

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF JULY 8, 2021
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

***** AGENDA *****

(Items on the agenda may be taken out of order.)

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

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

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

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

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

I. Call To Order

II. Roll Call

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

III. Public Comment

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

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- Motion: **IV. Approval of Minutes**
A. Approval of June 17, 2021 Board Meeting Minutes
(The Board will be asked to review and approve the minutes of June 17, 2021 Regular Board Meeting)

- Info/Motion: **V. Communications**
A. Oral Communications
1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings
a. City & Community Meetings
B. Written Communications
1. California Association of Sanitation Agencies (CASA) - President's Memo, Election of the Directors, Approval of Dues Resolution, Designation of Agency Representatives, and Consent to Electronic Transmission

- Info/Motion: **VI. Reports of Staff and Officers**
A. Manager's Report
1. Self-Attest for COVID-19 Vaccination Form
2. INVEST in America Act (H.R. 3684) Labeling of Non-Flushable Wipes Support Letter
3. California Association of Sanitation Agencies (CASA)
 - August 11-13, 2021 Annual Conference, San Diego
4. California Special District Association (CSDA)
 - August 30 – September 1, 2021 Annual Conference, Monterey

VII. Business

- Info/Motion: A. Diversity, Equity, and Inclusion – Board of Director's Outreach Material
(The Board will continue discussing DEI initiatives by considering a Board of Director's Information Sheet to use as outreach material)

- Info/Motion: B. Manager Performance Evaluation and Review Procedure

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(The Board will consider updating the procedure in the Board Governance Manual)

VIII. Approval of Checks

A. Checks for July 8, 2021 - Fund No. 3418 & 3423

(The Board will be asked to approve the checks)

CLOSED SESSION

Public Employment Performance Evaluation

Gov. Code § 54957

Title: District Manager

Conference with Labor Negotiator

Gov. Code § 54957.6

Agency Designated Representative: Board President O'Keefe

Unrepresented Employee: District Manager

Info:

IX. Future Agenda Items

July 29, 2021

CLOSED SESSION – Quarterly Claims Report

Public Hearing/Resolution – Establish and Collect Sewer Service Charges

Public Hearing/Ordinance – Directors Meeting Compensation

Resolution – Notice of Completion

District Investment Policy

Reimbursement Report per Gov. Code 53065.5

Quarterly Financial Statements

San Pablo Avenue Specific Plan Area Status Report

CASA Conference

CSDA Conference

Form 470

+*CLOSED SESSION – Counsel Performance Evaluation*

+*CLOSED SESSION – Conference with Labor Negotiator*

+*PSL Loan Program*

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TIME OF MEETING: 7:00 P.M.
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August 19, 2021

Quarterly (FY End) Financial Statements

Connection Charge Report per Gov. Code 66013

CASA Conference – Attendee Reports

CSDA Conference

X. Adjournment

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on July 29, 2021 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF JUNE 17, 2021
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

*****MINUTES*****

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

Item VII.H was taken out of order at this time in the meeting.

VII. Business

H. Private Sewer Lateral Programs

The Board learned about Ross Valley Sanitary District's private sewer lateral (PSL) grant and loan programs from General Manager, Steve Moore. The Board asked staff to bring back information to consider possibly using property tax revenue for a District PSL loan program.

The Board resumed the order of the agenda at this time in the meeting.

IV. Approval of Minutes

A. Approval of June 3, 2021 Board Meeting Minutes

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MOTION: By Merrill, seconded by Gilbert-Snyder, to approve the minutes of the June 3, 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
 Miller gave a report on his recent attendance at an El Cerrito City Council Meeting.

B. Written Communications

1. CSDA 2021 Board of Directors Election Ballot - Term 2022-2024
 The Board discussed each of the candidate’s qualifications and decided to submit a vote for Chad Davisson.

MOTION: By Miller, seconded by Gilbert-Snyder, to vote for Chad Davisson to represent Seat A of the Bay Area Network of the CSDA Board of Directors

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

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2. CSDA eNews - Brown Act and Water Shutoff Emergency Executive Orders Set to Expire September 30

The Board reviewed the news that under the Governor's reopening plan, the Brown Act provisions within Executive Order N-29-20 will be lifted on September 30.

VI. Reports of Staff and Officers

A. Attorney's Report:

Kokotaylo reported on new Cal/OSHA's revised COVID-19 Prevention Emergency Temporary Standards (ETS) that recently became effective. He then reported on the possibility of using grant money from the \$5.1 billion package for water infrastructure and drought response as part of Governor Newsom's \$100 billion California comeback plan.

B. Manager's Report

1. Monthly Maintenance Summary Report

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

2. Monthly Report of Sewer Replacements and Repairs

The Manager reported on the invoices paid in May.

3. Consent Decree Quarterly Report

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

VII. Business

A. Resolution No. 2160-0621 Approving and Authorizing Amendment to Employment Agreement with Rex Delizo to Serve as District Manager/Engineer, Secretary of the Board, and Treasurer of the District

Pursuant to SB 1436, the Board orally reported a summary of a recommendation for a final action on the salary and benefits of the District Manager. The Board then approved the resolution providing a salary increase to \$235,000 per year and an increase of matching voluntary deferred

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compensation contributions up to \$250 per month, effective as of July 1, 2021.

MOTION: By Gilbert-Snyder, seconded by Merrill, to approve Resolution No. 2160-0621 Approving and Authorizing Amendment to Employment Agreement with Rex Delizo to Serve as District Manager/Engineer, Secretary of the Board, and Treasurer of the District, as amended

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

B. Resolution No. 2161-0621 Establishing Salary Ranges of Maintenance, Technical and Administrative Employees Employed by Stege Sanitary District Beginning July 1, 2021

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

MOTION: By Christian-Smith, seconded by Gilbert-Snyder, to approve Resolution No. 2161-0621 Establishing Salary Ranges of Maintenance, Technical and Administrative Employees Employed by Stege Sanitary District Beginning July 1, 2021

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

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C. Resolution No. 2162-0621 Approving and Adopting Annual Budget for Fiscal Year 2021-2022

The Board reviewed and approved the resolution adopting the budget for fiscal year 2021-2022.

MOTION: By Christian-Smith, seconded by Miller, to approve Resolution No. 2162-0621 Approving and Adopting the Annual Budget for Fiscal Year 2021-2022

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

NOES: None

ABSTAIN: None

ABSENT: None

D. Resolution No. 2163-0621 Authorizing the District Manager to Award a Contract to California Trenchless Inc. for Redundant Sanitary Sewer Forcemain Project No. 21202

The Board reviewed and approved the resolution authorizing the award of contract to the lowest responsible, responsive bidder, California Trenchless Inc.

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve Resolution No. 2163-0621 Authorizing the District Manager to Award a Contract to California Trenchless Inc. for Redundant Sanitary Sewer Forcemain Project No. 21202

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

NOES: None

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ABSTAIN: None

ABSENT: None

E. Incentive Award Contribution (IAC) Achievements for FY 2020-2021

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

MOTION: By Miller, seconded by Merrill, to approve the Incentive Goals Achieved in 2020-2021 and award \$7,642 to eligible employees for achievement of goals that resulted in direct savings to the District

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

NOES: None

ABSTAIN: None

ABSENT: None

F. Incentive Award Contribution (IAC) Goals and Objectives for FY 2021-2022

The Board reviewed and approved the cost savings goals and objectives for next fiscal year 2021-2022.

MOTION: By Miller, seconded by Christian-Smith, to approve the Employee Incentive Award Contribution (IAC) Goals and Objectives for FY 2021-2022

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

NOES: None

ABSTAIN: None

ABSENT: None

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G. Working Capital and Reserve Fund Policy

The Board completed the annual review of the policy and found no changes were necessary.

H. Private Sewer Lateral Programs

This item was taken out of order earlier in the meeting (see above).

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

The Board discussed and approved funding of the program for the 2021-22 school year.

MOTION: By Gilbert-Snyder, seconded by Miller, to approve \$12,000 to fund the KIDS for the BAY Watershed Action Program (WAP) for the 2021-22 School Year

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

NOES: None

ABSTAIN: None

ABSENT: None

J. Appointment of Labor Negotiator – Board President

The Board appointed the Board President as labor negotiator for the purpose of negotiations with District Counsel.

MOTION: By Christian-Smith, seconded by Merrill, to appoint the Board President as labor negotiator for the purpose of negotiations with District Counsel

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

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NOES: None

ABSTAIN: None

ABSENT: None

VIII. Financial Statements – June 2020

A. Monthly Investment, Cash, Receivables Report

B. Monthly Operating Statement

The financial items were reviewed by the Board.

IX. Approval of Checks

A. Checks for June 18, 2020 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by Christian-Smith, to pay the bills,
 Check Nos. 27123 through 27148 in the amount of \$66,9910.55

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

NOES: None

ABSTAIN: None

ABSENT: None

CLOSED SESSION

Conference with Legal Counsel—Anticipated Litigation

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of
 Section 54956.9 - Number of Potential Cases: 1

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

The Board entered closed session at 9:13 P.M. and returned to open session at 9:23
 P.M. President O’Keefe announced the Board had taken no reportable actions.

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X. Future Agenda Items

July 8, 2021

CASA Conference

CSDA Conference

Form 470

Diversity, Equity, and Inclusion (*Board Outreach Material*)

+*Manager Performance Evaluation and Review procedure*

July 29, 2021

CLOSED SESSION – Quarterly Claims Report

Public Hearing/Resolution – Establish and Collect Sewer Service Charges

Public Hearing/Ordinance – Directors Meeting Compensation

Resolution – Notice of Completion

District Investment Policy

Reimbursement Report per Gov. Code 53065.5

Quarterly Financial Statements

San Pablo Avenue Specific Plan Area Impact Fee Status Report

CASA Conference

CSDA Conference

Form 470

+*CLOSED SESSION – Counsel Performance Evaluation*

+*CLOSED SESSION – Conference with Labor Negotiator*

+*PSL Loan Program*

XI. Adjournment

The meeting was adjourned at 9:30 P.M. The next meeting of the District Board of Directors will be held on Thursday, July 8, 2021 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

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Rex Delizo
STEGE SANITARY DISTRICT
Secretary

DRAFT



June 30, 2021

TO: CASA Member Agencies
FROM: Jason Dow, President
SUBJECT: **CASA ANNUAL BUSINESS MEETING—AUGUST 11-13, 2021,
Hilton San Diego Bayfront, San Diego, CA**

CASA will hold its annual business meeting during the August 11-13 Annual Conference at the Hilton San Diego Bayfront. Specifically, the meeting will be held in-person on Thursday, August 12. The agenda for the meeting is as follows:

Election of the Directors for FY 2021-22

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

- Craig Elitharp, Vallecitos Water District
- Georgan Vonheeder-Leopold, Dublin San Ramon Services District
- Roland Williams, Castro Valley Sanitary District
- Rita Duncan, Oro Loma Sanitation District

Brief biographies of the nominees are attached. The Board consists of 13 Directors, 12 elected by the members and one Associate Director appointed by the President. If elected, the four Directors will join eight incumbents. In addition to the elected Directors, the President will appoint a new Associates Director, Kathryn Gies of West Yost Associates, to a one-year term. The Board of Directors will then elect a President, Vice President and Secretary-Treasurer for one-year terms.

The election will take place by written ballot at the conference. Agency representatives attending the meeting may cast their votes up until 5:00 p.m. on Thursday, August 12, 2021.

Approval of the Dues Resolution: No Dues Changes

The dues resolution carries forward the dues from the current year with no increases. The members will be asked to approve the dues resolution during the Annual Business Meeting.

Other Informational Items

In addition to the action items above, at the conference members will receive for their information the FY 2022 Budget, approved by the Board on June 10, 2021, and the year-end FY 2021 Treasurer's Report.

My term as your President has been unique, but also exceptionally productive. In response to the COVID pandemic, CASA launched a wide variety of resources for our members, successfully executed two virtual conferences, and dramatically expanded our webinar and virtual meeting offerings. On the legislative front, we anticipate our non-flushable wipes legislation will cross the finish line this year, our advocates defeated legislation with significant potential impacts to our members, and we made meaningful strides on key issues such as PFAS and the water-energy nexus.

Our communications program continues to expand and thrive as we provide materials, leadership, and topical information to our members on a regular basis. Thanks to the efforts of our membership committee and staff, even in a year where there were questions about the impact of the pandemic on the economy and local agency budgets, 99% of CASA agency members renewed and we welcomed two new agencies.

We also adopted a new five-year strategic plan, are in the process of launching new programs aimed at emerging professionals (CASA LEAD), and added an additional staff member, Alma Musvosvi, as part of our transition and succession planning efforts. We were able to accomplish all of this while adjusting to a remote work environment. It has been an honor to serve as your President during these unprecedented times, and I look forward to seeing you in San Diego!

Jason R. Dow
CASA President

A handwritten signature in black ink, appearing to read "J.R. Dow". The signature is stylized with a large, looped initial "J" and a long, horizontal flourish extending to the right.

Brief Biographies of Board Nominees

Rita Duncan, Director and Board President, Oro Loma Sanitary District



Rita is the current Board President at the Oro Loma Sanitary District. She was appointed to the Board in January 2016, elected to the Board in November 2016, and re-elected in 2018. She was previously the Director of Human Resources at a Bay Area manufacturing company, and also formerly the Director of the Math, Engineering, Achievement, and Education Outreach Program for the Stanford School of Engineering. Rita currently serves as Vice-Chair of the CASA Federal Legislative Committee and would be a new appointee to the CASA Board.

Craig Elitharp, Director, Vallecitos Water District



Craig was first elected to the Vallecitos Water District Board in 2014 and served as Board President in 2017. He also served on the Board of the Encina Wastewater Authority from 2014 to 2018 as one of two Vallecitos Water District representatives and served as Chairman of its Policy and Finance Committee in 2018. Craig retired from the Rancho California Water District in 2014 with nearly 25 years of experience there in the roles of Civil Engineer, Operations Manager and Director of Operations and Maintenance. Craig is a Registered Civil Engineer in California and holds State Water Resources Control Board certifications as a Grade 5 Water Distribution Operator and Grade 3 Water Treatment Operator. Craig currently serves on the CASA Board of Directors.

Georgan Vonheeder-Leopold, Director, Dublin San Ramon Services District



Georgan has been an active member of CASA for more than 15 years and brings years of public service and experience to the CASA Board. In 1977, while raising four children, Georgan became active in local government, scouting, and youth sports. She worked on the campaign to incorporate Dublin and San Ramon as cities and then served on the first Dublin Planning Commission, which was tasked with writing the first General Plan. She then became a member of the Dublin City Council, just in time to approve the General Plan. Active in public service for more than 35 years, Georgan has served on various city and county commissions as well as a host of nonprofit boards. She has lived in Dublin since 1971 and recently retired from a long career in tax accounting. Georgan currently serves as the Secretary-Treasurer for the CASA Board of Directors.

Roland Williams, General Manager, Castro Valley Sanitary District



Roland Williams has been with CV San 19 years, 12 years as the General Manager. Prior to coming to CVSan, Roland worked for Harris and Associates as a project manager and owner's representative on wastewater treatment plant projects. He has served on the CASA Utility Leadership Committee and is a member of CWEA, WEF, APWA, and has held various volunteer roles with these organizations. He is a father of two adult children and grandfather of two. His hobbies include fitness training, reading, travel, and spending time with family. Roland currently serves on the CASA Board of Directors.



CALIFORNIA ASSOCIATION of SANITATION AGENCIES

1225 8th Street, Suite 595 • Sacramento, CA 95814 • TEL: (916) 446-0388 • www.casaweb.org

DATE: June 30, 2021
TO: CASA Member Agencies
FROM: Adam Link, Executive Director
SUBJECT: Designation of Agency Representative and Consent to Electronic Transmission

Dear Members:

We are requesting your assistance with a couple of administrative matters. CASA's bylaws require that each member agency designate an official voting representative and two alternates who are authorized to exercise the agency's voting rights. We are updating our records in advance of our annual election and ask that you complete a designation form.

Secondly, as a nonprofit mutual benefit corporation, CASA must obtain our members' consent to transmit official communications electronically rather than regular mail. By signing and returning the enclosed authorization, you agree that CASA may send these communications such as ballots and other official business matters to you via email.

We request that you return both original documents by Friday, July 30, 2021, to cmackelvie@casaweb.org. We also request that you mail the original documents to CASA, Attn: Cheryl MacKelvie, 1225 8th Street, Suite 595, Sacramento, CA 95814.

If you have any questions, please feel free to contact me at (916) 446-0388 or alink@casaweb.org. Thank you for your assistance.



CALIFORNIA ASSOCIATION of SANITATION AGENCIES

1225 8th Street, Suite 595 • Sacramento, CA 95814 • TEL: (916) 446-0388 • www.CASAweb.org

2021 DESIGNATION OF AGENCY REPRESENTATIVES

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

Please designate your agency's representative and two alternates and return this form to Cheryl MacKelvie at cmackelvie@casaweb.org. Please mail the original to CASA, 1225 8th Street, Suite 595, Sacramento, CA 95814. You may revise or update this designation at a future date.

Insert name of Agency

Insert name of Agency Representative

Telephone number

Email address

Insert name of Alternate #1

Telephone number

Email address

Insert name of Alternate #2

Telephone number

Email address

Submitted by:

Date:

E-Signature

Print name

CONSENT TO ELECTRONIC TRANSMISSION

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

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

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

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

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

Insert Agency Name: _____

E-Signature of Member Agency Representative: _____

Date: _____

Insert name and title: _____

*Email address for official CASA notices:

PLEASE EMAIL THIS FORM TO CMACKELVIE@CASAWEB.ORG.

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



OFFICIAL BALLOT

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

Board of Directors FY 2022

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

- Craig Elitharp, Vallecitos Water District (Director - South)
- Georgan Vonheeder-Leopold, Dublin San Ramon Services District (Director – North)
- Roland Williams, Castro Valley Sanitary District (Manager – North)
- Rita Duncan, Oro Loma Sanitation District (Director – North)

Please check one:

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

Dues Resolution FY 2022 (See below Proposed Resolution No. 21-211)

Please check one:

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

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

In order to be counted, this original completed, signed and dated Official Ballot **must be returned to CASA by 5:00 p.m. on Thursday, August 12, 2021.** Materially incomplete or illegible ballots will not be counted.

Date: _____

 Insert name of CASA Member Agency

 E-Signature of CASA Member Agency representative

 Insert name of representative

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



2022 CASA Annual Membership Dues

Annual membership dues shall be determined as follows:

- 1. Active Member.** Dues are based on the member agency's annual operations and maintenance budget. The dues schedule for calendar year 2022 shall be:

Agency Operations & Maintenance Budget 2022 Dues

1.	Up to \$500,000	\$900
2.	Between \$500,001 - \$1,000,000	\$1,700
3.	Between \$1,000,001 - \$1,500,000	\$2,500
4.	Between \$1,500,001 - \$2,000,000	\$3,250
5.	Between \$2,000,001 - 2,500,000	\$4,000
6.	Between \$2,500,001 - 3,000,000	\$5,000
7.	Between \$3,000,001 - 3,500,000	\$6,000
8.	Between \$3,500,001 - \$4,000,000	\$7,000
9.	Between \$4,000,001 - 4,500,000	\$8,000
10.	between \$4,500,001 - \$5,000,000	\$9,000
11.	Between \$5,000,001 - \$10,000,000	\$13,600
12.	Between \$10,000,001 - \$20,000,000	\$17,100
13.	Between \$20,000,001 - \$100,000,000	\$20,500
14.	Over \$100,000,000	\$28,100

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

Associate Number of Employees		2022 Dues
1.	Employer with 1-5 employees	\$475
2.	Employer with 6-15 employees	\$957
3.	Employer with 16-29 employees	\$ 1,427
4.	Employer with 30-74 employees	\$ 1,906
5.	Employer with 75-120 employees	\$ 2,396
6.	Employer with over 121 employees	\$ 2,875

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

Adopted by the California Association of Sanitation Agencies by electronic ballot and announced at the annual conference held in San Diego at the Hilton Bayfront on August 13, 2021.

ATTEST:

Georgean Vonheeder Leopold
Secretary - Treasurer

COVID-19 VACCINATION

On Thursday, June 17, 2021, California's Occupational Safety and Health (Cal/OSHA) Standards Board revised their [COVID-19 prevention emergency temporary standards](#) (ETS), aligning with the California Department of Public Health (CDPH) [guidance for use of face coverings](#). Governor Newsom issued an Executive Order to implement the ETS effective immediately.

As of June 18, 2021:

- The ETS permits the Stege Sanitary District to allow **fully vaccinated employees** to not wear face coverings indoors, but requires that the District document their vaccination status (*note that under certain circumstances, the CDPH does require face coverings regardless of vaccination status*).
- **Unvaccinated employees** are required to wear face coverings indoors or in vehicles. The District will make N-95 respirators and training available to all employees.

If an employee declines to provide vaccination status, they must continue to wear face coverings pursuant to the ETS.

As noted above, the District is required to document vaccination status in order for an employee to be exempt from wearing a face covering per the ETS. If you select yes to questions 1 and 2 below, you are truthfully stating that you have been fully vaccinated for COVID-19.



SELF-ATTEST FOR COVID-19 VACCINATION FORM

1. Do you attest that you received the Pfizer, Moderna, or Johnson & Johnson COVID-19 vaccine?

YES

NO

2. Has it been at least two weeks since your second dose of the Pfizer or Moderna COVID-19 vaccine, or the single dose of the Johnson & Johnson COVID-19 vaccine?

YES

NO

I attest that I have been fully vaccinated for COVID-19. This vaccination and self-attestation enables me to be exempt from being required to wear a face covering during my work at the District.

Employee Name: _____

Please Print

Signature

Date



STEGE SANITARY DISTRICT

District Manager/Engineer:
Rex Delizo, P.E.

District Counsel:
Kristopher Kokotaylo

Board of Directors:
Juliet Christian-Smith
Paul Gilbert-Snyder
Dwight Merrill
Alan C. Miller
Beatrice R. O'Keefe

Monday, June 28, 2021

The Honorable Alan Lowenthal
U.S. House of Representatives
Washington D.C., 20515



Submitted to Ms. Ngoc Nguyen via email at Ngoc.Nguyen@mail.house.gov

Dear Representative Lowenthal:

The Stege Sanitary District would like to express strong support for your amendment to the INVEST in America Act (H.R. 3684) and urge the Committee on Rules to include the amendment in the legislation. The Stege Sanitary District provides sanitary sewer services to Kensington, El Cerrito and a portion of Richmond known as the Richmond Annex and currently operates and maintains 148 miles of sanitary sewers and two pumping stations serving over 35,000 residents residing within the District boundaries.

As an entity responsible for collecting and transporting wastewater, we have firsthand knowledge of the unique management challenges and pollution threats to our water supplies. This includes the flushing of non-flushable wet wipes. Often times, these wipes are marketed as flushable. However, frequently these products are composed of synthetic, plastic materials that are not compatible with the sewer systems and infrastructure. As a result, when these products travel through the sewer systems they do not break down, but rather accumulate with fats, oils and grease and become large obstructions in the pipes that ultimately clog pumps, collection systems, and motors, causing backups and equipment failures. If the wipes manage to make it to the treatment facilities, the products are broken down into smaller microfibers and microplastics that can be inadvertently released back into the environment.

Your amendment would address this unique problem in a straightforward and reasonable approach, by establishing "Do Not Flush" labeling requirements for non-flushable wet wipes product packaging. By including the amendment into the INVEST in America Act, the package would take a critical step in stopping the flushing of wet wipes at the source and, as a result,

decrease the strains that the flushing of these products have upon property owners, infrastructure, ratepayers, and the surrounding environment.

Thank you for your continued efforts to address and develop solutions to the unique problems of the flushing of non-flushable wipes and including the clean water sector in the legislation.

Sincerely,

STEGE SANITARY DISTRICT

A handwritten signature in blue ink, appearing to read 'R.D.', with a horizontal line extending to the right.

Rex Delizo

District Manager

cc: Sarah Sapirstein (ssap@ensresources.com)

Jessica Gauger (jgauger@casaweb.org)

Building a Resilient Future



2021 Annual Conference | August 11-13 | Hilton San Diego Bayfront | San Diego, CA

CASAweb.org  @CASACleanWater  @CASA_CleanWater

*Preliminary Program as of 6/22/21
Speakers and Topics Subject to Change*

Wednesday, August 11

- 8:30 a.m. – 12:00 p.m. CSRMA Training Seminar ([Separate Registration Required](#))
- 9:00 a.m. – 5:00 p.m. Registration
- 10:30 a.m. – 12:00 p.m. CASA Board of Directors Meeting
- 12:00 p.m. – 1:30 p.m. Associates Committee Meeting
- 12:00 p.m. – 1:30 p.m. Lunch on Your Own
- 1:30 p.m. – 4:00 p.m. Concurrent Sessions
- 1:30 – 2:30 p.m. Track 1A: Fleet Tracking, Electrification and AI: Clean Water Tech in 2021
Moderator:
- Greg Cutler, RMJ Technologies
 - David Rothbart, Los Angeles County Sanitation District
 - Cristina Ahmadpour, Isle Utilities

Devices that help track your fleet behavior to improve operations? An all-electric future in California? Artificial intelligence helping efficiently manage your collection system? Hear from panelists on current and future trends in the clean water sector and get a glimpse of how agencies are utilizing technology to build a resilient future.

- 1:30 – 2:30 p.m. Track 2A: The Future of Work is Now
- Adriana Ochoa, Procopio
 - **Teji O'Malley**, Central Costa Contra Sanitary District

The pandemic brought so many changes to the way we work. Are some of these changes here to stay? Hear from agencies and experts on how clean water agencies are adapting to the possibility of remote work, virtual meetings, and other changes we have all experienced this past year.

Wednesday, August 11 – con't

2:30 – 3:00 p.m. Break

3:00 – 4:00 p.m. Track 1B: Regulatory Hot Topics and Deep Dives
Moderator: Jared Voskuhl, CASA

CASA's Regulatory Workgroup is one of the most active groups in the association. **Hear the latest updates on topics essential to your agency's regulatory compliance** and future needs, including an update of the Sanitary Sewer System Waste Discharge Requirements (SSS WDR), state and federal developments on PFAS regulation, initiatives surrounding microplastics, and many other items the group is working to address on behalf of CASA member agencies.

3:00 – 4:00 p.m. Track 2B: Gender Diversity and Pay Equity in the Workforce
Moderator: Jackie Zipkin, East Bay Dischargers Authority

- Beverli Marshall, Valley Sanitary District

Equity and diversity are essential components of managing a successful agency and have increasingly come into focus in recent years. Hear from both private entities, public agencies and academics who have looked at this issue and implemented successful programs to address diversity and equity in their workforces.

4:00 p.m. – 5:00 p.m. Federal Legislative Committee Meeting

4:00 p.m. – 5:00 p.m. CSRMA Executive Board Meeting

5:30 p.m. – 6:30 p.m. Ice Breaker Reception

Thursday, August 12

7:30 a.m. – 9:00 a.m. Breakfast

8:00 – 9:00 a.m. **Women's Networking Breakfast**

Look for signage to join this informal networking group during breakfast

7:30 a.m. – 4:30 p.m. Registration

8:00 a.m. – 9:00 a.m. CASA Education Foundation Board Meeting

8:00 a.m. – 9:00 a.m. CSRMA Board of Directors Meeting

Thursday, August 12 – con't

9:15 a.m. – 11:30 a.m. Morning Sessions & Business Meeting
President Jason Dow, Presiding

9:15 – 10:00 a.m. Jen McDonough, Celebrating the Everyday Hero

AKA “The Iron Jen” is an eight-time national Olympic-style weightlifter, Ironman triathlete, volunteer firefighter and first responder, and the author of three Amazon Top 100 books. Her keynote on celebrating everyday heroes will address the challenges experienced daily by our essential workers, be it from dealing with constant change, stressful calls, rotating shifts, or any of the 99 things that could go wrong on the job. Jen McDonough reminds everyday heroes of the importance of their work and acknowledges the vital impact that they have on their communities and organizations.

10:00 – 11:15 a.m. Communicating with Diverse Constituencies
Moderator: Sarah MacDonald, Western Municipal Utility District

- Victor Griego, President, Water Education for Latino Leaders (WELL) (Invited)
- Dale Hunter, Executive Director, California African American Water Education Foundation (CAAWEEF)
- Marta Lugo, External Affairs Officer, Valley Water (Invited)

Hear from association leaders and communications professionals on how to build bridges with diverse constituencies in your community and develop programs to **communicate the clean water community’s message**.

11:15 – 11:30 a.m. Annual Business Meeting

11:30 a.m. – 12:15 p.m. Networking Break

12:15 p.m. – 1:30 p.m. Luncheon

1:30 p.m. – 2:00 p.m. Networking Break

2:00 p.m. – 4:00 p.m. Afternoon Sessions
Secretary Treasurer Georgan Vonheeder-Leopold,
Presiding

2:00 – 3:00 p.m. Drought on the Horizon
Sean Maguire, Board Member, State Water Resources
Control Board

3:00 – 3:30 p.m. Celebrating Excellence in 2021

- 2021 Awards of Excellence Presentation
- CASA Education Foundation 2021 Scholarship Recipients

- CASA LEAD Initiative

Thursday, August 12 – con't

- 3:30 p.m. – 4:30 p.m. Associates Engineering and Research Subcommittee
- 3:30 p.m. – 4:30 p.m. CASA Communications Committee
- 4:30 p.m. – 5:30 p.m. Bay Area Biosolids Coalition Meeting
- 5:30 p.m. – 6:30 p.m. Welcome Back Reception

Friday, August 13

- 8:00 a.m. – 11:15 a.m. Registration
- 8:00 a.m. – 9:30 a.m. Breakfast
- 8:00 a.m. – 9:15 a.m. State Legislative Committee Meeting
- 9:30 a.m. – 11:15 a.m. Closing Session
Vice President Jasmin Hall, Presiding
- 9:30 – 10:00 a.m. State and Federal Legislative Updates
 - Jessica Gauger, CASA, State Update
 - Eric Sapirstein, ENS Resources, Federal Update
- 10:00 – 10:30 a.m. Congressman Scott Peters (Invited)
- 10:30 – 11:00 a.m. Kevin Phillips, Town Manager, Paradise, CA
- 11:00 – 11:15 a.m. **President's** Closing Remarks
 - Board of Director Election Results
 - Passing of the Gavel
- 11:00 a.m. – 3:00 p.m. Attorneys Committee Meeting



CSRMA Risk Management Seminar at August 2021 CASA Conference

August 11, 2021 - Hilton San Diego Bayfront Hotel in San Diego, CA

Date: Wednesday - August 11, 2021

Time: 8:00am to 12:00noon

Location: Hilton San Diego Bayfront Hotel, One Park Boulevard, San Diego, CA 92101

Checkin and hot buffet breakfast begins at 7:00am. For CSRMA members who will not be attending the onsite event: Both seminars will be recorded and made available to CSRMA members. Please register below and select the option "Recording Only" to receive the access link via email after completion of the event.

7am-8am	Catered Breakfast
8-9:45am	<p>On-Boarding New Hires: Planning for Success</p> <p>On-Boarding, simply put, is the process of integrating a new employee into an organization. The on-boarding process should help the new employee build confidence, gain necessary knowledge, learn required skills, become familiar with your agency’s culture and develop into an integral part of a team that strives to help achieve the goals of the organization – and more!</p> <p style="text-align: right;"><i>Sam Rose Sam Rose Consulting</i></p>
10-12noon	<p>Developing Your Leadership Skills: Building Depth for Succession</p> <p>This session is designed to equip professionals at every level in successfully fulfilling their responsibility as a leader/team member and how to improve as they function in that role. Attendees will gain an awareness and greater understanding of some critical leadership issues, along with some practical applications that will help them, and those around them reach new leadership heights. Additionally, they will gain a clear understanding of the benefits that come from raising up leaders within the organization, and how it contributes to the overall succession plan, and in doing so promotes the success and resiliency of the organization.</p> <p><i>Why Leadership Matters:</i> Understand the 5 levels of Leadership and learn how to develop a proper climate for leadership.</p> <p>Why develop leaders – The need for and the benefit of developing Leadership skills What is Leadership - At the Organizational Level How to Develop a Leadership Culture - At the Organizational Level How to Develop your Leadership First - At a Personal Level How to Develop Potential Leaders - At a Professional Level</p> <p style="text-align: right;"><i>Keith Sorsdal The Sorsdal Group</i></p>

**ATTENDEE
BROCHURE**

**LEARN & NETWORK WITH
DISTRICT PEERS**

IN ONE PLACE!



**YOU ARE A...
SPECIAL DISTRICT
HERO**



**2021 CSDA ANNUAL CONFERENCE
& EXHIBITOR SHOWCASE
AUGUST 30-SEPTEMBER 2 MONTEREY, CA**



ATTENDEE BROCHURE

SPECIAL DISTRICT POWERS **ACTIVATE**

In 2020 and 2021, special district staff and elected officials were called on to be the HEROES of their communities by providing essential services to Californians through difficult times.

Come together with other special district heroes for a three day, must-attend education and networking event. Develop new partnerships. Participate in inspiring and motivating keynote sessions. Walk away with strategies, new connections, and innovative ideas to help you and your district in good times and challenging times.

TWO DYNAMIC KEYNOTES



Kevin Brown

Jason Hewlett



**THE CSDA ANNUAL
CONFERENCE & EXHIBITOR
SHOWCASE IS THE ONE
CONFERENCE SPECIAL
DISTRICT LEADERS CAN'T
AFFORD TO MISS!**



Breakout Session Information

Choose from over 35 breakout sessions for your needs and the needs of your district. Topics include: pensions, ethics, harassment prevention, prevailing wage, Brown Act, community outreach and engagement, governance, legislative and legal updates and much, much more!

Check the conference website for full breakout session details.



CSDA will follow all state and local COVID-19 guidelines at the 2021 Annual Conference and Exhibitor Showcase. These may include masking and social distancing at the following locations:

- Monterey Conference Center
- Monterey Marriott
- The Portola Hotel & Spa



Room reservations for the CSDA Annual Conference and Exhibitor Showcase begin at \$214 plus tax and are based on availability. In order to book a hotel room, you must first register for the conference to obtain a CSDA room reservation link.

35

breakout sessions



THIS YEAR'S CONFERENCE WILL BE HELD IN AMAZING MONTEREY!



HOTELS & CONFERENCE CENTER



Monterey Marriott
350 Calle Principal
Monterey, CA 93940

Portola Hotel & Spa
2 Portola Plaza
Monterey, CA 93940

Conference Center
1 Portola Plaza
Monterey, CA 93940



Credit Incentive Points

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses, and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points (CIPs) can be earned based on an agency's attendance at the CSDA Annual Conference & Exhibitor Showcase, reducing SDRMA members' annual contribution amounts.

07

pre-conference events



amount of fun



Kevin Brown

OPENING KEYNOTE

Tuesday, August 31

“The Hero Effect – Being your best when it matters the most!”

In a fresh and entertaining style, Kevin shares ideas, strategies and principles that will inspire and equip participants to show up every day and make a positive difference. At the heart of Kevin’s message is a simple, yet powerful philosophy for life that drives every thought, every action and ultimately every result we achieve both personally and professionally. Your team will be motivated to reach beyond what is required and do something remarkable!

This program is designed to help participants:

- Achieve greater results by eliminating “ordinary” thinking and mastering the habit of excellence.
- Own the moments that matter (and they all matter) by taking responsibility for their attitude, their actions and their results.
- Create meaningful relationships and deliver an extraordinary experience for every “customer” at work and at home.



Jason Hewlett

SDRMA SPONSORED KEYNOTE

Wednesday, September 1

“The Promise – Becoming Legendary Leaders.”

With humor, heart, and absolute clarity, Jason hilariously brings legends of stage, music, and comedy to life to help leaders discover their very own signature moves and redefine their promise and commitment to their teams and organizations.

In 2021 our world is different, but foundational values remain the same: To deliver on our promises, to be accountable to expectations and exceed them, and to always give 100% in every interaction. In Jason’s entertaining and educational presentation, utilizing the legends of stage for establishing what a promise looks like from a performance level, participants will be enlightened, energized, and entertained in a keynote unlike any other. Music, comedy, stories, and powerful insights will leave attendees talking about the promise in their own lives, business, and how everyone can up their game in 2021.

YOU ARE A...
SPECIAL DISTRICT
HERO



PRE-CONFERENCE PROGRAM EVENTS TO HELP YOU POWER UP!



PRE-CONFERENCE PROGRAM EVENTS

MONDAY, AUGUST 30, 2021

9:00 a.m. – 3:30 p.m.

[Pre-Conference Workshops]

Special District Leadership Academy Module 1: Governance Foundations* -

As the core curriculum of CSDA's Special District Leadership Academy, this workshop serves as the "foundation" for the series on effective governance of special districts. It is specifically designed for special district board members and meets the requirement for six hours of governance training for Special District Leadership Foundation programs.

So, You Want to Be a General Manager? *

This is a practical career development workshop for senior executives and emerging leaders in special districts. This action-oriented workshop includes group and panel discussions on the journey, roles, and skill sets of a general manager; identifying general manager opportunities; developing positive relations with the board, staff, and peer agency executives; and leadership best practices.

10:00 a.m.

SDLF Scramble for Scholarships Golf Tournament*

Pacific Grove Golf Links

12:30 – 3:30 p.m.

[Pre-Conference Workshop]

The Board and General Manager Working Together to Optimize the District – a 5-Step Program for Assuring Optimal Performance*

Optimizing district performance is always a goal. The five systematic steps that will be presented in detail are:

- a frank assessment of district position, status and outlook
- a realistic look at communications between the board and general manager
- an honest appraisal of the third rails of your organizational model
- policies that support best practices
- clearly setting the organizational vector

The instructor will use in-class exercises and assessment tools for each step for assessment purposes. Come prepared to have open dialogue about how to get and keep your district performing at the highest levels.

1:30 – 3:30 p.m.

Certified Special District Manager (CSDM) Exam, Special District Leadership Foundation (Optional)

3:45 – 5:15 p.m.

Chapter Roundtable Discussion (Optional, no fee,
must be attending annual conference)

*Separate registration and payment required. Space is limited and on a first-come, first-served basis.



5:15 - 7:30 P.M. [MONDAY]

CONFERENCE OFFICIALLY

BEGINS



President's
Reception with
the Exhibitors

ALL REGISTERED ATTENDEES WELCOME

NEW CONFERENCE CENTER



GENERAL CONFERENCE SCHEDULE - CHECK CSDA.NET FOR DETAILED SCHEDULE

MONDAY, AUGUST 30, 2021

9:00 a.m. - 3:30 p.m.

Pre-Conference Workshop: **SDLA Module 1: Governance Foundations***

Pre-Conference Workshop: **So, You Want to Be a General Manager?***

10:00 a.m.

SDLF Scramble for Scholarships Golf Tournament*

12:30 - 3:30 p.m.

Pre-Conference Workshop: **The Board and GM Working Together to Optimize the District***

1:30 - 3:30 p.m.

Certified Special District Manager (CSDM) Exam, Special District Leadership Foundation*

3:45 - 5:15 p.m.

Chapter Roundtable Discussion

5:15 - 7:30 p.m.

**Conference Begins!
President's Reception with the Exhibitors**

TUESDAY, AUGUST 31, 2021

7:30 - 8:30 a.m.

Continental Breakfast with the Exhibitors

8:45 - 10:45 a.m.

Opening General Session: Kevin Brown

11:00 a.m. - 12:00 p.m.

Breakout Sessions

12:15 - 1:30 p.m.

Lunch with the Exhibitors

1:45 - 3:00 p.m.

Breakout Sessions

TUESDAY CONT...

3:45 - 4:45 p.m.

Breakout Sessions

5:00 - 6:30 p.m.

Mix & Mingle in the Exhibit Hall

WEDNESDAY, SEPTEMBER 1, 2021

8:00 - 10:30 a.m.

SDRMA Full Plated Breakfast and Keynote Speaker: Jason Hewlett

10:45 a.m. - 12:00 p.m.

Breakout Sessions

12:15 - 1:45 p.m.

Legislative Update Luncheon

2:00 - 3:15 p.m.

Breakout Sessions

3:30 - 5:00 p.m.

Breakout Sessions

6:00 - 9:00 p.m.

SDLF Taste of the City

THURSDAY, SEPTEMBER 2, 2021

8:00 - 10:00 a.m.

CSDA Closing Breakfast

* = optional, advanced registration, additional fee



2021 CSDA ANNUAL CONFERENCE ATTENDEE REGISTRATION FORM

one form per attendee, please print

**PLEASE PRINT & INCLUDE
FORM WITH PAYMENT.**

Three Ways to Register:

1. REGISTER ONLINE by visiting the CSDA Annual Conference website at conference.csdanet.net.
2. REGISTER BY FAX your registration form to 916-520-2465.
All faxed forms must include payment.
3. REGISTER BY MAIL to CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814.
Check made payable to: California Special Districts Association.

Not sure if you are a member?

Not sure if you are a member? Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the benefits of membership, contact Member Services Director Cassandra Strawn at cassandras@csda.net or call toll-free 877-924-2732.

Full conference registration fee includes:

- » President's Reception with the Exhibitors Monday
- » Keynote Sessions
- » Continental Breakfast with the Exhibitors on Tuesday morning
- » Lunch with the Exhibitors on Tuesday
- » Mix and Mingle in the Exhibit Hall on Tuesday
- » SDRMA Full Plated Breakfast on Wednesday
- » Legislative Update Luncheon on Wednesday
- » All Breakout Sessions on Tuesday and Wednesday
- » Taste of the City Reception on Wednesday
- » Closing Breakfast on Thursday

Full conference GUEST registration includes all meal functions.

Name:		Title:		
District:				
Address:				
City:		State:	Zip:	
Phone:		Fax:		
Email:		Website:		
Member status: <input type="checkbox"/> Member <input type="checkbox"/> Non-member				
Special Needs (include dietary):				
Emergency Contact:				
Would you prefer to opt out of exhibitor or sponsor emails? <input type="checkbox"/> Yes <input type="checkbox"/> No				
CONFERENCE REGISTRATION FEES		EARLY BIRD (ON/BEFORE JULY 30, 2021)	REGULAR (AFTER JULY 30, 2021)	SUBTOTAL
<input type="checkbox"/> CSDA Member - Full Conference		\$625.00	\$675.00	
<input type="checkbox"/> Non-member - Full Conference		\$940.00	\$1015.00	
<input type="checkbox"/> Guest of a Member - Full Conference (Cannot be from a district/co.) <input type="checkbox"/> Vegetarian		\$300.00	\$325.00	
<input type="checkbox"/> Guest of a Non-member - Full Conference (Cannot be from a district/co.) <input type="checkbox"/> Vegetarian		\$450.00	\$485.00	
<input type="checkbox"/> CSDA Member - One-day registration <input type="checkbox"/> Tues. <input type="checkbox"/> Wed. <input type="checkbox"/> Thurs.		\$350.00 each day	\$375.00 each day	
<input type="checkbox"/> Non-member - One-day registration <input type="checkbox"/> Tues. <input type="checkbox"/> Wed. <input type="checkbox"/> Thurs.		\$510.00 each day	\$565.00 each day	
SEPARATE REGISTRATION FEES		CSDA MEMBER	NON-MEMBER	SUBTOTAL
<input type="checkbox"/> Pre-Conference Workshop: SDLA Module 1: Governance Foundations - Aug. 30		\$225.00	\$340.00	
<input type="checkbox"/> Pre-Conference Workshop: So You Want to be a General Manager? - Aug. 30		\$100.00	\$100.00	
<input type="checkbox"/> Pre-Conference Workshop: The Board and GM Working Together... - Aug. 30		\$150.00	\$225.00	
<input type="checkbox"/> SDFL Scramble for Scholarships Golf Tournament - Aug. 30		\$105.00 (includes lunch)		
<input type="checkbox"/> Taste of the City Reception (Guests only) - Aug. 30		\$ 65.00 CSDA Member Guest	\$ 98.00 Non-member Guest	
TOTAL				
Payment type: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover				
Account name:		Account Number:		
Expiration date:		Authorized Signature:		

Cancellations/Substitution Policy: Cancellations must be in writing and received by CSDA no later than Friday, August 13, 2021. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after August 13, 2021. Substitutions are acceptable and must be done in writing no later than August 20, 2021 at 5:00 p.m. Please submit any cancellation notice or substitution request to meganh@csda.net or fax to 916-520-2465.

Consent to Use Photographic Images: Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

Anti-Discrimination and Harassment Policy: CSDA is dedicated to a harassment-free event experience for everyone. Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at www.csdanet.net/about-csda/who-we-are.



California Special Districts Association
1112 I Street, Suite 200
Sacramento, CA 95814

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ATTENDEE BROCHURE



*GOING TO CONFERENCE
IS ALWAYS AN EXCELLENT
OPPORTUNITY TO NETWORK,
MEET NEW PEOPLE, AND LEARN
MORE ABOUT SO MANY TOPICS.
I NEVER COME WITHOUT
LEARNING SOMETHING NEW
TO BENEFIT MY BOARD OR MY
COMMUNITY.*

- CRYSTAL SMITH, DIRECTOR
EDGEMONT COMMUNITY SERVICES DISTRICT

**2021 CSDA ANNUAL CONFERENCE
& EXHIBITOR SHOWCASE**

AUGUST 30-SEPTEMBER 2 MONTEREY, CA





**California Special
Districts Association**

Districts Stronger Together

2021 CSDA Annual Conference & Exhibitor Showcase

TUESDAY, AUGUST 31, 2021

11:00 a.m. – 12:00 p.m. - Scheduled Breakout Sessions

Resolving Conflict Constructively

CPS HR Consulting

Have you ever wondered how to identify specific types of conflict, how to respond to baiting language and how to use building language to respond to defensive language? Learn through experience with three interactive activities that encompass: challenging behaviors, subversive language, and the effective use of communication.

Creating a Strong Foundation for your Public Agency

BHI Management Consulting

There are a number of subtle aspects of public agency work that are easy to overlook that, when strengthened, can truly make the difference during tough times.

Taxes, Assessments, and Fees: Recent Developments and Considerations for Your District

Colantuono Highsmith & Whatley, PC

Special Districts have limited revenue-raising powers and often need alternative revenues to fund operations. This session will highlight recent developments and key considerations between common alternative revenues.

Managing COVID-19 Issues: Now and What's Next

Liebert Cassidy Whitmore

Orange County Mosquito and Vector Control District

In this training, we will provide a wide-ranging survey of the labor and employment issues implicated by COVID-19. We will provide both legal and practical advice for special districts on myriad subjects from labor relations to wage and hour to litigation. The workshop will address the most important and timely issues facing employers now including, preparing for and responding to outbreaks of COVID, managing employee leave, addressing accommodation requests, ensuring healthy and safe workplaces, and controlling and reducing employers' costs. We will also look forward to what may be next for special districts, including statutory and contractual claims which may be brought against your district and how to help avoid them. We will also discuss budgetary constraints, bargaining obligations, and a potential resurgence of the virus.

11:00 a.m. – 12:00 p.m. - Scheduled Breakout Sessions continued

Buying, Selling & Leasing Property: Keys to Successful Transactions and AB1486 Compliance

Meyers Nave

This session covers laws and regulations governing real estate transactions that involve special districts, including the Surplus Lands Act which was extensively amended by AB 1486 in October 2019.

Collaboration: How Multiple Agencies Can Work Together, Better

Probolsky Research and special district panel

We will break down some of the key advantages and elements of success when two or more agencies team up to build something or partner in some other way.

- Get off the ground more quickly
- Spread the risk
- Build a broader coalition of support
- Demonstrate innovation
- Pooled talent
- And more

Trending: Using Social Media to Promote Transparency and Accountability

Aleshire & Wynder, LLP

Social media has transformed how governments interact with constituents. Explore the benefits of social media in promoting transparency and the challenges of complying with the Brown Act in a post-pandemic virtual world.

1:45 – 3:00 p.m. - Scheduled Breakout Sessions

AB 5: So, You're Saying Our Independent Contractor is Actually an Employee?

Atkinson, Andelson, Loya, Ruud & Romo

Many public agencies benefit from the use of independent contractors in many types of projects. This is usually done out of convenience for the district, the ability to leverage a specialized skill set on a temporary basis, and as a cost savings for ratepayers. However, what if your 'independent contractor' wasn't really 'independent' after all? This session will explore the latest rules as set forth by AB 5, the various methods used to determine whether a contractor is truly independent, and how your district should handle any claims of employee misclassification.

How to Make Your Board / Manager Team a Success

Rauch Communications Consultants

This session focuses on building an effective board manager team by improving board governance and the board and manager roles and relationships. Topics include committee meetings; focusing the board on the right information and issues; dealing with difficult personalities; providing clear policy direction to the manager; a pain free and productive method for evaluating the Manager's performance; and more. The session features real-world examples, opportunities for Q/A, and sharing of experiences.

Public Contracting Requirements: Emergency Preparedness and Federal and State Reimbursement

Meyers Nave

This session covers contracting best practices and procedures that special districts should have in place before a disaster, steps that can be taken during the disaster to help manage the situation and plan for potential State and Federal reimbursement, and what must happen immediately after the disaster to move forward quickly to address the affected community's needs.

1:45 – 3:00 p.m. - Scheduled Breakout Sessions continued

Developments in Prop 218 and the Law of Water Rates

Hanson Bridgett, LLP and Best Best & Krieger LLP

Water and wastewater rates are under continuing legal attack throughout the state. Retail water suppliers and wastewater service providers must collect and fairly allocate the costs of service among their ratepayers, and even well-designed plans may come under attack from disgruntled users and their often-entrepreneurial attorneys - who take the cases on contingency and bet on being able to collect their fees from the special district. A class action case filed against 81 water retailers last year brought the threat of these suits and their financial impact into sharp focus. And recent case law proves to be a mixed bag for public entities. In this program, attendees will learn about: the impact of recent legal decisions; the threats posed by certain pending lawsuits; recent and proposed legislation affecting rate setting and collections; and practical steps special districts might consider to reduce the risks of Prop. 218 challenges.

Reserve Policies for Special Districts – How Much is Enough?

Eide Bailey CPAs

This session will talk about what reserves are needed and why, how to establish reserve level policies, support for your reserve policy including a capital improvement plan and how to communicate your reserve policies to your constituents. We will also provide resources to help you get started in establishing or revising your reserve policy.

Civil Grand Jury Insight and Proactive Cooperation

Grand Jurors Association

This session will provide an overview of the grand jury process and the five foundational elements that make it an effective instrument of democracy. Attendees will learn the necessary processes for districts and juries to work together in order to make local governments more effective and efficient.

Harassment Prevention Training for Board Members and Supervisors - part 1

Renne Public Law Group, LLP

This training promises to provide a fun and interactive way for board members and managers to satisfy their bi-annual harassment prevention training requirement. Conducted by two experienced and engaging employment attorneys, the speakers will have participants weigh in through an electronic survey-method tool (done through an iPhone/Android app) throughout the presentation, facilitating more candid and educational responses. The presentation will teach participants how to identify, prevent, and properly respond to workplace harassment, discrimination, retaliation, and workplace bullying and will address how best practices can reduce the risk of personal and agency liability. Presenters will also highlight new laws that have emerged because of the #MeToo movement and the topic of implicit bias in the workplace. (See AB 1825, 2053, 1661.)

3:45 – 4:45 p.m. - Scheduled Breakout Sessions

Key Considerations for Utilizing Debt

California Special Districts Association Finance Corporation

If your district is considering using debt as a tool to fund all or part of a mission-critical capital project, it is important to know what your options are. Join the expert consultants from the CSDA Finance Corporation in a discussion of funding structures, sources of repayment, market conditions, and more. Hear one special district's story of how successfully leveraged debt helped them meet their funding needs.

Effective and Legal Meetings in a New Technology World

Richard Watson Gershon

COVID-19 presented districts with unprecedented challenges, including how to keep public meetings safe and effective, while encouraging public participation and maintaining transparency. Technology has played a key role in this, but it can also open a Pandora's box of pitfalls. This presentation will explore how districts can harness the value of incorporating technology into the board room, while minimizing the potential risks. Topics will include best practices for online board meetings, procuring and using technology support and services, compliance with the Brown Act, accessibility, and more.

3:45 – 4:45 p.m. - Scheduled Breakout Sessions continued

How to Help Your General Manager Succeed - And the Board, Too

Regional Government Services Authority

Costa Mesa Sanitary District

Advice and humor from the real world. Topics Include: Giving Clear Direction; How to succeed even though you voted against that motion, and a game show, "What lane am I in"?

Supercharge Your Writing with Inclusive Language

CPS HR Consulting

Spoken communication should empower others, promote inclusion, reduce bias, and avoid giving some groups privilege over others. This workshop will help you understand the ways word choice impacts spoken and written communication, and help you create messages and documents that build relationships and convey respect for your audience and stakeholders.

Dead Gift-Away: The Constitutional Prohibition on Gifts of Public Funds

Aleshire & Wynder, LLP

This session will provide a primer on the doctrine of "gift of public funds," which prohibits the giving or lending of public funds to any person or entity, public or private, regardless of the amount of the expenditure or loan. 1) Attendees will learn the statutory and judicial exceptions to the doctrine. 2) Attendees will also learn its application to special districts and the critical services provided to communities, including disaster relief, infrastructure maintenance, water, and fire protection, as well as its application to compensation of managers and employees. 3) This session will also explore how a public expenditure is challenged under the doctrine, and the potential repercussions of a violation.

Climate Adaptation Topic - invited

Harassment Prevention for Directors and Supervisors - part 2

Renne Public Law Group, LLP

See previous session description. Must attend both sessions to earn your certificate.

WEDNESDAY, SEPTEMBER 1, 2021

10:45 a.m. – 12:00 p.m. - Scheduled Breakout Sessions

Proven, Get-to-the-Point Methods to Complete Your Long-Term and Strategic Planning Quickly, Efficiently, and Enjoyably

Rauch Communications Consultants

This session provides approaches that have been proven to work: step-by-step guidance on how to engage the Board, executive team, staff and public in a successful Strategic Planning process avoiding vague words by pinning down clear direction in plain English; how to measure results; and more. There will be opportunities for questions, answers and engagement among the participants and the seminar leader.

How to Pay Off Your CalPERS Pension Liability – Not Just POBs

Urban Futures, Inc.

This session will start by providing a simple explanation of your CalPERS pension liability. We will provide an update on CalPERS' Investment Return for FY21 and discuss how much CalPERS is expected to lower the Discount Rate next year. The primary focus of this discussion will be on potential strategies to address your CalPERS liability, including: making Additional Discretionary Payments (ADPs) or a Soft Fresh Start, Leveraged Refunding, and Tax-exempt Exchange - providing real-world case studies of each. Finally, we will also touch upon pension obligation bonds (POBs), why they are so compelling, the GFOA's position on POBs, and POB risks and how to address them.

Brown Act in the Pandemic Matrix

Atkinson, Andelson, Loya, Ruud & Romo

The pandemic created a lot of new circumstances with regard to Board meetings. So many aspects changed as public meetings moved into the cybersphere. The question now is how much of that is here to stay, and how much will fade with the pandemic. What we need to figure out is how public meetings will look going forward, and how a special district can remain compliant with the Brown Act – whether the meeting is in-person, virtual, or something in between. This session will discuss recent changes to the Brown Act, with a specific emphasis on the use of technology.

10:45 a.m. – 12:00 p.m. - Scheduled Breakout Sessions continued

FEMA Topic – invited

An overview on the processes and considerations of Public Assistance and Hazard Mitigation Programs --- best practices, how to engage, applying, etc.

Ethics AB 1234 Compliance Training (part 1)

Lozano Smith

This critical training satisfies your mandatory ethics training requirement during each two-year period, or within six months of being hired. Attendees will refresh their knowledge of public service ethics laws and principles. This includes informing attendees on how to best navigate legal mandates; focus on doing the right thing in the public interest; consider conflicts of interest; and help spot issues before they become a problem. Representative Topics:

- Effective Governance and Principles Beyond the Law
- Personal Financial Gain: Conflict of Interest, Bribery
- Personal Advantages and Perks: Gift and Travel Restrictions
- Governmental Transparency and Fair Processes: Financial Disclosure, Brown Act
- Fair Processes: Due Process, Common Law Bias, Incompatible Offices

WC, ADA, and FEHA: The Keys to Mitigating Liability

Special District Risk Management Authority

MacIntyre & White

In today's increasing liability for employers as it relates to workers' compensation and disability claims, this presentation will focus on an employer's responsibilities when dealing with American's with Disabilities Act (ADA) and Fair Employment Housing Act (FEHA) as well as how an employer should coordinate those responsibilities when a workers' compensation claim is involved.

Recent Developments in Redistricting and the California Voting Rights Act

National Demographics Corporation and Cole Huber, LLP

This presentation will provide updates regarding the conversion to district elections under the California Voting Rights Act ("CVRA") and the redistricting process (for those special districts that currently have district elections). The presentation will address recent court cases interpreting the CVRA and the legal requirements for creating districts. The presentation will also address the release and use of 2020 Census data, the timing of the districting and redistricting processes, and the deadlines for being ready for the 2022 election cycle.

2:00 – 3:15 p.m. - Scheduled Breakout Sessions

Managing the Impacts of Homelessness on Special Districts Facilities and Services – invited

Institute for Local Government (ILG)

Revenues and Recovery - An update on taxes, fees, rates and assessments

Colantuono, Highsmith & Whatley, PC and NBS

An update on current developments in the law of special district revenues, including selected case studies and new rulings on water rates, special taxes, assessments and other fees and charges.

Lessons Learned From 2020 and How They Will Impact Litigation for Years to Come

Liebert Cassidy Whitmore

2020 was unlike any year we have experienced. COVID-19, civil unrest and political polarization, among other things, impacted the workplace in ways we could not have imagined. Now, these events have started to shape the type of litigation special districts will be dealing with in the coming years. We will discuss emerging litigation trends such as disability claims, reasonable accommodation obligations, First Amendment and free speech challenges, social media freedoms and more. We will also discuss how districts can mitigate the risk of these types of claims.

2:00 – 3:15 p.m. - Scheduled Breakout Sessions continued

Energy Resilience for Critical Infrastructure

Centrica Business Solutions

Energy is vital to every business. When an energy-related failure occurs, operational vulnerabilities become exposed and the need for a secure energy source becomes essential. The cost of an energy related failure is significant and far-reaching. That's why it's important for special districts to have an Energy Resilience strategy in place to address the risks and protect themselves.

Accessing California's COVID-19 Relief Funds for Special Districts

CSDA Advocacy Team

CSDA has led the charge for special districts' access to pandemic assistance programs. Now, discover the various sources for relief districts may utilize at state and local levels, and learn more about best practices in gaining access to funding.

Strategies to Avoid Liability and Minimize Exposure for Claims Related to Streets, Sidewalks and Trees

Special District Risk Management Authority and Porter Scott

Jury decisions in California are awarding millions in damages against public agencies and have eroded most immunities of public agencies. This presentation provides public agencies with strategies to reduce their exposure when dealing with dangerous conditions related to sidewalks and trees.

Ethics AB 1234 Compliance Training (part 2)

Lozano Smith

See previous session description. Must attend both sessions to earn your certificate.

3:30 – 5:00 p.m. - Scheduled Breakout Sessions

Crisis Communications: 5 Ideas, 2 Tips, 20 Questions Answered

Tripepi Smith

Crisis communications is something we all think we are ready for until the crisis hits. Then the real crisis begins. Join Ryder Todd Smith, President of Tripepi Smith as he shares his insights and experiences in local government with crisis communications. He will identify career-ending risks, cool tools to have in your arsenal of platforms and take questions from the audience on a full range of subjects. Don't let your next crisis create a communications crisis, leave this session with some actionable ideas. Also, attendees of this session will look seven years younger when it is over.

Exceptional Boards for Exceptional Times: Creating a Culture of Good Governance

Institute for Local Government (ILG)

Local governments in California face a myriad of critical and emerging issues from economic recovery from the COVID crisis, to the retirement wave, to preparing for future disasters. In order to navigate this, elected officials must be equipped to lead through these changing, and sometimes challenging, times. This session will provide tools and strategies to help elected officials operate more effectively as a board and better engage with fellow board members and staff.

Physical and Cyber Security to Critical Infrastructure

Cybersecurity and Infrastructure Security Agency

The Cybersecurity & Infrastructure Security Agency within the Department of Homeland Security will conduct a special presentation of current and future threats to our nation's most critical infrastructure.

DIVERSITY, EQUITY, AND INCLUSION (DEI) – BOARD OF DIRECTOR’S OUTREACH
MATERIAL

ISSUE:

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

FISCAL IMPACT:

The fiscal impact to discuss and consider DEI is minimal, but the resulting initiatives may have a fiscal impact that is yet to be determined.

STRATEGIC PLAN:

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

BACKGROUND:

At the Board meeting held on April 1, 2021, the Board began discussing their individual experiences with Diversity, Equity, and Inclusion (DEI) and would like to continue the conversation and discussion on a regular basis moving forward on how they, as individuals and as a District, could contribute to the furthering of DEI initiatives.

At the Board meeting held on May 6, 2021, the Board continued their discussion and decided to bring back a draft DEI policy of values that they would like to implement for consideration at a future meeting.

At the Board meeting held on June 3, 2021, the Board continued their discussion by reviewing and discussing the results of an anonymous employee survey conducted with staff by the Manager. The Board asked the Manager to thank the staff for their helpful feedback. The Board will bring back ideas for outreach material to use to help recruit underrepresented groups to become candidates for future appointments and/or District elections.

The Manager has prepared a draft Board of Director’s Information Sheet for the Board’s consideration to use as outreach material (attached).

RECOMMENDATION:

Prepare to discuss and consider Diversity, Equity, and Inclusion (DEI) initiatives.

ALTERNATIVES:

1. Provide staff further direction.

ATTACHMENTS:

- Draft Board of Director's Information Sheet

STEGE SANITARY DISTRICT

BOARD OF DIRECTORS

INFORMATION SHEET

The Stege Sanitary District (District) is an independent Special District of the State of California that provides sanitary sewer services to El Cerrito, Kensington, and a portion of the Richmond Annex in Richmond. The Board of Directors (Board) is the policy-making body of the District.

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

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

Other Board requirements include the completion of:

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

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

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

A Board member of the Stege Sanitary District receives \$233.12 per meeting day of service. Board members are also reimbursed for expenses incurred when participating in approved training, conferences, and meetings. The District provides no healthcare, leave, pension, or other benefits to Board members.

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

BOARD RECRUITMENT CHECKLIST

Consider the following suggestions when recruiting new directors:

- Promote your district's board opening(s) in the community.**
 - Post the opening on your district's website.
 - Issue a press release.
 - Consider talking to active volunteers that are already helping in your district.
 - Post the opening to social media channels.
 - Advertise with the local Chamber of Commerce or volunteer center.
 - Advertise in your district's newsletter.
 - Schedule an open house for the public to learn more about your district.

- Ensure that you are considering reaching out to a diverse candidate pool.**
 - Provide materials that clearly explain the district's purpose and the job of a board member.
 - Share materials with organizations and associations that serve groups that are under-represented on your board.
 - Consider attending local events and presenting about the board to attract more interest.

- Develop a board recruitment package containing:**
 - Cover letter informing the potential candidate of the process and next steps.
 - Brief description of your district, including its mission and vision statements.
 - One-page summary of the district's strategic plan and/or future goals.
 - Board application form.
 - Copy of the previous year's annual report.
 - Copy of the board calendar for the upcoming year (schedule of meeting dates, board retreats and/or training, etc.).
 - Sample copy of a typical board meeting agenda.
 - Contact name and number that an interested candidate can contact if he/she has any questions.

(DISTRICT LOGO OR LETTERHEAD)

DISTRICT NAME

DISTRICT ADDRESS

Dear Interested Community Member:

We are excited that you are interested in serving on the (District Name) Board of Directors. We hope that this information packet answers all your questions concerning the open position.

Within this packet you will find information about special districts, (Your Type of District) districts specifically, what it means to be a board member, and how to serve on our board.

Next Steps

(Below are sample steps)

- Review this packet
- Contact Sample County Elections Office at 503-555-4321 for more information about running for election
- Download a copy of the Elections Manual at <https://sos.oregon.gov/elections/Documents/county-city-district-candidates.pdf>

Thank you for your interest in serving on our board! If you have any questions, please don't hesitate to contact (Contact Name), (Contact Title), at (Contact Email and/or Phone Number).

Sincerely,

BOARD CHAIR NAME

BOARD CHAIR TITLE

(DISTRICT LOGO OR LETTERHEAD)

FOR IMMEDIATE RELEASE: (Date)

Contact: (Name and Title)

Phone: (Contact Phone Number)

Email: (Contact Email Address)

(District Name) Seeking Candidates for Board Vacancy

(District Name) is accepting applications to fill one open position on its board of directors.

The appointee will serve the remainder of (Resigned Board Member Name)'s term, which expires (Date). (Resigned Board Member Name) resigned from the board effective (Date).

The (District Name) Board of Directors is comprised of (Number of Board Members) board members. Each member is elected by the registered voters of the district to serve a (Number of Years) term. (Specify Statute Requirement For Applicants. e.g. Applicants for the vacant position must be registered voters who reside within the district's boundaries.)

Interested candidates can request an information packet, which includes information about the district, position, and application/selection process, from the district office by contacting (Contact Name) at (Contact Phone Number) or by email at (Email Address). You may also visit our office located at (Address) during regular business hours (Hours).

The deadline to submit applications for this vacancy is (Date and Time).

For more information, please contact (Contact Name) at (Phone Number).

About (District Name)

Insert short summary about district such as areas it serves, services it provides, the year it was formed, and website address.

###

MANAGER PERFORMANCE EVALUATION AND REVIEW PROCEDURE

ISSUE:

The Board will consider updating the Manager Performance Evaluation and Review procedure in the Board Governance Manual.

FISCAL IMPACT:

The fiscal impact of updating Board Governance Manual is minimal.

STRATEGIC PLAN:

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

BACKGROUND:

The Board would like to review and consider updates to the Manager Performance Evaluation and Review procedure as stated in the Board Governance Manual as follows:

23. Manager Performance Evaluation and Review. The Board will review the performance of the Manager periodically, at least **three times** per year. Interim reviews by the Board will occur **at Board meetings in October and January**. An annual review will be performed **at a Board meeting** in **May** and will be used as a factor in the determination of any compensation adjustments for the Manager for the next fiscal year. The Board President is typically appointed by vote as labor negotiator for the purpose of negotiating compensation adjustments with the Manager. For the annual review, the Manager will provide a self-evaluation performance review letter indicating the accomplishments from the fiscal year. The annual review and Board evaluation should be limited to the fiscal year under review.

RECOMMENDATION:

Approve updates to the Manager Performance Evaluation and Review procedure in the Board Governance Manual.

ALTERNATIVES:

1. Make amendments and approve as amended.
2. Take no action and provide staff further direction.

ATTACHMENTS:

None.

11:03 AM	STEGE SANITARY DISTRICT			
07/06/2021	Check Report			
Accrual Basis	July 8, 2021			
	Name	Memo	Amount	Num
Jul 8, 21				
	Alliant Insurance Services, Inc	Vehicle Ins. & Bond Delizo	-8,486.00	27149
	Aramark Uniform Services	Uniform Services	-524.47	27150
	CalPers	Suvivor Benefits	-280.80	27151
	Clark Pest Control	Pest Control	-145.00	27152
	County of Contra Costa	Data Processing Svcs May 2021	-14.20	27153
	D'Arcy & Harty Construcion	Retainage Project 20201	-1,330,030.57	27154
	EBMUD 12374900001	Office/Shop	-160.65	27155
	EBMUD 57132800001	Office/Shop	-610.85	27156
	Kato Plumbing.	Repairs Cowper, San Pablo, Santa Cruz, Colusa & Amherst	-18,700.00	27157
	Meyers Nave	Legal Services	-3,647.23	27158
	Mission Communication, LLC	Manhole Monitor Floats 07/1/2021-6/30/2022	-3,347.84	27159
	Nakano Landscape	Landscaping Jun 2021	-290.00	27160
	Pastime Hardware	Maintenance Supplies	-25.30	27161
	PG&E- #6675831511-4	Office/Shop	-865.80	27162
	R & R Auto Services	Gas 41/01/21-06/30/21	-6,622.96	27163
	Schaaf & Wheeler	Canon Pump Station Design	-3,045.00	27164
	TelePacific Communications	Office Phones	-1,099.56	27165
	U.S. Bank	Acct# 4246 0445 5564 5781	-2,124.75	27166
	WECO Industries, Inc.	Hoses & Nozzles	-8,700.85	27167
	Xerox Financial Services	Copier Lease Payment 6/03-7/02	-278.63	27168
Jul 8, 21			-1,389,000.46	

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JANUARY 2021	FEBRUARY 2021	MARCH 2021	APRIL 2021	MAY 2021	JUNE 2021
1/1 & 1/18 HOLIDAY CASA Winter Conf. Jan 27-28, Virtual Event	2/15 HOLIDAY CASA Policy Forum Feb ???, Wash, DC	AB 1234 Training (even years)		5/31 HOLIDAY AB 1661 Training (odd years)	6/9 Safety and Recognition Awards Luncheon
1/7/2021 – 7:00 P.M.	2/11/2021 – 7:00 P.M.	3/6/2021 – 9:00 A.M.	4/1/2021 – 7:00 P.M.	5/6/2021 – 7:00 P.M.	6/3/2021 – 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 Conf. + Attendee Reports • 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
1/21/2021 – 7:00 P.M.		3/18/2021 – 7:00 P.M.	4/15/2021 – 7:00 P.M.	5/20/2021 – 7:00 P.M.	6/17/2021 – 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 • CASA Conference 		<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. • 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

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 SPASPA Status Report Quarterly Financial Statements 		