

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA  
APRIL 6, 2023 @7:00 P.M.  
www.stegesan.org • staff@stegesan.org

\*\*\*\*\* 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](http://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](mailto: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 2449, 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 March 16, 2023 Board Meeting Minutes  
(The Board will review and consider approval of the minutes)

Info/Motion: **V. Communications**

- A. Oral Communications
1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings
    - a. City & Community Meetings
- B. Written Communications
1. City of El Cerrito/WorldOne 4th of July Festival Sponsor Request and Vendor Application
  2. CASA Email – AB 759 (Grayson) Passes Through Assembly Committee on Local Government

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

- A. Manager's Report
1. Board Training Summary
  2. Pump Station Weekly Run Times Chart
  3. AB 1337 (Wicks) State Water Resources Control Board: Water Shortage Enforcement
  4. Energy Microgrids
  5. PG&E HVAC Rebate Incentives
  6. CSDA On-Demand Webinar - Diversity and Inclusion: Why It Matters for Leaders (Implicit Bias)

Info/Motion: **VII. Business**

- A. California Water/Wastewater Agency Response Network (CalWARN) Presentation  
(The Board will receive a presentation from CalWARN Coastal Region II Chair, Director Gilbert-Snyder)

Info/Motion: **VIII. Approval of Checks**

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- A. Checks for April 6, 2023 - Fund No. 3418 & 3423  
(The Board will be asked to approve the checks)

Info:

**IX. Future Agenda Items**

**April 20, 2023**

Draft Budget

Employee Benefits Package

July 4<sup>th</sup> Fair Discussion

Quarterly Financial Statements

San Pablo Avenue Specific Plan Area Status Report

CLOSED SESSION – Quarterly Claims Report

+*AD-Hoc Committees*

+*Rescinding Mandatory COVID Vaccinations or Testing*

**May 4, 2023**

Draft Budget

Review of Comparable Agencies

July 4<sup>th</sup> Fair Discussion

Appointment of Labor Negotiator

CLOSED SESSION – Conference with Labor Negotiator

**X. Adjournment**

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on April 20, 2023 at 7:00 P.M., at the District Board Room, 7500 Schmidt Lane, El Cerrito, CA.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF MARCH 16, 2023  
 TIME OF MEETING: 7:00 P.M.  
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

\*\*\*\*\* **MINUTES** \*\*\*\*\*

**I. Call To Order:** President Christian-Smith called the meeting to order at 7:00 P.M.

**II. Roll Call:** Present: Beach, Gilbert-Snyder, Merrill, O’Keefe, Christian-Smith  
 Absent: None  
 Others Present: Rex Delizo, District Manager  
 Kristopher Kokotaylo, District Counsel

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

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

**IV. Approval of Minutes**

A. Approval of Minutes of February 16, 2023 Board Meeting

MOTION: By O’Keefe, seconded by Gilbert-Snyder, to approve the minutes of the February 16, 2023 Board Meeting

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

B. Approval of Minutes of March 4, 2023 Long Range Planning Workshop

MOTION: By Gilbert-Snyder, seconded by Beach, to approve the minutes of the March 4, 2023 Long Range Planning Workshop

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
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VOTE: AYES: Beach, Gilbert-Snyder, Merrill, O’Keefe, Christian-Smith  
 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

Director Christian-Smith, reported on her attendance at a legislative roundtable with Assemblymember Buffy Wicks and, per Assemblymember Wicks’ request, asked staff to add support of AB 1337 for consideration at a future Board meeting.

**B. Written Communications**

1. CSDA Action Alert: Support AB 557 to Extend Authorization of Emergency Remote Meetings

The Board reviewed and considered the request for support of AB 557 to extend authorization of emergency remote meetings.

MOTION: By O’Keefe, seconded by Beach, to submit a letter of support for AB 557

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

2. Contra Costa LAFCO - 2023 Special District Election Announcement

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The Board reviewed and considered the announcement of a vacant special district seat on Contra Costa LAFCO, call for nominations, and request for names of voting delegates.

MOTION: By Gilbert-Snyder, seconded by O’Keefe, to designate President Christian-Smith as the voting delegate and Vice President Gilbert-Snyder as the alternate

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

3. Director Merrill Letter – Honoring Native Constituents

The Board received the letter and asked staff to file the letter for later consideration during DEI discussions.

**VI. Reports of Staff and Officers**

A. Attorney’s Report:

Kokotaylo reported on cyber security best practices, policies, and procedures that he can work with the Manager on implementing.

B. Manager’s Report:

1. Monthly Maintenance Summary Report

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

2. Monthly Report of Sewer Replacements and Repairs

The Manager reported on the single repair payment made in February.

3. Consent Decree Quarterly Status Report

The Manager reported no issues with meeting the District’s Consent Decree minimum requirements for the fiscal year.

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4. Draft Action Plan

The Manager reported on the draft Action Plan from the Long Range Planning Workshop held on March 4, 2023.

5. Draft Strategic Plan

The Manager reported on the amended Strategic Plan as requested at the Long Range Planning Workshop held on March 4, 2023.

6. Regional Technical Support Program (RTSP) – Private I/I Source Log

The Manager reported on the RTSP Private I/I Source Log as requested at the Long Range Planning Workshop held on March 4, 2023.

7. USEPA Consent Decree – Capacity Assurance Monitored Locations

The Manager reported on the list of monitored capacity assurance locations from the Consent Decree as requested at the Long Range Planning Workshop held on March 4, 2023.

8. Burlingame Pump Station Flow Data

The Manager reported on the Burlingame pump station flow data as requested at the Long Range Planning Workshop held on March 4, 2023.

The Board asked staff to provide a longer view for both the Burlingame and Canon Pump Station.

9. DEI Training and Education Opportunities

The Manager reported on the DEI Training and Education Opportunities as requested at the Long Range Planning Workshop held on March 4, 2023.

10. Form 700 Reminder

The Manager reminded the Board to file their Form 700s by the April 3<sup>rd</sup> deadline.

**VII. Business**

A. California Employer's Retiree Benefit Trust (CERBT) Fund Disbursement

The Board decided to pay the retiree medical payments and contribute ~\$256 into the California Employers' Retiree Benefit Trust (CERBT) fund.

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MOTION: By O’Keefe, seconded by Merrill, to pay retiree medical payments and contribute the excess portion of the Annual Required Contribution (ARC) estimated to be \$256 into the CERBT Fund

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

B. Professional Auditing Services – Request for Proposals (RFP)

The Board approved issuing the RFP for Professional Auditing Services.

MOTION: By Merrill, seconded by Gilbert-Snyder, to authorize staff to issue the RFP for professional auditing services, as amended

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

**VIII. Monthly Financial Statements**

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

The financial statements were reviewed by the Board. The Board approved moving forward with the Time Value Investments (TVI) option of laddered certificate of deposits (CDs) and asked staff to prepare a resolution for consideration at a future Board meeting.



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**IX. Approval of Checks**

A. Checks for March 16, 2023 – Fund No. 3418 & 3423.

MOTION: By O’Keefe, seconded by Merrill, to approve payment of the bills, Check Nos. 28068 through 28109 in the amount of \$160,391.53

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

**X. Future Agenda Items**

**April 6, 2023**

Board Training Summary  
 +*CalWARN Presentation*  
 +*DEI training*  
 +*PG&E Energy Incentives*  
 +*Energy Microgrids*  
 +*Support of AB 1337*

**April 20, 2023**

Draft Budget  
 Employee Benefits Package  
 July 4<sup>th</sup> Fair Discussion  
 Quarterly Financial Statements  
 San Pablo Avenue Specific Plan Area Status Report  
 CLOSED SESSION – Quarterly Claims Report  
 +*AD-Hoc Committees*  
 +*Rescinding Mandatory COVID Vaccinations*

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
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**CLOSED SESSION**

**Public Employment Performance Evaluation**

Gov. Code § 54957

Title: District Manager

The Board entered into closed session at 8:42 P.M. and returned to open session at 8:58 P.M. President Christian-Smith announced the Board had taken no reportable actions.

**XI. Adjournment**

The meeting was adjourned at 8:59 P.M. The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on April 6, 2023 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, CA.

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Rex Delizo  
STEGE SANITARY DISTRICT  
Secretary



Rex Delizo  
Stege Sanitary District  
[rexd@stegesana.org](mailto:rexd@stegesana.org)

March 23, 2023

Dear Rex:

Thanks to your support, last year we saw the return of El Cerrito's largest annual event, the City of El Cerrito & worldOne 4<sup>th</sup> of July Festival. For years, the festival has been an award-winning event and a hometown institution. It has been a day to not only celebrate our country, but also celebrate our city and connect our community. The 4<sup>th</sup> of July Festival is admission free and features high quality musical performances on the worldOne Stage, family entertainment, opportunities for civic engagement, great food and more.

Generous donations, and sponsorships from community members, local businesses, and a grant from the City's Public Arts Fund made the 2022 4<sup>th</sup> of July Festival possible. Thank you for your past sponsorship! Through these efforts, over \$65,000 was raised. It is the City's goal to continue these fundraising efforts in 2023 to make sure the 4<sup>th</sup> of July Festival comes back year after year and remains fiscally sustainable and accessible to all.

Please consider contributing to this popular event for another year so your local customers and neighbors can celebrate in 2023. In exchange for your contribution, we are happy to provide benefits that highlight your support and generosity to the El Cerrito community and beyond. Attached you will find the sponsorship levels and details on the included benefits for each level-- all designed to increase your visibility and branding opportunities. Our goal is to raise \$50,000 in local funds, through sponsorships and individual donations. Funds collected can only be used for the current or future 4<sup>th</sup> of July events. Donations to the City of El Cerrito may be tax deductible.

Your continued support will help to ensure that this event continues to provide an opportunity for the community to come together to celebrate with our neighbors, family, and friends in 2023 as well as in the years to come.

Thank you for your consideration,

Paul Fadelli  
El Cerrito Councilmember

Gabriel Quinto  
El Cerrito Councilmember

Christopher Jones  
Recreation Director



# Sponsor the 2023 4th of July Festival



Sponsorship Benefit	Presenting \$10,000	Fireworks \$5,000	Stars & Stripes \$2,500	Blue \$1,000	Red \$500	White \$300
Certificate of Appreciation	✓	✓	✓	✓	✓	✓
Listed as Sponsor on City Website & at Event	✓	✓	✓	✓	✓	✓
Logo on Website with Link to your Website	✓	✓	✓	✓	✓	
Social Media Acknowledgement	✓ x5	✓ x4	✓ x3	✓ x2	✓ x1	
Logo with Link to Your Website in Rec Dept E-News	✓ x5	✓ x4	✓ x3	✓ x2	✓ x1	
Recognition on 88.1KeCg97.7 Radio	✓ x5	✓ x4	✓ x3	✓ x2	✓ x1	
Your Stand Alone Banner at Event	✓	✓	✓	✓		
Included on Press Release Announcing Sponsors	✓	✓	✓	✓		
Recognition and Award at City Council Meeting	✓	✓	✓			
Vendor Booth at Event	✓	✓	✓			
1/4 Page Ad in rECguide	✓ x3	✓ x2	✓ x1			
worldOne Stage Annoucement at Festival	✓ x3	✓ x2	✓ x1			
Logo on Event Map	✓	✓				
Logo on all Marketing & Promotion	✓	✓				
Main Stage Sponsorship Banner	✓	✓				
Logo on Event Signage	✓					
Event Area Naming Rights	✓					

**Ask us about festival naming rights.**

**Questions? Email [recreation@ci.el-cerrito.ca.us](mailto:recreation@ci.el-cerrito.ca.us)**

**Thank you for your consideration!**

## Support the 4th of July Festival

For many, the annual City of El Cerrito/worldOne July 4th Festival has been a chance to celebrate amongst high-flying banners, world-class music, food, friends, and more. Last year, thanks to our many sponsors and donors, the festival returned with great success!

The City is now seeking proud sponsorship from businesses and organizations, as well as individual donations from the community for our 2023 festival. Our goal is to reach \$50,000 in raised funds that will allow the event to continue to be admission free, support high quality musical performances and family entertainment such as rides and bounce houses, and keep costs low for participating non-profits and civic organizations.

Donations to the City of El Cerrito may be tax-deductible and will only be used for the 2023, or future, 4th of July Festival.



## Become a 2023 Sponsor Today

Interested in sponsoring the festival? Submit your contribution today along with the below information. Checks can be made payable to "City of El Cerrito" and remitted to the El Cerrito Community Center at 7007 Moeser Lane, El Cerrito, CA, 94530.

Contact Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Sponsorship Level: \_\_\_\_\_





Dear Potential Vendor,

Plans are progressing for El Cerrito's largest community gathering the annual **City of El Cerrito/worldOne 4<sup>th</sup> of July Festival**. The event will be held on **Tuesday, July 4, 2023, from 11am to 5pm at Cerrito Vista Park, 950 Pomona Ave in El Cerrito**. We invite you to share in the excitement with a Family Fun Zone, Main Stage entertainment, lots of great food and much more!

The City of El Cerrito/worldOne 4<sup>th</sup> of July Festival is an award-winning event and a hometown institution. If you are interested in participating in the 2023 Festival, please note the following information as you complete your application:

- Booth space is limited.
- Electricity is not available.
- Vendor is required to have a 10' x 10' canopy. *\*If canopies don't adhere to the 10'x10' guideline, vendors will need to take their canopy down.*
- Tables and Chairs are not provided or available for use. You must bring your own.
- All vendor booths must use paper bags for bagging merchandise sales. No single-use plastic foodware or bags are allowed.
- Booth space must be staffed throughout the duration of the event, 11am-5pm.
- Once your application is received and accepted, there are no refunds. The event takes place rain or shine.

Completed application and payment are **due by Monday, May 15, 2023**, to receive early bird pricing. **Fees increase May 16<sup>th</sup>**. **Applications will be accepted until Thursday, June 8, 2023, space permitting**. Priority of acceptance will be based on receipt of your payment and completed application.

Applications may be submitted online, [www.el-cerrito.org/July-4th Festival](http://www.el-cerrito.org/July-4th%20Festival) , by mail or in person at the El Cerrito Community Center, 7007 Moeser Lane during regular business hours, M-Th 9am-5pm.

Mail applications to:  
**City of El Cerrito/worldOne 4<sup>th</sup> of July Festival**  
**Attn: Bridget Cooney**  
**7007 Moeser Lane, El Cerrito, CA 94530**

If you have questions or would like additional information, please contact Bridget Cooney at 510-559-7008 or email: [bcooney@ci.el-cerrito.ca.us](mailto:bcooney@ci.el-cerrito.ca.us) .

Bridget Cooney  
Recreation Supervisor, City of El Cerrito  
[bcooney@ci.el-cerrito.ca.us](mailto:bcooney@ci.el-cerrito.ca.us)  
(510) 559-7008



**VENDOR CATEGORIES:**

**Non-Profit 501(c)3 Organization Vendor:**

- Information booth for non-profit groups, camps, schools, churches, social services, government. Must present 501C3 letter to be eligible.

<b>Non-Profit 501(c)3 Organization 10'x10' Booth Location</b>	<b>Early Bird Fee (On or before 5/15/23)</b>	<b>FEE (5/16/23 or after)</b>
<b>Pomona Ave</b>	<b>\$65</b>	<b>\$75</b>
<b>Cerrito Vista Park</b>	<b>\$90</b>	<b>\$100</b>

**Home Based Business Vendor:**

- Home-based businesses including Arts and Crafts vendors.

<b>Home Based Business 10'x10' Booth Location</b>	<b>Early Bird Fee (On or before 5/15/23)</b>	<b>FEE (5/16/23 or after)</b>
<b>Pomona Ave</b>	<b>\$85</b>	<b>\$95</b>
<b>Cerrito Vista Park</b>	<b>\$140</b>	<b>\$155</b>

**Product & Commercial Vendor:**

- Multi-level businesses like Mary Kay, Arbonne, Tupperware, Body Art, etc.
- Commercial businesses like medical, financial, dental, insurance, auto, real estate, etc.

<b>Product &amp; Commercial 10'x10' Booth Location</b>	<b>Early Bird Fee (On or before 5/15/23)</b>	<b>FEE (5/16/23 or after)</b>
<b>Pomona Ave</b>	<b>\$185</b>	<b>\$205</b>
<b>Cerrito Vista Park</b>	<b>\$260</b>	<b>\$280</b>



**2023 City of El Cerrito/worldOne 4<sup>th</sup> of July Festival Vendor Application**

<b>Contact Name:</b>			
<b>Group/Organization /Business Name:</b>			
<b>Cell Phone:</b>		<b>Alternate Phone:</b>	
<b>email:</b>			
<b>Mailing Address:</b>	<b>Street Address:</b>		
	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>What will you be displaying/selling?</b>			
<b>Interactive element at your booth (describe):</b>			
<b>If fundraising, what will you be selling? (e.g., t-shirts, artwork, etc.)</b>			

<b>501(c)3 Number Tax ID Number:</b>
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VENDOR CATEGORY & LOCATION	# of 10'x10' BOOTH SPACES	EARLY BIRD FEES (paid on or before 5/15/23)	FEES (5/16/23 or after)	TOTAL DUE:
Non-Profit 501(c)3 organization Vendor Pomona Ave		\$65	\$75	
Non-Profit 501(c)3 organization Vendor Cerrito Vista Park		\$90	\$100	
Home Based Business Vendor Pomona Ave		\$85	\$95	
Home Based Business Vendor Cerrito Vista Park		\$140	\$155	
Product & Comercial Vendor Pomona Ave		\$185	\$205	
Product & Comercial Vendor Cerrito Vista Park		\$260	\$280	

<b>Date received:</b>	<b>Amount Paid:</b>	<b>Receipt #:</b>
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**Official Policies & Procedures for 2023 City of El Cerrito/worldOne Vendors**

**Please read and initial the items below in acknowledgment of festival policies.**

1. **Initial:** \_\_\_\_\_ **WAIVER AND LIABILITY RELEASE:** To the extent permitted by law, I hereby absolve the City of El Cerrito (City), its employees, agents, contractors, and volunteers from all liability that may arise as the result of participating in the El Cerrito Recreation Department (Department) programs and events. I recognize and acknowledge that there are certain risks inherent in participation in Department programs and events and I agree to assume the risk of accident or injury sustained in connection with the program. I realize that the city is not responsible for lost or stolen articles. I understand that participants in City programs do so at their own risk and the City does not provide accident insurance. **COVID-19:** I acknowledge that the possibility of COVID-19 transmission cannot be eliminated. To that extent, I waive and release the city from all claims, causes of action, allegations, or assertions that may arise relating to infection of any person by COVID-19 that occurs, or is alleged to occur, as a result of participating in Department programs and events.
2. **Initial:** \_\_\_\_\_ The City of El Cerrito/worldOne 4<sup>th</sup> of July Festival will take place on **Tuesday, July 4, 2023**, from **11am–5pm**. The 4<sup>th</sup> of July/worldOne Festival takes place rain or shine. There will be no refunds due to inclement weather. Unless the City cancels this event in advance, the City/worldOne will not be liable for refunds or any other liabilities whatsoever for a) any items left, lost, or stolen, and b) failure to fulfill this contract due to acts of nature, statutes, ordinances, or any legal authority, or any other cause beyond the City’s control. Remember: this event happens regardless of weather.
3. **Initial:** \_\_\_\_\_ All Vendors are required to supply their own tent or canopy, tables, and chairs. It is the sole obligation of the City of El Cerrito/worldOne to provide only a 10’ x 10’ booth space. Booth location assignments are at the discretion of Festival Management. All displays, merchandise, equipment, and staff must be contained within the assigned booth space. Electricity is not provided. No amplified music. Vendor agrees that no food, candy, or drinks may be sold, sampled, or handed out. Walking the grounds to sell merchandise or hand out information/product is prohibited. All pertinent Fire Codes, laws, ordinances, and regulations pertaining to health, fire prevention, and public safety shall be strictly obeyed. Nothing shall be nailed, stapled, taped, or otherwise affixed to any community or private property. Vendors may purchase an additional 10’x10’ booth space if desired. 10’x20’ booth space is based upon availability.
4. **Initial:** \_\_\_\_\_ Vendors are responsible for delivery; handling, erection and removal of their own displays and equipment. **All vehicles must vacate the vendor areas by 10am on the day of the event.** Traffic will flow one way on Pomona Ave. Enter by going east on Moeser Lane and turning right on Pomona Ave or slight right to enter Cerrito Vista Park. **Vendors must stop selling by 5pm. Vehicles will not be allowed to enter Pomona Ave or Cerrito Vista Park until 5:30pm or until the El Cerrito Police Department has given an “All Clear”.** Vendors must retrieve their vehicles, pack up and be off the site by 6:30pm.
5. **Initial:** \_\_\_\_\_ Booth space must be occupied as assigned and be open and staffed during all regular festival hours: **11am-5pm, Tuesday, July 4, 2023.** In the event the Vendor shall not occupy, or staff said space, the City is expressly authorized to occupy, or cause said space to be occupied in such a manner as it may deem best for the interest of the festival without any refunds or allowance whatsoever to the Vendor and without anyway releasing the Vendor from any liability there under. Vendor may not sublet or apportion their booth space.
6. **Initial:** \_\_\_\_\_ Vendor agrees to allow the City of El Cerrito to take photos of the booth and product during the event for no additional compensation. Photos taken may be used in City of El Cerrito promotions.
7. **Initial:** \_\_\_\_\_ **Payment Terms: Applicants must submit payment with their application for booth space. Applications received without full payment & required forms will not be considered and will be returned to sender.**

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**From:** Spencer Saks <ssaks@casaweb.org>  
**Sent:** Wednesday, March 29, 2023 3:25 PM  
**To:** Jessica Gauger <jgauger@casaweb.org>  
**Subject:** AB 759 (Grayson) Passes Through Assembly Committee on Local Government

Good afternoon CASA Sanitary District Members,

Today we are happy to share that AB 759 (Grayson) passed through the Assembly Local Government Committee after negotiating amendments with the Chair. The bill was passed as amended with a unanimous vote of 8-0. We appreciate the support that you all have shown towards this bill to modernize accounting procedures at Sanitary Districts. We have attached the Asm. Local Government Committee Bill Analysis to this email. The accepted Committee amendments include safeguards to ensure transparency in accounting practices. These committee amendments would allow sanitary districts to adopt procedures that align with their current practices while maintaining the check register being sent to the Board for review. The amended bill will be print in the next couple of days.

Please let us know if you have any questions.

Thank you,

Spencer Saks | Legislative & Regulatory Analyst



CA Association of Sanitation Agencies  
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Date of Hearing: March 29, 2023

ASSEMBLY COMMITTEE ON LOCAL GOVERNMENT  
Cecilia Aguiar-Curry, Chair  
AB 759 (Grayson) – As Introduced February 13, 2023

**SUBJECT:** Sanitary districts.

**SUMMARY:** Makes changes to the requirements dictating how sanitary districts expend funds. Specifically, **this bill:**

- 1) Repeals the following requirements:
  - a) That the treasurer pay out money of the district only upon written order of the board, signed by the president and countersigned by the secretary.
  - b) The order shall specify the name of the person to whom the money is paid, the fund from which it is to be paid, and shall state generally the purpose for which the payment is to be made.
  - c) The order shall be entered in the minutes of the board.
- 2) Specifies that the treasurer, or other person or persons that are authorized by the board, shall draw checks or warrants to pay demands when demands have been approved in the manner prescribed by the board.
- 3) Removes the following requirements for when the district board has elected to disburse funds of the district:
  - a) Funds shall be withdrawn only by written order of the district board and signed by the president and secretary.
  - b) The order shall specify the name of the payee, the fund from which it is to be paid and state generally the purpose for which payment is to be made.
  - c) Such order shall be entered in the minutes of the Board.
- 4) Specifies that, for when the district board has elected to disburse funds of the district, the district board shall appoint a treasurer who shall be responsible for the deposit and withdrawal of funds of the district, in the manner prescribed by the board.

**EXISTING LAW:**

- 1) Establishes the Sanitary District Act and prescribes organization, operations, management, and other powers and duties of sanitary districts. [Health and Safety Code (HSC) § 6400 et. seq.]
- 2) Defines “treasurer” as the treasurer of the county or counties in which a district is located. (HSC § 6405)

- 3) Specifies that, in a fund called the “running expense fund of \_\_\_\_\_ Sanitary Districts” the treasurer shall place and keep the money levied by the board for that fund. (HSC § 6792)
- 4) Requires the treasurer to pay out money of the district only upon written order of the board, signed by the president and countersigned by the secretary. The order shall specify the name of the person to whom the money is to be paid, the fund from which it is to be paid, and shall state generally the purpose for which the payment is to be made. (HSC § 6794)
- 5) Requires the treasurer to keep the order as the voucher, and keep a specific account of receipts and disbursements for the district. (HSC § 6795)
- 6) Authorizes the board, as an alternative to the functions of the treasurer, to disburse funds of the district. Such election shall be made by resolution of the board and the filing of a certified copy thereof with the treasurer. The treasurer shall thereupon and thereafter deliver to the district all funds of the district. Such funds shall be deposited by the board in a bank or banks, or savings and loan association or savings and loan associations, approved for deposit of public funds and shall be withdrawn only by written order of the district board, signed by the president and secretary. The order shall specify the name of the payee, the fund from which it is to be paid and state generally the purpose for which payment is to be made. Such order shall be entered in the minutes of the board. The district board shall appoint a treasurer who shall be responsible for the deposit and withdrawal of funds of the district. The treasurer shall deposit with the district, prior to October 1st of each year, a surety bond in the annual amount fixed by the district board. The deposit and withdrawal of funds of the district shall thereafter be subject existing law. (HSC § 6801)

**FISCAL EFFECT:** None.

**COMMENTS:**

- 1) **Sanitary Districts.** According to the California Association of Sanitation Agencies, there are approximately 77 sanitary districts in California. Most sanitary districts have boards of directors composed of five members, directly elected by voters throughout the district. A sanitary district may acquire, plan, construct, reconstruct, alter, enlarge, lay, renew, replace, maintain, and operate garbage dumpsites and garbage collection and disposal systems, sewers, drains, septic tanks, and sewerage collection, outfall, treatment works and other sanitary disposal systems, and storm water drains and storm water collection, outfall and disposal systems, and water recycling and distribution systems, among other authorizations.
- 2) **District Funds.** Each independent special district varies in size and type of service it provides. Some independent special districts’ governing boards designate their own treasurers. Other districts use the county treasurer as the district’s treasurer. For special districts that use the county treasurer, the process for paying bills can be lengthy and expensive. Sanitary districts were required to utilize the county until 1959. AB 547 (Masterson and Waldie), Chapter 160, Statutes of 1959, allowed a sanitary district board, by resolution, filed with the county treasurer, to disburse district funds. The bill also required that the county treasurer deliver all district funds to the district for deposit in a bank approved for the deposit of public funds, to be withdrawn only by written order of the district board.

The author of AB 547 wrote to the governor that the bill, “provides an alternative system similar to that in the Community Services District Act for the district. At present, districts of large size with a great volume of warrant payments must travel to the County Auditor to have each warrant issued. The Auditor has no control over disbursements except to determine if funds are available. This bill permits the district to deposit and withdraw funds in a local institution approved for deposit of public funds.”

- 3) **Bill Summary and Author’s Statement.** Existing law generally requires expenditures of district funds to be made upon written order of the sanitary district’s board. This bill authorizes funds to be expended in a manner prescribed by the district’s board. The California Association of Sanitation Agencies is the sponsor of this bill.

According to the author, “AB 759 is a simple bill that would allow the Board of a Sanitation District to establish their own protocols to authorize funds that better reflect current business practices. This bill updates outdated provisions of the Sanitary District Act of 1939 which currently requires the Board President of a Sanitation District to approve check registers at a Board Meeting before a payment can be dispersed. In most cases, the check registers being ‘approved’ at meetings are for payments that have already been issued. Having to go through these extra steps impede the ability to maintain a reasonable flow of public business. This is a simple governance approach that would cut through red tape and allow district operations to run more efficiently, and would bring sanitation districts in parity with other local agencies and special districts who have already been granted the same authority.”

- 4) **Policy Consideration.** Many laws governing sanitary districts have not been updated in decades and did not anticipate changes such as electronic payments and the Internet. While this bill seeks to bring a portion of the Sanitary District Act into the 21<sup>st</sup> century, the potential for fraud and abuse still exists. Each sanitary district varies in size and the services they provide. The budgeting practices also vary from district to district, and supporters contend that any new authority to expend funds should be workable within an approved budget regardless of differing budget practices. Board approval of deposits, withdrawals, and expenditure of funds preserves transparency and accountability. However, in a time where payments frequently need to be made quickly, and often electronically, some sanitary districts proclaim that the modern business climate requires sanitary districts to issue payments in a more timely manner. Waiting to issue payments until after a district board meets impedes the ability to maintain the efficient flow of public business.

While some types of local agencies have more flexibility, many either require board approval to expend funds, or are authorized to expend funds without board approval if the expenditure conforms to the approved agency budget. These requirements allow for limited discretion but ensure a layer of board oversight if an expenditure is outside of the budgetary parameters already approved by the board. The bill instead allows sanitary districts to expend funds in a manner prescribed by the board, potentially removing any requirement that the board approve expenditures. The Committee may wish to consider if this bill contains sufficient protections to ensure the responsible expenditure of taxpayer funds.

- 5) **Committee Amendments.** In response to the policy consideration above, the Committee may wish amend the bill as follows:

~~6794. The treasurer, or other person or persons that are authorized by the board, shall draw checks or warrants to pay demands when demands have been approved in the manner prescribed by the board.~~

**6794. (a) The treasurer, or other person or persons that are authorized by the board, shall draw checks or warrants to pay demands when demands have been approved by the board and signed by the president and secretary.**

**(b) Notwithstanding subdivision (a), the board may adopt a procedure that provides for checks or warrants to pay claims and demands without approval by the board of directors before payment if the district treasurer determines that the demands are payable within the district's approved budget. The procedure shall contain appropriate internal controls with measures to prevent fraud and ensure accountability, and which are necessary for financial reporting in conformance with generally accepted accounting principles. Demands so paid shall be presented to the board of directors at the next regular meeting for review. Demands exceeding the district's approved budget shall be subject to board approval.**

6801. (a) As an alternative to the functions of the treasurer, the district board may elect to disburse funds of the district. Such election shall be made by resolution of the board and the filing of a certified copy thereof with the treasurer. The treasurer shall thereupon and thereafter deliver to the district all funds of the district. Such funds shall be deposited by the board in a bank or banks, or savings and loan association or savings and loan associations, approved for deposit of public funds. ~~The district board shall appoint a treasurer who shall be responsible for the deposit and withdrawal of funds of the district, in the manner prescribed by the board.~~ The treasurer shall deposit with the district, prior to October 1st of each year, a surety bond in the annual amount fixed by the district board. The deposit and withdrawal of funds of the district shall thereafter be subject to the provisions of Article 2 (commencing at Section 53630), Chapter 4, Part 1, Division 2, Title 5, of the Government Code. **The district board shall appoint a district treasurer who shall be responsible for the deposit and withdrawal of funds of the district.**

**(b) Funds shall be withdrawn by the district treasurer only by written order of the district board, signed by the president and secretary.**

**(c) Notwithstanding subdivision (b), the board may adopt a procedure that provides for checks or warrants to pay claims and demands without approval by the board of directors before payment if the district treasurer determines that the demands are payable within the district's approved budget. The procedure shall contain appropriate internal controls with measures to prevent fraud and ensure accountability, and which are necessary for financial reporting in conformance with generally accepted accounting principles. Demands so paid shall be presented to the board of directors at the next regular meeting for review. Demands exceeding the district's approved budget shall be subject to board approval.**

- 6) **Arguments in Support.** According to the Central Contra Costa Sanitary District, "This bill would update the Sanitary District Act of 1939 to modernize existing statutory accounting practices that require Sanitary Districts to submit their check register for approval by the District Board President at each Board meeting. Instead, the bill would give discretion to the Board of a Sanitary District to establish protocols to authorize funds. Central San, a wastewater utility, collects and cleans more than 13 billion gallons of wastewater every year and serves nearly half a million residents and more than 3,000 businesses in the East San Francisco Bay Area. Within its 146 square mile service area, Central San operates a 54 million-gallon-per-day capacity treatment plant, 18 pumping stations, over 1,500 miles of sewer lines, a household hazardous waste collection facility, a laboratory, and provides both

commercial and residential recycled water programs.

“The existing approval requirement was enacted in 1939. In practice, it provides minimal oversight as the Board approval is usually performed in retrospect for checks that have already been issued. The modern business climate requires Sanitary Districts to issue payments in a timely manner. Waiting to issue payments until after the Board meets and approves the register impedes the agency’s ability to maintain the efficient flow of public business. AB 759 would update the statute to reflect reasonable business procedures for modern utilities and create parity with other special districts that provide similar services. This proposed change to the Sanitary District Act has previously been afforded to a variety of similar special districts and local agencies by the Legislature.”

7) **Arguments in Opposition.** None on file.

**REGISTERED SUPPORT / OPPOSITION:**

**Support**

California Association of Sanitation Agencies [SPONSOR]  
Association of California Water Agencies  
Castro Valley Sanitary District  
Central Contra Costa Sanitary District

**Opposition**

None on file

**Analysis Prepared by:** Jimmy MacDonald / L. GOV. / (916) 319-3958

**SUMMARY OF BOARD OF DIRECTORS  
TRAINING DUE DATES**

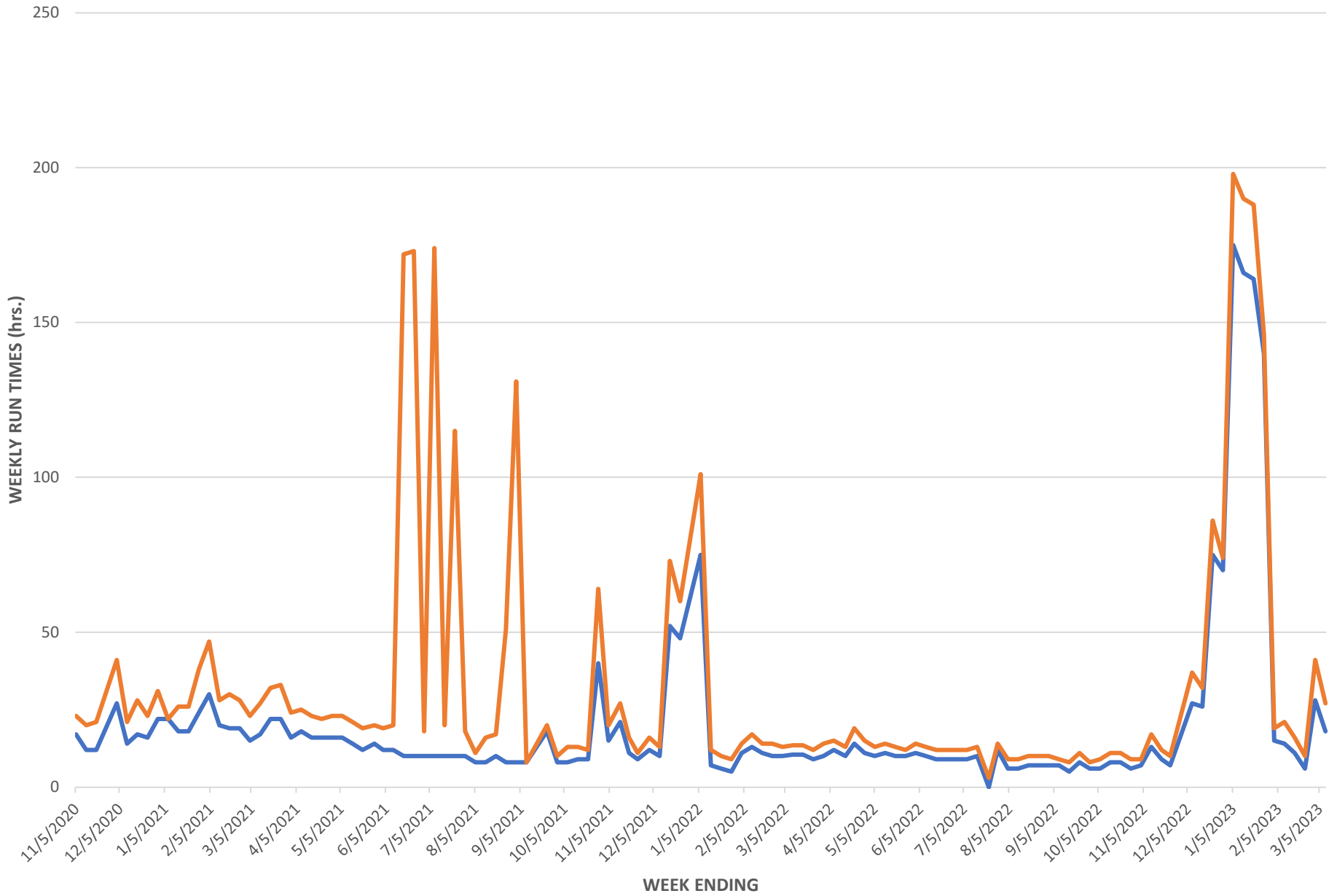
<b>DUE DATES</b>	<b>Governance Training 6 hrs. every 5 years</b>	<b>AB 1234 Ethics Training 2 hrs. every 2 years</b>	<b>AB 1825 Harassment Prevention Training 2 hrs. every 2 years</b>
<b>Tessa Beach</b>		9/2024	
<b>Juliet Christian-Smith</b>	8/2025	9/2024	8/2023
<b>Paul Gilbert-Snyder</b>	<b>3/2023</b>	9/2024	8/2023
<b>Dwight Merrill</b>	3/2024	9/2024	8/2023
<b>Bea O'Keefe</b>	3/2024	9/2024	8/2023

*\*Highlighted dates are due now (or w/in 90 days)*



# Pump Station Weekly Run Times (hrs.)

CANON PUMP STATION      BURLINGAME PUMP STATION



## **AB 1337 (Wicks) State Water Resources Control Board: Water Shortage Enforcement**

If enacted, AB 1337 would authorize the State Water Resources Control Board (State Board) to adopt regulations for various water conservation purposes through orders curtailing the diversion or use of water under any claim of right, including riparian and pre-1914 rights. The regulations may be adopted to:

- 1) prevent the waste or unreasonable use of water,
- 2) promote water recycling or water conservation, or
- 3) protect public trust resources.

The State Board shall provide notice and an opportunity to be heard unless that opportunity would be impractical given the likelihood of the harm. Any person violating any regulation may be liable for a civil penalty in an amount not to exceed \$1,000 for each day in which a violation occurs and \$2,500 for each acre-foot of water diverted or used in violation of the regulation.



# Heating, Ventilation and Air Conditioning Rebates



**Depending on climate and other factors, heating, ventilation and air-conditioning (HVAC) equipment consumes roughly 40 to 50 percent of a commercial building's total energy usage. Air leakage, heating and cooling systems that respond poorly to an ever-changing climate, and old or inefficient HVAC equipment can lead to poor system performance, higher monthly utility bills and can negatively impact the environment.**

Commercial buildings with HVAC systems are at the heart of this effort. With HVAC upgrades, buildings can reduce the total amount of energy used, lowering operating expenses and monthly utility bills while improving the health and comfort of employees and customers. After an HVAC system upgrade, businesses can become more environmentally sustainable and meet energy-efficiency requirements.

Once a business or organization upgrades its HVAC system, it's important to provide periodic maintenance to protect the investment. Regular maintenance ensures the efficiency of mechanical systems and maximizes the life of equipment by providing coil cleaning, filter changes and factory-recommended tasks. For business owners and managers in Central and Northern California, finding an HVAC contractor who can perform this work is easy. Simply refer to PG&E's [list of participating HVAC contractors](#).

Looking to reduce the upfront costs of your upgrade? PG&E offers 0% interest On Bill Financing for qualified projects. To learn more, visit [pge.com/obf](http://pge.com/obf).

# Commercial Ventilation

## Variable Frequency Drives for HVAC Fans

### Requirements:

- The variable frequency drive (VFD) must be applied to existing HVAC supply, return or exhaust air fan motors.
- VFD must be applied to HVAC applications in which there is a call for varying air flow demand. Motor speed shall be controlled to automatically adapt to varying air flow demand.
- VFDs must be applied to single-speed motors.
- Throttling devices, such as inlet vanes or bypass dampers, must be removed or permanently disabled.
- Installation must follow manufacturer's guidelines and instructions.
- Rebate only applies to the following building types: secondary schools, community colleges, universities, hospitals, hotels, nursing homes, large offices, multistory large retail and grocery. For building types that do not apply, rebates for Advanced Rooftop HVAC Controls may be applicable.
- Installation address must have a commercial electric account with PG&E.
- Rebate must be submitted within 60 days of purchase, install or account establishment, whichever is latest.

### Exclusions:

- Rebates are not eligible for constant fan speed applications.
- HVAC fan motors less than 3 horsepower (hp) or greater than 100 hp are not eligible for this rebate. (For HVAC fan motors less than 3 hp, rebates for Advanced Rooftop HVAC Controls may be applicable.)
- Applications where variable speed fans are required by code are not eligible for this rebate.
- Applications on cooling tower fans are not eligible for this rebate.

### Additional details:

- Place the VFD as close to the motor as possible (ideally less than 15 ft) when applying VFD to a standard duty NEMA motor. Failure to do so may result in premature motor failure.
- Maintain sufficient air flow through the motor to prevent overheating.
- Comply with the practices and requirements of ANSI/IEEE 519-2014.

Rebate Code	Description	Rebate/Unit Measure
H148	Variable Frequency Drive for HVAC Fan	\$80/hp



## Advanced Rooftop HVAC Controls

Retrofit your existing rooftop HVAC unit with one of several advanced control options.

### Requirements:

- Customer must pick correct measure code for the type of packaged HVAC unit and enter the HVAC unit's tons of air-conditioning (AC) capacity on the rebate application as "Quantity." See the HVAC unit's nameplate for cooling capacity. (1 ton AC capacity = 12,000 Btuh)
- Installation must follow manufacturer's requirements. Customer must also ensure that controls are installed and operate according to current applicable building and energy codes.
- Installation address must have a commercial electric account with PG&E.
- Rebate must be submitted within 60 days of purchase, install or account establishment, whichever is latest.

## Advanced Digital Economizer Control Systems for Packaged HVAC Units

Retrofit your existing analog or nonfunctional economizer controller for your packaged HVAC unit with an advanced digital economizer control (ADEC) system. ADECs detect and report problems with sensors, dampers and other components so that energy efficiency can be maintained.

### Requirements:

- Customer must pick correct measure code for the type of packaged HVAC unit and enter the HVAC unit's tons of air-conditioning (AC) capacity on the rebate application as "Quantity." See the HVAC unit's nameplate for cooling capacity. (1 ton AC capacity = 12,000 Btuh)
- Customer must replace existing analog or nonfunctional economizer control system with an ADEC system.
- Installation must follow manufacturer's requirements. Customer must also ensure that controls are installed and operate according to current applicable building and energy codes.
- Customer cannot combine this rebate with demand controlled ventilation (DCV) or enhanced ventilation control (EVC) rebate offers for the same HVAC unit.
- Rebate applicable for heat pumps, air conditioners, gas packs and variable air volume (VAV) systems.
- Installation address must have a commercial electric account with PG&E.
- Rebate must be submitted within 60 days of purchase, install or account establishment, whichever is latest.

### Exclusions:

Not all building types qualify. See table below for eligible building types.

Eligible Building Type Table for Advanced Digital Economizer Controls (ADEC)

Measure	Packaged HVAC Unit Type	Eligible Building Types
HV294	Gas Pack	Assembly, community colleges, primary schools, relocatable classrooms, secondary schools, universities, grocery, hospitals, hotels, motels, manufacturing (biotech and light industrial), nursing homes, large and small offices, restaurants (fast-food and sit-down), retail (single/multistory large, small), conditioned storage, refrigerated warehouses
HV295	Air Conditioning	Assembly, community colleges, primary schools, relocatable classrooms, secondary schools, universities, grocery, hospitals, hotels, motels, manufacturing (biotech and light industrial), nursing homes, large and small offices, restaurants (fast-food and sit-down), retail (single/multistory large, small), conditioned storage, refrigerated warehouses
HV296	Heat Pump Unit	Assembly, community colleges, primary schools, relocatable classrooms, secondary schools, universities, grocery, hospitals, hotels, manufacturing (biotech and light industrial), nursing homes, large and small offices, restaurants (fast-food and sit-down), retail (single/multistory large, small), conditioned storage, refrigerated warehouses
HV297	Variable Air Volume (VAV) Unit	Community colleges, secondary schools, universities, hospitals, hotels, manufacturing (biotech), nursing homes, large and small offices, multistory large retail





## Demand Controlled Ventilation for Packaged HVAC Units

Add demand controlled ventilation (DCV) to your packaged HVAC unit. DCV enables your economizer to reduce the amount of outside air when the conditioned space is occupied by fewer people than the design capacity. A CO<sub>2</sub> sensor provides the occupancy signal to the advanced digital economizer control (ADEC) system. This is a good energy-efficiency measure for conditioned spaces with highly-variable or low occupancy. If your rooftop unit already has an ADEC, then you have the option of just adding a CO<sub>2</sub> sensor.

### Requirements:

- Customer must pick correct measure code for the type of packaged HVAC unit and enter the HVAC unit's tons of air-conditioning (AC) capacity on the rebate application as "Quantity." See the HVAC unit's nameplate for cooling capacity. (1 ton AC capacity = 12,000 Btuh)
- Rebate is based on the HVAC unit's cooling capacity and is maxed at \$500 per ADEC, plus CO<sub>2</sub> sensor system, or \$300 for CO<sub>2</sub> sensor.
- Installation must follow manufacturer's requirements. Customer must also ensure that controls are installed and operate according to current applicable building and energy codes.
- Customer must install DCV on existing operational packaged HVAC unit.
- Installer and manufacturer must warrant equipment for at least two years for parts and labor. All installed equipment must be new.
- Rebate cannot be combined with ADEC or enhanced ventilation control (EVC) rebate offers for the same HVAC unit.
- Rebate only applies to the following building types: assembly, education (primary/secondary school, relocatable classrooms, universities), small office, restaurant (fast-food, sit-down), retail, manufacturing (biotech).
- Installation address must have a commercial electric account with PG&E.
- Rebate must be submitted within 60 days of purchase, install or account establishment, whichever is latest.



## Enhanced Ventilation Control for Packaged HVAC Units

Add enhanced ventilation control (EVC) to your packaged HVAC unit. EVC kits add variable speed, CO<sub>2</sub> sensors and advanced digital economizer control (ADEC) to existing packaged HVAC units. These retrofit add-on technologies can reduce the ventilation rate and outside air when the conditioned space is occupied by fewer people than the design capacity. This is a good energy-efficiency measure for conditioned spaces with highly-variable or low occupancy.

### Requirements:

- Customer must install EVC on existing operational packaged HVAC unit.
- Rebate cannot be combined with ADEC or demand control ventilation (DCV) rebate offers for the same HVAC unit.
- Rebate only applies to the following building types: assembly, education (primary/secondary school, universities), small office, restaurant (fast-food, sit-down), retail, manufacturing (biotech) and grocery.
- Installation address must have a commercial electric account with PG&E.
- Rebate must be submitted within 60 days of purchase, install or account establishment, whichever is latest.

### Exclusions:

Variable air volume (VAV) packaged HVAC units are excluded.

continued

The two tables below explain available rebates for enhanced ventilation control for packaged HVAC unit upgrades. The measures in the second table include high efficiency fan motor options in combination with ventilation controls.

	Advanced Digital Economizer Controller	Demand Controlled Ventilation		Enhanced Ventilation Control		Demand Ventilation Control + Enhanced Ventilation Control (no existing ADEC)	
Packaged HVAC Unit Type	+ADEC only	+CO <sub>2</sub> sensor to existing ADEC	+ADEC + CO <sub>2</sub> sensor	+VFD to existing ADEC	+ADEC + VFD	+ADEC + CO <sub>2</sub> sensor + VFD	
Rebate Code	Gas Pack	HV294	HV027	HV026	HV054	HV063	SA07
	Heat Pump Unit	HV296	HV031	HV030	HV060	HV069	SA10
	Air Conditioning Only Unit	HV295	HV029	HV028	HV057	HV066	
	Variable Air Volume (VAV) Unit	HV297	No rebate available				
Rebate/Unit Measure	\$10/ton (max \$150)	\$40/ton (max \$300)	\$50/ton (max \$500)	\$80/ton (max \$1,200)	\$130/ton (max \$1,950)	\$155/ton (max \$3,875)	

Measure Options that include High Efficiency Supply Fan Motors

	Enhanced Ventilation Control (existing ADEC)		Enhanced Ventilation Control (no existing ADEC)		Demand Ventilation Control + Enhanced Ventilation Control (no existing ADEC)		
Packaged HVAC Unit Type	VFD + NEMA	VFD + PMM	ADEC + VFD + NEMA	VADEC + VFD + PMM	ADEC + CO <sub>2</sub> sensor + VFD + NEMA	ADEC + CO <sub>2</sub> sensor + VFD + PMM	
Rebate Code	Gas Pack	HV055	HV056	HV064	HV065	SA08	SA09
	Heat Pump Unit	HV061	HV062	HV070	HV071	SA11	SA12
	Air Conditioning Only Unit	HV058	HV059	HV067	HV068		
	Variable Air Volume (VAV) Unit	No rebate available					
Rebate/Unit Measure	\$120/ton (max \$1,800)	\$130/ton (max \$1,950)	\$180/ton (max \$2,700)	\$180/ton (max \$2,700)	\$190/ton (max \$4,750)	\$194/ton (max \$4,850)	

NEMA = NEMA Premium rated motor  
PMM = Permanent magnet motor

## Diversity and Inclusion: Why It Matters for Leaders



### **On-Demand Webinar**

Presenters:

Jenine Jenkins, CPS HR Consulting

Kelly Gonzalez and Traci Farris, Cosumnes Community Services District

This course presents the foundational understanding and importance of diversity and inclusion for leaders. Leaders will explore unconscious bias and how it impacts their environment and work relationships with colleagues and staff. They will discover how their own values, culture and experiences affect interactions with colleagues, attitudes about work, and understanding of workplace values. Leaders will gain a deeper understanding of their role in promoting a diverse and inclusive work environment.

**CALIFORNIA WATER/WASTEWATER AGENCY RESPONSE NETWORK  
(CALWARN) PRESENTATION**

**ISSUE:**

The Board will receive a presentation about CalWARN from Coastal Region II Chair, Director Gilbert-Snyder.

**FISCAL IMPACT:**

The fiscal impact to receive the presentation is minimal.

**STRATEGIC PLAN:**

GOAL 2: Maintain and Improve Infrastructure

**BACKGROUND:**

The mission of the California Water/Wastewater Agency Response Network is to support and promote statewide emergency preparedness, disaster response, and mutual assistance processes for public and private water and wastewater utilities.

The statewide California Water/Wastewater Agency Response Network (CalWARN) functions in coordination with the State Office of Emergency Services (OES). CalWARN is organized along the geographical lines established by OES as shown on the map.



Representatives (signers of the CalWARN agreement) of public and private water and wastewater utilities in each region establish a steering committee comprised of volunteers from

member utilities within the region. A chair is elected by the committee to act as administrator for that region and serve on the statewide steering committee, which also elects a chair. The regional steering committee organizes an annual meeting for signatory utilities to address concerns and procedures related to mutual assistance and emergency preparedness.

At least annually, each regional chair provides member utilities an updated list of emergency contacts and a data base of available equipment. This Web site assists with this task. Additionally, the statewide steering committee meets annually to address mutual assistance concerns.

The Statewide Steering Committee consists of CalWARN regional chairs, the Executive Director of the California Utilities Emergency Association (CUEA), representatives from the California Department of Public Health Drinking Water Program (CDPH-DWP), the Department of Water Resources (DWR), the American Water Works Association (AWWA) Security & Emergency Planning Committee, the California Rural Water Association and the California Sanitation Risk Management Authority.

**RECOMMENDATION:**

Receive the presentation and discuss, as needed.

**ALTERNATIVES:**

1. Postpone the presentation for a future meeting.
2. Cancel the presentation.

**ATTACHMENTS:**

None.

<b>10:57 AM</b>	<b>STEGE SANITARY DISTRICT</b>			
<b>04/03/2023</b>	<b>Check Report</b>			
<b>Accrual Basis</b>	<b>April 6, 2023</b>			
	<b>Name</b>	<b>Memo</b>	<b>Amount</b>	<b>Num</b>
<b>Apr 6, 23</b>				
	APB Engineering	Repair 11755 San Pablo Ave	-6,300.00	28110
	Aramark Uniform Services	Uniform Services	-626.08	28111
	Clark Pest Control	Pest Control	-153.00	28112
	County Clerk	6114 Huntington Ave	-26.00	28113
	Everest Plumbing.	PSL Loan Program 6114 Huntington Ave	-7,000.00	28114
	Exxonmobil	Gas	-142.54	28115
	International Fire Equipment	Annual Fire Sprinkler Test	-1,250.00	28116
	Meyers Nave	Legal Services	-2,701.69	28117
	Nakano Landscape	Landscaping Mar 2023	-290.00	28118
	Pastime Hardware	Maintenance Supplies	-41.86	28119
	PG&E- #0103467151-9	Burlingame Pumpstation	-271.85	28120
	PG&E- #6675831511-4	Office/Shop	-2,413.81	28121
	Pitney Bowes Purchase Power	Postage	-208.44	28122
	Shape Incorporated	Burlingame Pumpstation Repair	-1,400.00	28123
	Streamline	Website 4/1-05/1/23	-200.00	28124
	TelePacific Communications	Office Phones	-1,270.56	28125
	Universal Building Services	Janitorial Service Mar	-449.00	28126
	Xerox Financial Services	Copier Lease Payment 02/03-04/02	-572.88	28127
<b>Apr 6, 23</b>			<b>-25,317.71</b>	

# STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JANUARY 2023	FEBRUARY 2023	MARCH 2023	APRIL 2023	MAY 2023	JUNE 2023
1/2 & 1/16 HOLIDAY	2/20 HOLIDAY			5/29 HOLIDAY	6/19 HOLIDAY
CASA Winter Conf. Jan 25-27, Palm Springs	CASA Policy Forum Feb 27-Mar. 1, Wash, DC				
1/19/2023 – 7:00 P.M.	2/2/2023 – 7:00 P.M.	3/4/2023 – <b>9:00 A.M.</b>	4/6/2023 – 7:00 P.M.	5/4/2023 – 7:00 P.M.	6/1/2023 – 7:00 P.M.
<ul style="list-style-type: none"> <li>• Board Governance Manual Review</li> <li>• Service Rate Discussion</li> <li>• Long Range Planning Workshop Agenda</li> <li>• Director’s Contact Info</li> <li>• Board Training Summ.</li> <li>• CASA Conference</li> <li>• Quarterly Financial Statements</li> <li>• SPASPA Status Report</li> <li>• CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval.</li> </ul>	<ul style="list-style-type: none"> <li>• Actuarial Analysis of Retiree Health Benefits Report (even years)</li> <li>• Performance Report (every 3 years)</li> <li>• District of Distinction (every 3 years)</li> <li>• Service Rate Discussion</li> <li>• Long Range Planning Workshop Agenda</li> <li>• Board Training Summ.</li> <li>• CASA Conference</li> <li>• CASA Conference Attendee Reports</li> </ul>	<p><b><u>9AM MEETING TIME</u></b></p> <ul style="list-style-type: none"> <li>• Long Range Planning Workshop – Past 5 yrs. Expenditures Review</li> <li>– Self-Assessment of Governance</li> <li>– Strategic Plan Review</li> </ul>	<ul style="list-style-type: none"> <li>• Service Rate Discussion/ Approval (&amp; 30-day Notice)</li> <li>• Board Training Summ.</li> </ul>	<ul style="list-style-type: none"> <li>• Draft Budget</li> <li>• Board Training Summ.</li> <li>• July 4<sup>th</sup> Fair Discussion</li> <li>• Review of Comparable Agencies</li> <li>• Appoint Labor Negot.</li> <li>• CLOSED SESSION – Conf. Labor Negot.</li> </ul>	<ul style="list-style-type: none"> <li>• Draft Budget</li> <li>• Review Directors’ Meeting Compensation</li> <li>• District Working Capital and Reserve Policy</li> <li>• Approve Project Plans and Specs (+CEQA)</li> <li>• July 4<sup>th</sup> Fair Discussion</li> <li>• CASA Conference</li> </ul>
	2/16/2023 – 7:00 P.M.	3/16/2023 – 7:00 P.M.	4/20/2023 – 7:00 P.M.	5/18/2023 – 7:00 P.M.	6/15/2023 – 7:00 P.M.
	<ul style="list-style-type: none"> <li>• Board Governance Manual Approval</li> <li>• Long Range Planning Workshop Agenda</li> <li>• Service Rate Discussion</li> <li>• Form 700</li> </ul>	<ul style="list-style-type: none"> <li>• Auditor – RFP</li> <li>• California Employer’s Retiree Benefit Trust (CERBT)</li> <li>• Service Rate Discussion</li> <li>• Action Plan</li> <li>• Board Training Summ.</li> <li>• Consent Decree Quarterly Report</li> <li>• CASA Conference Attendee Reports</li> <li>• Form 700</li> </ul>	<ul style="list-style-type: none"> <li>• Draft Budget</li> <li>• Employee Benefit Package Review</li> <li>• Service Rate Discussion/Approval (+ 30-day Notice)</li> <li>• July 4<sup>th</sup> Fair Discussion</li> <li>• Quarterly Financial Statements</li> <li>• SPASPA Status Report</li> <li>• CLOSED SESSION – Quarterly Claims Rpt – Conf. Labor Negot</li> </ul>	<ul style="list-style-type: none"> <li>• Resolution Ordering Board Election (even years)</li> <li>• Draft Budget</li> <li>• July 4<sup>th</sup> Fair Discussion</li> <li>• Service Rate Discussion/Approval (+ 30-day Notice)</li> <li>• CLOSED SESSION – Manager Perf. Eval. – Conf. Labor Negot.</li> </ul>	<ul style="list-style-type: none"> <li>• Resolution Salary of District Manager</li> <li>• Resolution Employee Salary Ranges</li> <li>• Resolution Approve/Adopt Budget</li> <li>• Review and Approve Incentive Award</li> <li>• Adopt Incentive Award Goals &amp; Objectives</li> <li>• July 4<sup>th</sup> Fair Discussion</li> <li>• CD Quarterly Report</li> <li>• CASA Conference</li> <li>• CLOSED SESSION – Counsel Perf. Eval.</li> </ul>



# STEGE SANITARY DISTRICT

## BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JULY 2023	AUGUST 2023	SEPTEMBER 2023	OCTOBER 2023	NOVEMBER 2023	DECEMBER 2023
7/4 HOLIDAY 4 <sup>th</sup> of July Fair Booth	CASA Annual Conf. Aug 9-11, San Diego  CSDA Annual Conf. Aug 28-31, Monterey	9/4 HOLIDAY  Board Training AB 1234 (even years) AB 1661 (odd years)		11/23-24 HOLIDAY	12/7 HOLIDAY LUNCHEON  12/25 HOLIDAY
7/6/2023 – 7:00 P.M.	8/17/2023 – 7:00 P.M.	9/7/2023 – 7:00 P.M.	10/5/2023 – 7:00 P.M.	11/9/2023 – 7:00 P.M.	12/7/2023 – <b>2:00 P.M.</b>
<ul style="list-style-type: none"> <li>• July 4<sup>th</sup> Fair Debrief</li> <li>• CASA/CSDA Conf.</li> </ul>	<ul style="list-style-type: none"> <li>• Select Actuary for Analysis of Retiree Health Benefits (odd years)</li> </ul>	<ul style="list-style-type: none"> <li>• CASA/CSDA Conf. Attendee Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Regional PSL Program Update</li> <li>• Regional FOG Program Update</li> </ul>	<ul style="list-style-type: none"> <li>• Proposed Meeting Calendar</li> <li>• Board Officer Succession Plan</li> <li>• CASA Conference</li> </ul>	<p><b><u>2PM MEETING TIME</u></b></p> <ul style="list-style-type: none"> <li>• Fiscal Year Financial Audit</li> <li>• Resolution Certifying Election Results (even years)</li> <li>• Connection Charge Review</li> <li>• Emergency Contact Update</li> <li>• Meeting Calendar</li> <li>• Consent Decree Quarterly Report</li> <li>• CASA Conference</li> <li>• Pension + OPEB UAL Reports</li> <li>• Nomination &amp; Election of Officers</li> </ul>
7/20/2023 – 7:00 P.M.	<ul style="list-style-type: none"> <li>• Quarterly (FY End) Financial Statements</li> <li>• Conn. Charge Report per Gov. Code 66013</li> <li>• CASA/CSDA Conf.</li> </ul>	9/21/2023 – 7:00 P.M.	10/19/2023 – 7:00 P.M.		
<ul style="list-style-type: none"> <li>• Hearing +Res./Ord. – Establish and Collect Sewer Service Charges – Director Meeting Compensation</li> <li>• Resolution Filing Notice of Completion</li> <li>• District Investment Policy</li> <li>• Reimb. Report per Gov. Code 53065.5</li> <li>• Candidate filing period (even years)</li> <li>• Quarterly Financial Statements</li> <li>• SPASPA Status Report</li> <li>• CASA/CSDA Conf.</li> <li>• Form 470</li> <li>• CLOSED SESSION – Quarterly Claims Rpt</li> </ul>		<ul style="list-style-type: none"> <li>• Health Care Benefits Review</li> <li>• Consent Decree Quarterly Report</li> </ul>	<ul style="list-style-type: none"> <li>• Quarterly Financial Statements</li> <li>• SPASPA Status Report</li> <li>• CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval.</li> </ul>		