October 2021

33.70% of Fiscal year Completed

	July-October 2021	Annual Budget	% of Annual Budget
Income			
31 - OPERATING REVENUE			
31010 - Sewer Service Charges	-	3,149,000	0%
31020 - Permit & Insp. Fees	4,290	12,000	36%
31030 - Connection Fees	2,900	150,000	2%
31040 - San Pablo Impact Fee	775	250,000	0%
31080 - Contracted Services	-	30,000	0%
31010a - Capital Service Charges	-	3,149,000	0%
Total 31 - OPERATING REVENUE	7,964	6,740,000	0%
32 - NON-OPERATING REVENUE			
32050 - Interest - 3418	4,722	50,000	9%
32052 - Interest - 3423	698	15,000	5%
32080 - Property Taxes	-	400,000	0%
32085 - Insurance Dividend	-	-	0%
32090 - Miscellaneous	-	21,000	0%
Total 32 - NON-OPERATING REVENUE	5,420	486,000	1%
Transfer (to)/from Reserves	-	2,227,836	0%
Total Income	13,385	9,453,836	0%
Expense			
OPERATING EXPENSES			
Administration/General			
45-010 - Salaries & Wages	77,000	240,000	32%
45-020 - Employee Benefits	79,931	137,440	58%
45-029 - Retiree Health	3,641	13,600	27%
45-030 - Directors Expenses	7,064	39,888	18%
45-070 - Insurance	86,110	204,900	42%
Administration - Other	38,055	259,000	15%
Total Administration	291,801	894,828	33%
Maintenance/Engineering			
41-010 - Salaries & Wages	383,831	1,189,460	32%
41-020 - Employee Benefits	156,304	505,621	31%
41-029 - Retiree Health	3,615	11,900	30%
41-100 - Operating Supplies	2,526	40,000	6%
41-110 - Contractual Services	70,808	98,100	72%
41-207 - Contracted Repairs	-	68,000	0%
Maintenance- Other	56,462	314,267	18%
Total Maintenance/Engineering	673,545	2,227,348	30%
Pump Stations	26,938	16,460	164%
Total OPERATING EXPENSES	992,284	3,138,636	32%
CAPITAL			
41-650 - Debt Repayment (SRF Loans)	-	148,200	0%
Construction Projects	726,018	5,667,000	13%
Outlay(Maintenance/Engineering)	50,000	500,000	10%
Total CAPITAL	776,018	6,315,200	12%
Total Expense	1,768,302	9,453,836	19%
Net	(1,754,918)	0	

10:14 AM	STEGE SANITARY DISTRICT			
11/08/2021	Check Report			
Accrual Basis	November 11, 2021			
	Name	Memo	Amount	Num
Nov 11, 21				
	Aramark Uniform Services	Uniform Services	-536.64	27339
	California Trenchless Inc.	Pumpstation Forcemain Project	-164,706.25	27340
	CSRMA	WC & Property Insurance	-31,508.01	27341
	East Bay Sanitary Co., Inc.	Garbage Nov-Dec 2021	-947.32	27342
	Exxonmobil	Gas	-134.76	27343
	Nakano Landscape	Landscaping Oct 2021	-290.00	27344
	Pastime Hardware	Maintenance Supplies	-12.12	27345
	PG&E- #0103467151-9	Burlingame Pump Station	-298.22	27346
	PG&E- #6675831511-4	Office/Shop	-915.90	27347
	Plaza Auto Service, Inc	Vehicle Maintenance	-1,172.89	27348
	Schaaf & Wheeler	Canon Pump Station Design	-6,125.00	27349
	TelePacific Communications	Office Phones	-1,153.82	27350
	Universal Building Services	Janitorial Service Oct	-393.00	27351
	WECO Industries, Inc.	Maintenance Supplies & Truck Maintenance	-934.49	27352
	Xerox Financial Services	Copier Lease Payment 11/03-01/02	-557.26	27353
Nov 11, 21			-209,685.68	

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING AGENDA CALENDAR

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

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	AB 1234 Training (even years)		5/30 HOLIDAY AB 1661 Training (odd years)	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 	<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 	<u>9AM Meeting Time</u> <ul style="list-style-type: none"> • Long Range Planning Workshop <ul style="list-style-type: none"> – Past 5 yrs. Expenditures Review – Self-Assessment of Governance – Strategic Plan Review 	<ul style="list-style-type: none"> • Service Rate Discussion/ Approval (& 30-day Notice) • Board Training Summ. • Diversity, Equity, and Inclusion 	<ul style="list-style-type: none"> • Appoint Labor Negot. • CLOSED SESSION – Conf. Labor Negot. • Draft Budget • Board Training Summ. • July 4th Fair Discussion • Review of Comparable Agencies • Diversity, Equity, and Inclusion 	<ul style="list-style-type: none"> • Draft Budget • Review Directors’ Meeting Compensation • District Working Capital and Reserve Policy • Approve Project Plans and Specs (+CEQA) • July 4th Fair Discussion • CASA Conference • Diversity, Equity, and Inclusion
1/27/2022 – 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) • Connection Charge • 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