

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

***** 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 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 September 23, 2021 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. San Pablo Avenue Specific Plan Area (SPASPA) Status Report
 4. 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
 5. 2022 California Special Districts Association (CSDA) Conference
 - August 22-25, 2022 – Annual Conference, Palm Springs, CA

VII. Business

Info/Motion:

- A. "Employee Only" Health Care Benefit
(The Board will review and consider changes to the health care benefit amount provided for single employee ("employee only") plans)

Resolution/Motion: 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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF OCTOBER 21, 2021
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DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

(The Board will review and consider the resolution to continue to meet remotely pursuant to Assembly Bill 361)

- Info/Motion: C. Diversity, Equity, and Inclusion (DEI) Board of Director's Outreach Opportunities
(The Board will review and consider DEI outreach opportunities)

- Info: **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 Board will review the reports and statements)

- IX. Approval of Checks**
Info/Motion: A. Checks for October 21, 2021 - Fund No. 3418 & 3423
(The Board will be consider approving the checks)

- Info: **X. Future Agenda Items**
November 11, 2021
Proposed Meeting Calendar
Board Officer Succession Plan
CASA Conference

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

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

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

XI. Adjournment

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on November 11, 2021 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF SEPTEMBER 23, 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
 Alex Mog*, Office of District Counsel
**via video-conference*

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

- III. Public Comment:** There was no public comment.
- IV. Approval of September 9, 2021 Board Meeting Minutes**

MOTION: By Gilbert-Snyder, seconded by Christian-Smith, to approve the minutes of the September 9, 2021 Board Meeting

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

NOES: None

ABSTAIN: None

ABSENT: None

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF SEPTEMBER 23, 2021

TIME OF MEETING: 7:00 P.M.

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

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

B. Written Communications

Director Christian-Smith provided a spreadsheet of civic organizations for the Board to review as possible Diversity, Equity, and Inclusion (DEI) outreach opportunities.

VI. Reports of Staff and Officers**A. Attorney's Report**

Mog reported on Senate Bill (SB) 9 allowing certain housing development projects containing up to two dwelling units (i.e., duplexes) on a single-family zoned parcel.

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 a revised June 2021 report to complete fiscal year 2020-21 and that no invoices were paid last month.

3. Consent Decree Quarterly Report

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

4. Connection Charge Report per Government Code 66013

The Manager reported on the annual compliance report detailing the amount of charges received by the District and the public improvement on which the charges were solely expended. The report will be posted on the District's website for public review.

5. CalPERS 2022 Health Care Premiums

The Manager reported on the upcoming 2022 health care premium increases.

6. EBMUD Memo – Regional Private Sewer Lateral (PSL) Program Update

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The Manager reported on the status of the EBMUD Regional PSL Program.

7. EBMUD Memo – Regional Fats, Oils, or Grease (FOG) Program Update

The Manager reported on the status of the EBMUD Regional FOG Program.

8. Certificate of Attendance AB 1661 Harassment Prevention Training

The Manager asked the Board to sign and return the certificate.

VII. Business

A. Resolution No. 2170-0921 Approving a Mandatory COVID-19 Vaccination or Test Policy

The Board approved the resolution.

MOTION: By Merrill, seconded by Christian-Smith, to approve Resolution No. 2170-0921 Approving a Mandatory COVID-19 Vaccination or Test Policy

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

B. Cancellation of the October 7, 2021 Board Meeting

The Board agreed to cancel the upcoming Board meeting on October 7, 2021 since there are no timely agenda items to consider.

MOTION: By Christian-Smith, seconded by Gilbert-Snyder, to approve the cancellation of the October 7, 2021 regular Board Meeting and have staff post a Notice of Meeting Cancellation on the District website and bulletin board outside the District office

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

C. Resolution No. 2171-0921 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 September 23
 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 Christian-Smith, to approve Resolution No. 2171-0921 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 September 23 Pursuant To AB 361

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

VIII. Monthly Financial Statements - August 2020

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

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

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IX. Approval of Checks

A. Checks for September 23, 2021 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by Gilbert-Snyder, to pay the bills, Check Nos. 27282 through 27300 in the amount of \$98,528.41

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

X. Future Agenda Items

October 7, 2021

****Meeting Cancelled****

October 21, 2021

CLOSED SESSION – Quarterly Claims Report

SPASPA Status Report

Quarterly Financial Statements

+*Resolution – AB 361 Remote Meetings Continuance*

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

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: 2

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

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

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The Board entered into the closed session at 8:12 P.M. and returned to open session at 8:18 P.M. President O’Keefe announced the Board rejected the Eng claim and had taken no other reportable actions.

XI. Adjournment

The meeting was adjourned at 8:19 P.M. The meeting scheduled for Thursday, October 7, 2021 has been cancelled. The next meeting of the District Board of Directors will be held on Thursday, October 21, 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, October 05, 2021 8:49 PM

To: Rex Delizo <rex@stegesan.org>

Subject: My report on the EC City Council meeting of 10/05/2021

Hi Rex;

This meeting was quite short and was adjourned a little after 8:30 pm!

- CCC District Attorney Diana Becton made a report on the efforts of her office and answered questions from Council members.
- She reported that CCC was one of only four counties in California in which the number of homicides decreased for CY 2020.
- Council decided to not set campaign contribution limits, but to follow the new state law, mainly because this would not increase any Staff work loads and would cost the City nothing.

The recording of this Council meeting can be found <http://www.el-cerrito.org/482/Council-Meeting-Videos-Materials>.

District Attorney Becton's presentation is early in the meeting.

Al

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

1. ROUTINE PREVENTIVE MAINTENANCE ACTIVITES

There were 21 normal working days	Days	Feet
Unit #10 (combo) operated:	11	112,600
Unit #11 (rodder) operated:	0	0
Unit #15 (video) operated:	8	13,755
Unit #16 (combo) operated:	4	4,311

	Month (feet)		Quarter (feet)		
	Planned	Unplanned	Planned	Unplanned	Remaining
Total Cleaned	101,692	15,230	214,358	31,864	173
Total Video	6,887	6,868	31,897	16,402	21,479

2. MONTHLY SERVICE CALLS

After-hour service calls: 3 calls 2 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	SEPT	18	16.2	7	9.8	0	1	0	1
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
0	0	3	5	0	0	0	0	0	0

3. SAFETY AND TRAINING

Safety and training meetings were conducted twice a month.

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MONTHLY SERVICE CALLS

September-2021

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
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.
9/1/2021 Wednesday 3:09 PM	224127 224105	429 ASHBURY AVE. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B				LAMP HOLE AND CONNECTION BROKEN, HAD CONTRACTOR REPAIR.
9/2/2021 Thursday 10:33 AM	275208 275207	60 ARLINGTON 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.
9/2/2021 Thursday 12:35 PM	103305 103304	2415 COLUMBIA AVE. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	O				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
9/3/2021 Friday 12:03 PM	187005 187003	5424 POINSETT 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.
9/8/2021 Wednesday 7:50 AM	231602 231601	273 AMHERST AVE. KENSINGTON, CA 94707 <i>Last Call: 1/26/2006</i>	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.
9/9/2021 Thursday 2:45 PM	142010 142309	1307 NORVELL ST. EL CERRITO, CA 94530 <i>Last Call: 9/9/202</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				WE FOUND OIL ON GROUND.
9/9/2021 Thursday 3:46 PM	262121 262107	630 CLAYTON AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				CUSTOMER'S CLEAN OUT WAS OVERFLOWING.
9/11/2021 Saturday 3:35 PM	142202 14226_1	MANILA 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.
9/11/2021 Saturday 3:54 PM	224123 224104	526 CLAYTON AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				CONTRACTOR PLATE HAD BOLTS STICKING OUT.
9/13/2021 Monday 1:19 PM	222002 222001	10064 SAN PABLO AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	O				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
9/15/2021 Wednesday 12:16 PM	261321 261320	7816 TERRACE DR. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				CONCRETE SINKING AROUND LAMPHOLE.
9/15/2021 Wednesday 2:45 PM	234303 234301	754 COVENTRY RD. KENSINGTON, CA 94707 <i>Last Call: 12/31/2001</i>	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.
9/21/2021 Tuesday 11:47 AM	261412 261405	708 COLUSA 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 COUSTOMER'S PROBLEM.
9/21/2021 Tuesday 5:02 PM	102117 102117	1631 MONTEREY ST. RICHMOND, CA 94804 <i>Last Call: 10/8/2017</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				BURLINGAME PUMP STATION HIGH WET WELL FLOAT ALARM.
9/23/2021 Thursday 9:07 AM	231322 231321	33 EDGE CROFT RD. 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.
9/27/2021 Monday 9:13 AM	231619 231618	4 YALE CIR. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	E				WE FOUND THIS TO BE EBMUD'S PROBLEM.
9/28/2021 Tuesday 8:25 AM	231013 231011	1619 OAK VIEW 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.

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
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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: 7

OTHER: 7

TOTAL SERVICE CALLS: 18

MAINLINE OVERFLOW: 3

MAINLINE SURCHARGE: 0

SANITARY SEWER OVERFLOWS (SSOs) LAST 12 MONTHS

October-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

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)

TOTAL MAINLINE SSOs: 5

MAINLINE BREAK SSOs: 1

MAINLINE SURCHARGE SSOs: 0

CATEGORY 1 SSOs: 0

SSOs INTO BUILDINGS: 1

TOTAL SSO VOLUME (GALS): 129

TOTAL VOLUME RECOVERED (GALS): 94

TOTAL VOLUME UNRECOVERED (GALS): 35

*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.

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STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
September 2021

I SEWER REPLACEMENT - FY 2021-22			
A.	BUDGET ALLOCATION		\$3,057,000
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$0
C.	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	75.00%	
H.	TOTAL FOOTAGE PAID TO DATE	0 (\$ - /LF)	

II SEWER REPAIRS - FY 2021-22			
A.	BUDGET ALLOCATION		\$68,000
B.	PRIOR BUDGET EXPENDED		\$0
C.	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	75.00%	
H.	TOTAL NUMBER OF REPAIRS PAID TO DATE	0 (\$0 /REPAIR)	

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

III SAN PABLO AVE SPECIFIC PLAN AREA (SPASPA) UPGRADE - FY 2021-22

A.	BUDGET ALLOCATION	\$1,000,000
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)	\$0
C.	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	75.00%
H.	TOTAL FOOTAGE PAID TO DATE	0 (\$ - /LF)

IV FORCE MAIN PROJECT - FY 2021-22

A.	BUDGET ALLOCATION	\$1,000,000
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)	\$0
C.	PAID THIS MONTH (NO RETENTION)	
1	CALIFORNIA TRENCHLESS INC. INVOICE #1	\$162,757
2	CALIFORNIA TRENCHLESS INC. INVOICE #2	\$362,254
SUBTOTAL FOR THIS MONTH		\$525,011
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	75.00%
H.	TOTAL FOOTAGE PAID TO DATE	3,060 (\$ 171.57 /LF)

STEGE SANITARY DISTRICT

Last Revised: 7/7/2021

BOARD OF DIRECTORS SAN PABLO AVENUE SPECIFIC PLAN STATUS REPORT

PAID PROPERTIES

Date	Property Owner	#	Street	SPASP Fee (-Credits)	Units	Equiv. Fixture Units	Added Fixture Units from (E)
11/15/2017	Mr. Pickles	10810	SAN PABLO AVE.	\$ 653.67	Comm.	34	3
1/2/2018	24 Hour Fitness	10794	SAN PABLO AVE.	\$ 16,668.58	Comm.	264	76
1/29/2018	Na Na Dessert	10172	SAN PABLO AVE.	\$ 3,922.02	Comm.	23	18
2/1/2018	Burgerim	170	EL CERRITO PLAZA	\$ 11,983.95	Comm.	55	55
2/8/2018	Budget Inn (Joseph)	10621	SAN PABLO AVE.	\$ 1,089.45	Toilet addn.	5	5
2/14/2018	Safeway Shop (Tom)	11450	SAN PABLO AVE.	\$ 1,089.45	Toilet addn.	5	5
4/24/2018	Temporary Senior Center (City El Cerrito)	10940	SAN PABLO AVE.	\$ 2,840.58	Comm.	40	13
7/17/2018	Wang Brothers Investments, LLC (Kevin)	10963	SAN PABLO AVE.	\$ 129,644.55	51	595	595
8/20/2018	El Cerrito Apt (The Little Hill LLC.)	10300	SAN PABLO AVE.	\$ 142,717.95	32	655	655
1/22/2019	Li's America Investments LLC	10281	SAN PABLO AVE.	\$ 1,089.45	Comm.	5	5
2/6/2019	CINQUE TERRE (KEN & RONG MOU)	10530	SAN PABLO AVE.	\$ 18,738.54	5	86	86
3/22/2019	KOYOTO RAMEN & CURRY HOUSE	3050	EL CERRITO PLAZA	\$ 7,489.17		44	34
12/18/2019	JAIMIE HITESHEW (MAYFAIR)	11600	SAN PABLO AVE.	\$ 644,503.60	156		
11/20/2020	PETCO - EL CERRITO (MICHELLE SLAYDEN)	420	EL CERRITO PLAZA	\$ 2,902.08		4	4
3/11/2021	FOOT LOCKER (RORY CROWLEY)	430	EL CERRITO PLAZA	\$ 2,055.64		6	6
				\$ 987,388.68			

PLAN CHECK PROPERTIES (WAITING PAYMENT)

Date	Property Owner	#	Street	Balance Due	Units	EFU	Added Fixture Units from (E)
12/7/2017	Angelo Obertello (Near El Cerrito Chamber of Commerce)	10290	SAN PABLO AVE.	\$ 56,651.40	14	260	260
5/27/2021	SUPER SLICE PIZZA (PETER SAHAKANGAS)	10180	SAN PABLO AVE.	\$ 774.84		17	3
	Charlie Oewell	921	Kearney St.	no plans yet	78		
	Charlie Oewell (Near Burger King)	10167	San Pablo Ave.	no plans yet	83		
	Charlie Oewell (Near Home Depot)	11950	San Pablo Ave.	no plans yet	146		
	Abby Wittman (Near Marty's Motors)	10919	San Pablo Ave.	no plans yet	85		
				\$ 57,426.24			

SAN PABLO AVENUE SPECIFIC PLAN REVIEW PROCEDURE

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

“EMPLOYEE ONLY” HEALTH CARE BENEFIT

ISSUE:

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

FISCAL IMPACT:

The fiscal impact of the proposed changes to the health care benefit amount for “employee only” coverage would be an additional ~\$160/month for each “employee only” opting for Anthem Blue Cross Select instead of Kaiser.

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 December 10, 2020, the Board approved eliminating the Flexible Benefit Plan contribution amount of \$1866 and corresponding cash out amount of \$1000 and, instead, paying for employee health care coverage up to the Kaiser rate or a cash in lieu amount of \$500, and increasing all employee salaries and salary ranges by \$1000.

This health care benefit was loosely based on East Bay Municipal Utility District (EBMUD) health care benefit coverage. EBMUD provides fully paid premiums for “employee only” coverage of Kaiser, Healthnet, and Anthem Blue Cross Classic. Our District coverage covers up to only the Kaiser rate.

RECOMMENDATION:

Approve preparation of a resolution to provide fully paid premiums for “employee only” up to the Anthem Blue Cross Select plan (\$1,015.81).

ALTERNATIVES:

1. Provide staff further direction.

ATTACHMENTS:

- CalPERS 2022 Regional Health Premiums
- East Bay Municipal Utility District (EBMUD) Health Care Benefits Summary

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CalPERS 2022 Regional Health Premiums (Actives and Annuitants)**Effective Date: January 1, 2022****Region 1**

Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tuolumne, Yolo, Yuba

Basic Monthly Premiums (B)

Plan	Subscriber	Plan Code	Party Code	Subscriber & 1 Dependent	Plan Code	Party Code	Subscriber & 2+ Dependents	Plan Code	Party Code
Anthem Blue Cross Del Norte	\$1,057.01	504	1	\$2,114.02	504	2	\$2,748.23	504	3
Anthem Blue Cross Select	1,015.81	506	1	2,031.62	506	2	2,641.11	506	3
Anthem Blue Cross Traditional	1,304.00	509	1	2,608.00	509	2	3,390.40	509	3
Blue Shield Access+	1,116.01	525	1	2,232.02	525	2	2,901.63	525	3
Blue Shield Access+ EPO	1,116.01	524	1	2,232.02	524	2	2,901.63	524	3
Blue Shield Trio*	898.54	451	1	1,797.08	451	2	2,336.20	451	3
Health Net SmartCare	1,153.00	528	1	2,306.00	528	2	2,997.80	528	3
Kaiser Permanente	857.06	533	1	1,714.12	533	2	2,228.36	533	3
PERS Gold	701.23	613	1	1,402.46	613	2	1,823.20	613	3
PERS Platinum	1,057.01	601	1	2,114.02	601	2	2,748.23	601	3
Peace Officers Research Assoc of CA	799.00	592	1	1,725.00	592	2	2,219.00	592	3
UnitedHealthcare Signature Alliance	1,020.28	576	1	2,040.56	576	2	2,652.73	576	3
Western Health Advantage	741.26	591	1	1,482.52	591	2	1,927.28	591	3

Supplement/Managed Medicare Monthly Premiums (M)

Plan	Subscriber	Plan Code	Party Code	Subscriber & 1 Dependent	Plan Code	Party Code	Subscriber & 2+ Dependents	Plan Code	Party Code
Anthem Blue Cross Select Medicare Preferred	\$360.19	455	1	\$720.38	455	2	\$1,080.57	455	3
Anthem Blue Cross Select Medicare Preferred with Dental ¹	360.19	459	1	720.38	459	2	1,080.57	459	3
Anthem Blue Cross Medicare Preferred	360.19	515	1	720.38	515	2	1,080.57	515	3
Anthem Blue Cross Medicare Preferred with Dental/Vision ¹	360.19	512	1	720.38	512	2	1,080.57	512	3
Blue Shield Medicare	353.11	011	1	706.22	011	2	1,059.33	011	3
Blue Shield Medicare with Dental/Vision ²	353.11	016	1	706.22	016	2	1,059.33	016	3
Kaiser Permanente Senior Advantage	302.53	536	1	605.06	536	2	907.59	536	3
Kaiser Permanente Senior Advantage with Dental ³	302.53	542	1	605.06	542	2	907.59	542	3
PERS Gold Medicare Supplement	377.41	616	1	754.82	616	2	1,132.23	616	3
PERS Platinum Medicare Supplement	381.94	605	1	763.88	605	2	1,145.82	605	3
Peace Officers Research Assoc of CA Medicare Supplement	461.00	595	1	919.00	595	2	1,471.00	595	3
UnitedHealthcare Medicare Advantage Edge	347.21	476	1	694.42	476	2	1,041.63	476	3
UnitedHealthcare Medicare Advantage	294.65	579	1	589.30	579	2	883.95	579	3
UnitedHealthcare Medicare Advantage with Dental/Vision ⁴	294.65	585	1	589.30	585	2	883.95	585	3
Western Health Advantage Medicare Advantage	314.94	035	1	629.88	035	2	944.82	035	3

*Blue Shield Trio is only available in El Dorado, Nevada, Placer, Sacramento, Santa Cruz, Stanislaus, and Yolo (partial county served)

¹Dental and Vision coverage is an additional \$38.00 per member per month premium. You will be billed directly for this amount.²Dental and Vision coverage is an additional \$38.00 per member per month premium. You will be billed directly for this amount.³Dental benefit is an additional \$15.05 per member per month premium. You will be billed directly for this amount.⁴Dental and Vision coverage is an additional \$25.55 per member per month premium. You will be billed directly for this amount.

HEALTH BENEFITS

Medical Plans

EBMUD offers Kaiser, Health Net and Anthem Blue Cross Classic plans. Coverage is effective the first day of the month following the hire date for employees and eligible dependents.

KAISER HMO: Premiums are fully paid by EBMUD for employee and their eligible dependents.

HEALTHNET HMO: Single coverage (employee only) is fully paid by EBMUD. Double or family coverage requires the employee pay 15% of the premium cost.

ANTHEM BLUE CROSS CLASSIC PPO: Single coverage (employee only) is fully paid by EBMUD. Double or family coverage requires the employee pay 15% of the premium cost.

Dental Plan (Delta Dental)

Premium is fully paid by EBMUD for employees and eligible dependents.

Vision Plan (VSP)

Premium is fully paid by EBMUD for employees and eligible dependents.

Wellness Programs

EBMUD offers wellness programs and resources designed to promote overall health and well-being. A monthly Wellness Connection Healthy Life Newsletter is sent to all employees. Various seminars on health related topics are regularly presented by benefit providers and employees can participate in basic health testing and risk assessment. There are four on-site fitness facilities accessible to employees.

Flexible Spending Account (FSA)

The FSA gives employees the opportunity to set aside money on a pre-tax basis, for eligible out-of-pocket health care and dependent care expenses.

EBMUD offers supplemental benefit dollars (\$915 effective January 1, 2019) per calendar year to eligible employees, to use as pre-tax FSA or take as taxable cash.

MEDICAL CARE REIMBURSEMENT PLAN (MCRP): Employees can set aside up to \$2,550 per year including EBMUD's supplemental benefits for eligible out of pocket health care expenses such as co-pays for office visits, prescription drugs, eyeglasses, etc. The plan offers a FSA debit card which makes it easy to spend FSA dollars. The FSA debit card pays directly from employees' FSA, therefore eliminates paying out of pocket, filing a claim and waiting for reimbursement.

DEPENDENT CARE ASSISTANCE PLAN (DCAP): Employees can set aside up to \$5,000 per year including EBMUD's supplemental benefits for reimbursement of eligible child care expenses.

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

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 Thursday, September 23, 2021, pursuant to AB 361, the Board approved Resolution No. 2171-0921 authorizing remote teleconferenced meetings for the 30-day period beginning September 23.

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. 2172-1021

RESOLUTION NO. 2172-1021

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 OCTOBER 21 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 21st day of October 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 September 23, 2021, Director Christian-Smith provided a spreadsheet of civic organizations for the Board to review as possible Diversity, Equity, and Inclusion (DEI) outreach opportunities.

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

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		<i>Al</i>
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			
El Cerrito Rec Department and Parks		x			
El Cerrito Recycling Center		?			
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		
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	
Richmond Chamber of Commerce			x (newsletter+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>

STEGE SANITARY DISTRICT
Investment, Cash & Receivables Report

1:05 PM
 10/15/2021

As of September 30, 2021

	<u>September 30, 2021</u>	<u>August 31, 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	6,840,946	7,455,946	-615,000	0	0	-615,000
11014 - System Rehab- 3423	1,011,584	1,011,584	0	0	0	0
Total LAIF Investment Accts	<u>7,852,529</u>	<u>8,467,529</u>	<u>-615,000</u>	<u>0</u>	<u>0</u>	<u>-615,000</u>
Checking Accts						
100 - Mechanics Bank	22,086	14,510	7,576	1,899	-609,323	615,000
100 - County Cash Acct #3418	-6,572	-6,572	0 *	0 *	0	0
Total Checking Accts	<u>15,514</u>	<u>7,938</u>	<u>7,576</u>	<u>1,899</u>	<u>-609,323</u>	<u>615,000</u>
11021 - Petty Cash	250	250	0	0	0	0
Total Checking/Savings	<u>7,868,294</u>	<u>8,475,718</u>	<u>-607,424</u>	<u>1,899</u>	<u>-609,323</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	33,952	34,121	-169			
Total Accounts Receivable	<u>33,952</u>	<u>34,121</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

10/15/2021

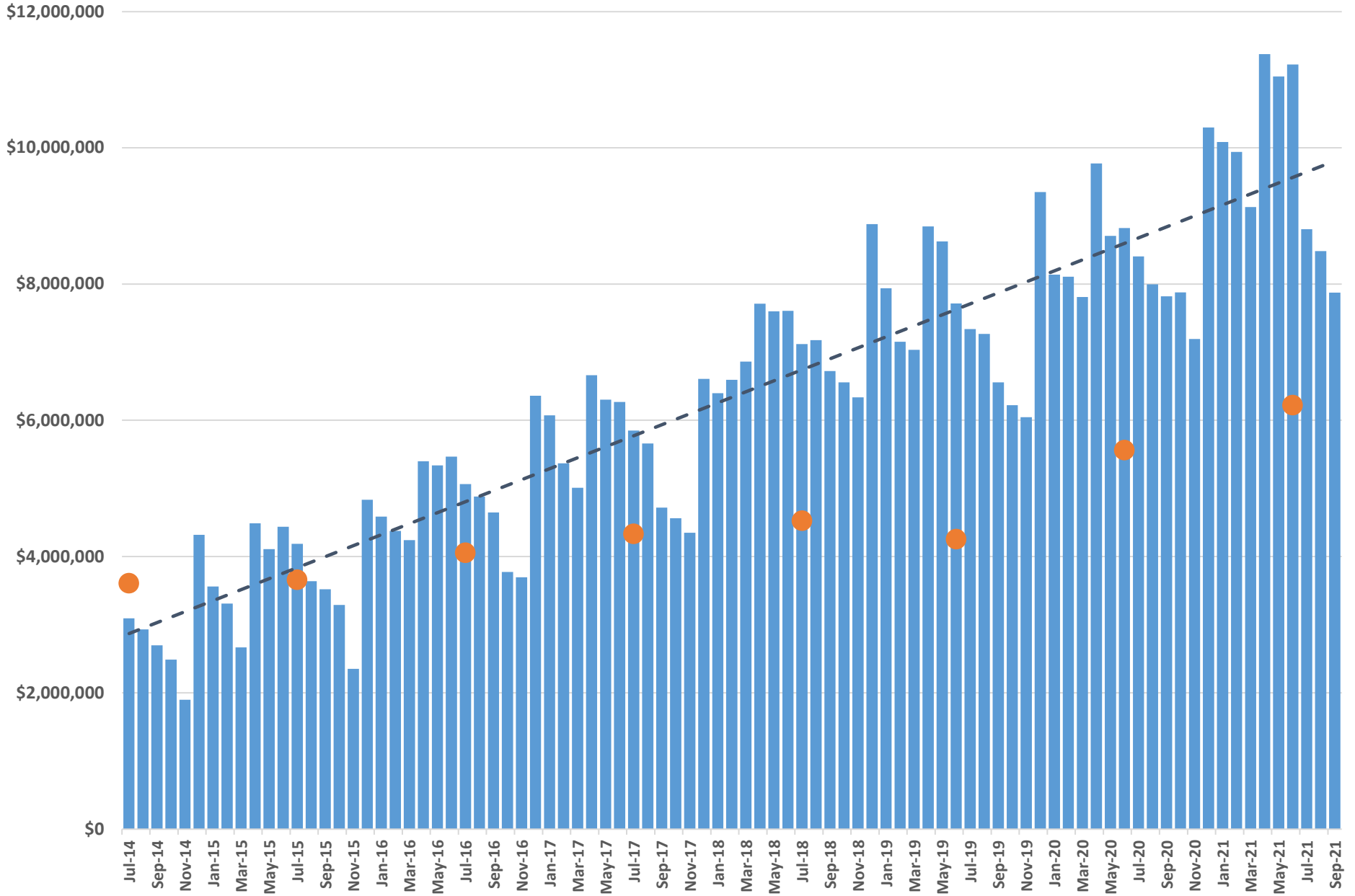
September 2021

25.21% of Fiscal year Completed

	July- September 2021	Annual Budget	% of Annual Budget
Income			
31 - OPERATING REVENUE			
31010 - Sewer Service Charges	-	3,149,000	0%
31020 - Permit & Insp. Fees	3,510	12,000	29%
31030 - Connection Fees	2,196	150,000	1%
31040 - San Pablo Impact Fee	-	250,000	0%
31080 - Contracted Services	-	30,000	0%
31010a - Capital Service Charges	-	3,149,000	0%
Total 31 - OPERATING REVENUE	5,706	6,740,000	0%
32 - NON-OPERATING REVENUE			
32050 - Interest - 3418	-	50,000	0%
32052 - Interest - 3423	-	15,000	0%
32080 - Property Taxes	-	400,000	0%
32085 - Insurance Dividend	-	-	0%
32090 - Miscellaneous	-	21,000	0%
Total 32 - NON-OPERATING REVENUE	-	486,000	0%
Transfer (to)/from Reserves	-	2,227,836	0%
Total Income	5,706	9,453,836	0%
Expense			
OPERATING EXPENSES			
Administration/General			
45-010 - Salaries & Wages	57,750	240,000	24%
45-020 - Employee Benefits	77,634	137,440	56%
45-029 - Retiree Health	2,665	13,600	20%
45-030 - Directors Expenses	4,825	39,888	12%
45-070 - Insurance	54,602	204,900	27%
Administration - Other	25,844	259,000	10%
Total Administration	223,319	894,828	25%
Maintenance/Engineering			
41-010 - Salaries & Wages	287,026	1,189,460	24%
41-020 - Employee Benefits	144,686	505,621	29%
41-029 - Retiree Health	2,652	11,900	22%
41-100 - Operating Supplies	2,526	40,000	6%
41-110 - Contractual Services	70,585	98,100	72%
41-207 - Contracted Repairs	-	68,000	0%
Maintenance- Other	45,937	314,267	15%
Total Maintenance/Engineering	553,412	2,227,348	25%
Pump Stations	23,313	16,460	142%
Total OPERATING EXPENSES	800,044	3,138,636	25%
CAPITAL			
41-650 - Debt Repayment (SRF Loans)	-	148,200	0%
Construction Projects	552,643	5,667,000	10%
Outlay(Maintenance/Engineering)	50,000	500,000	10%
Total CAPITAL	602,643	6,315,200	10%
Total Expense	1,402,687	9,453,836	15%
Net	(1,396,981)	0	

Monthly Cash on Hand vs. Target Balance

■ Unrestricted Cash On Hand ● Target Balance - - - Cash On Hand Trendline





BETTY T. YEE
California State Controller

**LOCAL AGENCY INVESTMENT FUND
 REMITTANCE ADVICE**

Agency Name	STEGE SANITARY DISTRICT
Account Number	70-07-002

As of 10/15/2021, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 09/30/2021.

Earnings Ratio		.00000661958813242
Interest Rate		0.24%
Dollar Day Total	\$	818,804,120.54
Quarter End Principal Balance	\$	7,852,529.34
Quarterly Interest Earned	\$	5,420.15

The

California Employer's Retiree Benefit Trust (CERBT)

Quarterly Statement

was not available in time to be included in the Board agenda packet, but will be provided, if ready, at the

Board meeting.

11:07 AM	STEGE SANITARY DISTRICT			
10/15/2021	Check Report			
Accrual Basis	October 21, 2021			
	Name	Memo	Amount	Num
Oct 21, 21				
	Aramark Uniform Services	Uniform Services	-804.74	27301
	City of El Cerrito	Bioswale Inspection	-428.00	27302
	Clark Pest Control	Pest Control	-145.00	27303
	D'Arcy & Harty Construcion	Retainage	-133,489.72	27304
	DATCO	Oct-Dec 2021	-117.00	27305
	Direct Line	Answering Service 09/01-30/21	-106.00	27306
	Dormatech Mechanical Systems, INC	Quarterly HVAC Maintenance	-600.00	27307
	Exxonmobil	Gas	-376.86	27308
	Herc Rentals	Bypass Pump Rental	-2,794.50	27309
	Mobile Fleetcare	Vehicle Maintenance	-470.00	27310
	Mosto Construction	Retainage	-11,257.11	27311
	Nakano Landscape	Landscaping ep 2021	-290.00	27312
	Pastime Hardware	Maintenance Supplies	-12.12	27313
	PG&E- #0103467151-9	Burlingame Pump Station	-210.68	27314
	PG&E- #0607499583-5	Canon Pump Station	-82.44	27315
	PG&E- #6675831511-4	Office/Shop	-877.73	27316
	Pump Repair Service Co.	Burlingame Pumpstation Repairs	-15,554.72	27317
	Reserve Account	Postage	-200.00	27318
	Sierra Electric	Burlingame Pumpstation Repairs	-3,165.00	27319
	TelePacific Communications	Office Phones	-1,172.67	27320
	Underground Service Alert	811 Fees	-4,061.10	27321
	Universal Building Services	Janitorial Service Sep	-393.00	27322
	Xerox Financial Services	Copier Lease Payment 9/03-11/02	-532.26	27323
Oct 21, 21			-177,140.65	

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
1/13/2022 – 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