

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF AUGUST 18, 2022
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

***** AGENDA *****

Items on the agenda may be taken out of order.

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

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

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

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

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

I. Call To Order

II. Roll Call

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

III. Public Comment

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

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Motion: **IV. Approval of Minutes**
 A. Approval of July 21, 2022 Board Meeting Minutes
 (The Board will be asked to review and approve the minutes of July 21, 2022 Board Meeting)

Info: **V. Communications**
 A. Oral Communications
 1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings
 a. August 22-25, 2022 California Association of Sanitation Agencies (CASA) Annual Conference
 b. City & Community Meetings
 B. Written Communications

Info: **VI. Reports of Staff and Officers**
 A. Attorney’s Report
 B. Engineer’s Report
 1. Monthly Maintenance Summary Report
 2. Monthly Report of Sewer Replacements and Repairs
 3. Connection Charge Report per Gov. Code 66013
 4. 2022 California Special Districts Association (CSDA) Conference
 • August 22-25, 2022 – Annual Conference, Palm Springs, CA

VII. Business

Info/Motion: A. Diversity, Equity, and Inclusion (DEI) Policy
 (The Board will review the draft policy)

Info/Motion: B. Environmentally Preferable Procurement Policy
 (The Board will review the draft policy)

Resolution/Motion: C. Resolution No. 2204-0822 Finding that there is a Proclaimed State of Emergency; Finding that Meeting in Person Would Present Imminent Risks to the Health or Safety of Attendees as a Result of the State of Emergency; and

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Authorizing Remote Teleconferenced Meetings of the Stege Sanitary District
for the 30 Day Period Beginning August 18 Pursuant to AB 361

(The Board will consider approval of the resolution)

Info/Motion: D. Consideration of Class III Easement Encroachment – 265 Arlington Avenue
in Kensington, CA

(The Board will consider the easement encroachment request)

Info/Motion: E. Consideration to Refund Sewer Service Charge – 11600 San Pablo Avenue in
El Cerrito, CA

(The Board will consider the refund)

Info/Motion: F. Resolution No. 2205-0822 Approving a Contract with Thomas & Associates
for a Gorman-Rupp Centrifugal Pump in the Amount not to Exceed \$81,767
and Amending Annual Budget for Fiscal Year 2022-2023

(The Board will consider the resolution)

Info/Motion: G. Cancellation of the September 1, 2022 Board Meeting

(The Board will consider cancellation of the upcoming Board Meeting)

VIII. Monthly Financial Statements

Info: A. Monthly Investment, Cash, Receivables Report

B. Monthly Operating Statement

C. California Employers' Retiree Benefit Trust (CERBT) Quarterly Statement

(The Board will review the reports and statements)

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

A. Checks for August 18, 2022 - Fund No. 3418 & 3423

(The Board will be asked to approve the August 18, 2022 checks)

Info: **X. Future Agenda Items**

September 1, 2022

CSDA Conference Attendee Reports

September 15, 2022

Health Care Benefits Review

Consent Decree Quarterly Report

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+AB 1234 Training @5pm (Special Meeting)

XI. Adjournment

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on September 1, 2022 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF JULY 21, 2022
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

*****MINUTES*****

I. Call To Order: President Merrill called the meeting to order at 7:00 P.M.

II. Roll Call: Present: Christian-Smith*, Gilbert-Snyder*, Miller*,
 O’Keefe*, Merrill
 Absent: None
 Others Present: Rex Delizo, District Manager
 Kristopher Kokotaylo, District Counsel
 Peter Luft, Resident* (for Item VII.D only)
 Thomas Troy, Resident

**via video-conference*

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

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

VII. Business

D. Consideration of Class III Easement Encroachment – 24 San Carlos Avenue, El Cerrito, CA

The Board considered the request for an easement encroachment for an existing detached garage structure that encroaches on a District sewer main line easement in order to convert the garage into a new accessory dwelling unit (ADU).

MOTION: By O’Keefe, seconded by Gilbert-Snyder, to reject the property owner’s request for a class three encroachment

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

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NOES: None
 ABSTAIN: None
 ABSENT: None

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

- III. Public Comment:** Resident, Thomas Troy, gave public comment stating his concerns about the claims process. There was no other public comment.

PUBLIC HEARING – ORDINANCE NO. 2200-0722 ORDINANCE APPROVING INCREASE IN DIRECTORS’ FEES

The Manager announced the public hearing was noticed in the local newspaper once a week for two successive weeks, on July 6 and July 13, 2022, in accordance with Government Code Section 6066. The Manager then gave a summary of the proposed maximum percentage increase per calendar year of 5.0% for Directors’ fees that is less than the 6.53% cost-of-living increase for the past year (April CPI-W). President Merrill opened the public hearing at 7:54 P.M. The one resident in attendance, Thomas Troy, gave a comment regarding extra compensation for the Board President’s role. There were no other members of the public in attendance nor any comments or objections received by mail or email. President Merrill closed the public hearing at 7:57 P.M. The Board then began consideration of Ordinance No. 2200-0722 that would change the Directors’ compensation rate from \$233.12 to \$244.78 per meeting day.

MOTION: By O’Keefe, seconded by Christian-Smith, to approve
 Ordinance No. 2200-0722 Approving Increase in Directors’ Fees

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

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**PUBLIC HEARING – RESOLUTION NO. 2201-0722 ACCEPTING REPORT ON
 SEWER SERVICE CHARGES AND ELECTING TO COLLECT SEWER
 SERVICE CHARGES ON THE TAX ROLL**

The Manager announced the public hearing was noticed in the local newspaper once a week for two successive weeks, on July 6 and July 13, 2022, in accordance with Government Code Section 6066. The Manager then presented the Board with the written report containing a description of each parcel of real property receiving sewer service, together with the amount of the charge for each parcel for the fiscal year 2022-2023 to be collected on the tax roll of Contra Costa County. President Merrill opened the public hearing at 7:59 P.M. There were no comments by members of the public in attendance nor any comments or objections received by mail or email. President Merrill closed the public hearing at 8:00 P.M. The Board made final comments and began consideration of Ordinance No. 2201-0722.

MOTION: By Christian-Smith, seconded by Gilbert-Snyder, to approve Resolution No. 2201-0722 Accepting Report on Sewer Service Charges and Electing to Collect Sewer Service Charges on the Tax Roll, subject to correction

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

IV. Approval of Minutes

A. Approval of July 7, 2022 Board Meeting Minutes

MOTION: By O’Keefe, seconded by Gilbert-Snyder, to approve the minutes of the July 7, 2022 Board Meeting

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VOTE: AYES: Christian-Smith, Gilbert-Snyder, Miller, O’Keefe,
Merrill
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 a recent El Cerrito City Council Meeting.

B. Written Communications

1. July 20, 2022 East Bay Times article: East Bay MUD to pay \$816,000 penalty for releasing 16 million gallons of partially treated sewage into San Francisco Bay

The Board received the article.

VI. Reports of Staff and Officers

A. Attorney’s Report

Kokotaylo reported on the ability for the District Manager to waive candidate statement fees for District elections and updated the Board on two proposed bills, AB 1944 and AB 2449, that would update the Brown Act to allow continued remote conferencing under specified conditions.

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 invoices paid in June.

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3. San Pablo Avenue Specific Plan Status Report
The Manager reported on the status of the impact fee.
4. Reimbursement Report per Government Code 53065.5
The Manager reported on reimbursements paid within the preceding fiscal year by the District of at least one hundred dollars (\$100) for each individual charge for services or product received as required by California Government Code Section 53065.5. The information will be made available on the District website for public inspection.
5. Form 460/470 - Officeholder and Candidate Campaign Statement
The Manager reminded the Board to file their individual forms electronically online.
6. Candidate Filing Period
The Manager reported on the candidate filing period for the November 8, 2022 General Election.
7. 2022 California Association of Sanitation Agencies (CASA) Conferences
The Manager reported on the upcoming CASA conference.
8. 2022 California Special Districts Association (CSDA) Conference
The Manager reported on the upcoming CSDA conference.

VII. Business

- A. District Investment Policy
The Board conducted its annual review of the District's investment policies and agreed that no changes were necessary.
- B. Resolution No. 2202-0722 Accepting Completion of Work and Filing Notice of Completion for the Standard Sewer Rehabilitation Project No. 21201
The Board reviewed and approved the resolution to file the Notice of Completion for Project No. 21201.

MOTION: By Gilbert-Snyder, seconded by Christian-Smith, to approve Resolution No 2202-0722 Accepting Completion of Work and Filing

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Notice of Completion for the Standard Sewer Rehabilitation Project No. 21201

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

- C. Resolution No. 2203-0722 Finding that there is a Proclaimed State of Emergency; Finding that Meeting in Person Would Present Imminent Risks to the Health or Safety of Attendees as a Result of the State of Emergency; and Authorizing Remote Teleconferenced Meetings of the Stege Sanitary District for the 30 Day Period Beginning July 21 Pursuant to AB 361

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

MOTION: By Gilbert-Snyder, seconded by O'Keefe, to approve Resolution No. 2203-0722 Finding that there is a Proclaimed State of Emergency; Finding that Meeting in Person Would Present Imminent Risks to the Health or Safety of Attendees as a Result of the State of Emergency; and Authorizing Remote Teleconferenced Meetings of the Stege Sanitary District for the 30 Day Period Beginning July 21 Pursuant to AB 361

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

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D. Consideration of Class III Easement Encroachment – 24 San Carlos Avenue, El Cerrito, CA

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

VIII. Monthly Financial Statements – June 2021

- A. Monthly Investment, Cash, Receivables Report
- B. Monthly Operating Statement
- C. Local Agency Investment Fund (LAIF) Quarterly Statement

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

IX. Approval of Checks

- A. Checks for July 21, 2022 - Fund No. 3418 & 3423

MOTION: By Miller, seconded by Gilbert-Snyder, to pay the bills, Check Nos. 27724 through 27744 in the amount of \$203,055.05

VOTE: AYES: Christian-Smith, Gilbert-Snyder, Miller, O’Keefe,
 Merrill
 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: 4

Jones – Government Tort Claim filed: 12/16/2020
 Mosher – Government Tort Claim filed: 8/11/2021
 Shimoni – Government Tort Claim filed: 10/25/2021
 Troy – Government Tort Claim filed: 5/2/2022

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The Board entered into the closed session at 8:53 P.M. and returned to open session at 8:45 P.M. President Merrill announced the Board had taken no reportable actions.

X. Future Agenda Items

August 18, 2022

Quarterly (FY End) Financial Statements
Connection Charge Report per Gov. Code 66013
CASA Conference – Attendee Reports
CSDA Conference
+AB 361 – 30 Day Virtual Meeting Extension

September 1, 2022

CSDA Conference Attendee Reports
Diversity, Equity, and Inclusion

XI. Adjournment

The meeting was adjourned at 8:55 P.M. The next meeting of the District Board of Directors will be held on Thursday, August 18, 2022 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary

REPORT ON CASA CONFERENCE AUG 10-12, 2022
AT RESORT AT SQUAW CREEK

1. CSRMA Board Meeting. The Board voted to increase the minimum deductible for sewer inflows into homes incidents to \$25,000 from the current \$10,000. (Comment from D. Merrill—I think this means it is even more important to change our regulations to require backflow prevention devices on all laterals.) The Board voted to offer a discount on wrongful termination insurance to all districts which have two hours of training for all supervisory employees every two years about termination practices. (Comment from D. Merrill--sounds nice but there are not enough hours in a year for all the training and reporting we have to do.) Board approved continued exploration of a “captive” insurance company which could invest in more equities to generate bigger returns. Property insurance costs are going up around 24%--rates up 13% and value of property have inflated so total cost up 24% (not final). I suggest Rex print out the agenda packet so our board members can see how CSRMA is doing; worker’s comp in particular has to build up reserves due to a few large claims in the recent past.
2. Tracking Plastics. This panel discussion discussed mainly sampling microplastics (smaller than 1 mm but larger than 5000 micrometer.) ASTM std method required some modification to work for continuous sampling.
3. New Sanitary Sewer System Waste Discharge Requirements (SSS WDR). Will require more training—tailgates only won’t cut it. Try to do more than the minimum; this will give you some “resilience” if one part doesn’t pass muster. Some clear issues: self audits must be performed every two years on all your overflow reports, and you should find problems, like, for example, a report of a spill with no picture of the overflowing manhole so the estimate of the overflow can’t be confirmed. Another issue will be risk assessments where smaller agencies will not have the expertise to prepare such assessments.
4. Wastewater based epidemiology. Prof. Alexandria Boehm, Stanford University, discussed her work which is now being used to track COVID-19, and she has extended it to polio and monkeypox. One interesting point is that the liquid portion of the influent has 10 to the 0 or 1 detectable virus RNA particles and the solid portion has 10 to the 4 or 5 virus RNA particles per gram, so the tests are carried out on the solid portion. Results are rapid and correlate well with actual illness often giving a two week lead over actual case detections. Although local agencies have been working with her, she has encountered some hesitancy around the country. Members of the audience said they were concerned that the public might fear that the POTW outflow might be infectious. She said she couldn’t guarantee that, she hasn’t studied that issue, but the detections are of portions of the viruses and there is no indication that they are still infectious, and much less so after primary and secondary treatment. The other concern the listeners suggested was that resort areas in particular wouldn’t want this data released because it might scare away visitors if it were known that the area was a hot bed of infection.
5. PFAS Priorities and Actions. I didn’t attend this discussion, it was running concurrently with the SSS WDR panel, but my wife, who spend many years at the USDA analyzing plant toxins with GC-mass spec, went to this session. She reported back that the technology is still not adequate to reliably detect at the parts per trillion level. The results were variable and not reproducible. They also tried looking for C-F bonds, but this didn’t tell you what the actual chemical species were. Subsequently at the Fed Leg Committee Meeting, Eric Sapirstein noted that the legislative track and the regulatory track were at odds. The legislative track is ignoring science and regulative rules and procedures.

6. Keynote Address. Eugenio Aleman, a Chief Economist at Raymond James, gave an informative talk about our economy and inflation. Bottom line: things aren't that bad and inflation isn't that big a threat. We have had much worse inflation in the 1970's and the long term trends for the USA are favorable.
7. Cybersecurity. The speakers were in the business of selling cybersecurity, so I tended to discount some of their recommendations about hiring professionals, but certainly cybersecurity is a real issue and we must remain on our toes. We don't have a POTW to be invaded and we let the county do our billing, but obviously we still have to be careful. The new NPDES permits will have cybersecurity rules. The future doesn't look all that good. Quantum computing will make encryption vulnerable to attack.
8. Workforce Development. Elizabeth Toups from JVS/Baywork talked a little about this program. 28 agencies in the Bay Area are charter members. I did see Novato Sanitary and Oro Loma listed, but not Stege. Perhaps we should participate. Baywork mentors and helps those with some disadvantages become sanitation workers. The other member of the panel, Rowena Holden, talked about issues which can affect workplace satisfaction and performance. Instead of thinking in terms of past performance for performance management, think in terms of performance enhancement for the future.
9. We heard from Lara Wyss, leader of the Responsible Flushing Alliance.. Visit flushsmart.org or flushsmartcalifornia.org for information. There have been good results from the education campaigns undertaken, and working with manufactures there have been notable successes, but we have to keep the pressure up.
10. State and Federal Updates. There is money! Most of the money is for clean water projects and recycling, but this also frees up many for sewer projects. Each agency is encouraged to consider seeking funds for important projects.

Dwight Merrill

**STEGE SANITARY DISTRICT
MONTHLY MAINTENANCE SUMMARY REPORT
Jul-22**

1. ROUTINE PREVENTIVE MAINTENANCE ACTIVITIES

There were 20 normal working days	Days	Feet
Unit #10 (combo) operated:	15	57,492
Unit #11 (rodder) operated:	0	0
Unit #15 (video) operated:	7	17,237
Unit #16 (combo) operated:	5	7,662

	Month (feet)		Quarter (feet)		
	Planned	Unplanned	Planned	Unplanned	Remaining
Total Cleaned	56,736	8,418	56,736	8,418	149,280
Total Video	7,832	9,405	7,832	9,405	58,817

2. MONTHLY SERVICE CALLS

After-hour service calls: 2 Calls 2 Out

SERVICE CALLS, OVERFLOWS, AND BACKUPS

YEAR	MO	SERVICE CALLS		LATERAL PROBLEMS		STRUCTURAL MAINLINE FAILURES		MAINLINE OVERFLOWS INTO HOMES	
		CURRENT MONTH	12 MONTH AVERAGE	CURRENT MONTH	12 MONTH AVERAGE	CURRENT MONTH	TOTAL LAST 12-MOS	CURRENT MONTH	TOTAL LAST 12-MOS
2022	JULY	8	15.4	4	8.5	0	3	0	1
CATEGORY 1 SSOs		OVERFLOWS CAUSED BY MAINLINE				OVERFLOWS RELATED TO WET WEATHER			
CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS
0	1	0	13	0	13	0	2	0	2

3. SAFETY AND TRAINING

Safety and training meetings were conducted twice a month.

MONTHLY SERVICE CALLS

July-2022

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
7/4/2022 Monday 3:39 PM	172307 172306	6814 HAGEN BLVD. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND CONGESTION TO BE THE CUSTOMER'S PROBLEM.
7/11/2022 Monday 8:00 AM	265213 265014	811 SEA VIEW DR. EL CERRITO, CA 94530 <i>Last Call: 11/29/2001</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	A				CUSTOMER WAS CONCERNED ABOUT WATER IN CREEK. IT WAS NOT THE DISTRICTS PROBLEM.
7/11/2022 Monday 7:35 PM	231807 241001	610 CANON DR. KENSINGTON, CA 94707 <i>Last Call: 8/13/2015</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				CANON PUMP STATION HIGH LEVEL ALARM.
7/14/2022 Thursday 9:30 AM	284215 284214	1326 BREWSTER DR. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	A				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
7/21/2022 Thursday 3:45 PM	272117 272115	32 BEVERLY RD. KENSINGTON, CA 94707 <i>Last Call: 7/5/2007</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, LC				WE FOUND THIS TO BE THE CUSTOMER'S LATERAL PROBLEM.
7/24/2022 Sunday 9:13 AM	283633 283631	8657 DON CAROL DR. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS CONGESTION TO BE THE CUSTOMER'S PROBLEM.
7/28/2022 Thursday 9:36 AM	187209 187005	5502 POINSETT AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	SD				WE FOUND THIS STORM DRAIN TO BE THE CITY OF EL CERRITO'S PROBLEM.
7/29/2022 Friday 1:30 PM	212308 212309	10259 SAN PABLO AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	MC, T				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. MISSING CLEANOUT COVER.

PROBLEM TYPE:

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

SPILL

LOCATION:

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

SPILL

CAUSE:

- Blockage (B)
- Surcharge (S)
- Line Break (ML)
- Other (O)

SPILL END

LOCATION:

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

MAINLINE: 0

LATERAL: 4

OTHER: 4

TOTAL SERVICE CALLS: 8

MAINLINE OVERFLOW: 0

MAINLINE SURCHARGE: 0

SANITARY SEWER OVERFLOWS (SSOs) LAST 12 MONTHS

August-2022

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS	CAT*	VOL	RCVR'D	NET
9/1/2021 Wednesday 10:40 AM	231902 231901	321 RUGBY AVE. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D, W, OF	CO	B	ST	STEGE DISCOVERED SSO FROM CLEANOUT.	CAT 3	52 gallons	52 gallons	0 gallons
9/8/2021 Wednesday 7:50 AM	231602 231601	273 AMHERST AVE. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	R, W	MH	B	ST, Y	WE FOUND WIPES AND ROOTS IN THE MAIN LINE.	CAT 3	10 gallons	0 gallons	10 gallons
9/15/2021 Wednesday 2:45 PM	234303 234301	754 COVENTRY RD. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B	MH	ML	Y	DOWN STREAM NEIGHBOR'S CONTRACTOR UNHOOKED THEIR LATERAL CONNECTION.	CAT 3	25 gallons	0 gallons	25 gallons
10/20/2021 Wednesday 2:23 PM	189102 189101	2638 MIRA VISTA DR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	F,OF,R	CO	B, O	Y	WE FOUND ROOTS IN THE MAINLINE.	CAT 3	5 gallons	1 gallons	4 gallons
10/24/2021 Sunday 7:40 AM	231019 231018	464 COVENTRY RD. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	A, F, OF	MH	B,S,O	BLDG, ST,SD,Y	SOFT STOPPAGE AND HEAVY RAIN CAUSED THE M/H TO SURCHARGE.	CAT 1	14,000 gallons	0 gallons	14,000 gallons
10/24/2021 Sunday 3:02 PM	282204 282202	643 LEXINGTON AVE. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D, OF	CO	B	ST	DEBRIS IN THE MAIN FROM EBMUD.	CAT 3	5 gallons	0 gallons	5 gallons
12/30/2021 Thursday 10:10 AM	271120 271119	422 COLUSA AVE. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	F, R	MH	B	ST, Y	ROOT IN LINE CAUSED SSO	CAT 3	205 gallons	140 gallons	65 gallons
1/17/2022 Monday 5:58 PM	187218 187210	5619 JORDAN AVE. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B, E,OF	CO	ML, B	Y	EBMUD DAMAGED OUR LINE WHILE WORKING IN THE STREET.	CAT 3	25 gallons	0 gallons	25 gallons
1/29/2022 Saturday 3:25 PM	231822 231819	616 PLATEAU DR. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B, OF,R, W	LH	ML, B	Y	SSO CAUSED BY MAJOR OFFSET.	CAT 3	15 gallons	0 gallons	15 gallons
2/3/2022 Thursday 7:30 AM	151239 151238	1373 CONTRA COSTA DR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	R	MH	B	Y	CITY OF EL CERRITO PUSHED LATERAL ROOTS INTO DISTRICT LINE.	CAT 3	23 gallons	23 gallons	0 gallons
3/26/2022 Saturday 6:50 PM	251414 251403	7976 TERRACE DR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	OF	MH	ML	Y	SSO CAUSED BY COLAPSED HDPE PIPE.	CAT 2	3,432 gallons	0 gallons	3,432 gallons
5/7/2022 Saturday 1:30 PM	292102 292004	1126 RICHMOND ST. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	OF, R	MH	B	ST	SOFT STOPPAGE IN MAIN LINE. FOUND ROOTS AND RAGS IN LINE.	CAT 3	1 gallons	1 gallons	0 gallons

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS	CAT*	VOL	RCVR'D	NET
6/8/2022	282319	6831 STOCKTON AVE.	Main <input checked="" type="checkbox"/>	D, E	CO	B	ST,SD,Y	EBMUD DAMAGED LAMPHOLE #282318 AND FILLED WITH ASPHALT.	CAT 3	80	80	0
Wednesday	220026	EL CERRITO, CA 94530	Lateral <input type="checkbox"/>							gallons	gallons	gallons
9:54 AM			Other <input type="checkbox"/>									

PROBLEM TYPE:

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

SPILL

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

SPILL

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

SPILL END

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

TOTAL MAINLINE SSOs: 13
 MAINLINE BREAK SSOs: 4
 MAINLINE SURCHARGE SSOs: 1
 CATEGORY 1 SSOs: 1
 SSOs INTO BUILDINGS: 1

TOTAL SSO VOLUME (GALS): 17,878
 TOTAL VOLUME RECOVERED (GALS): 297
 TOTAL VOLUME UNRECOVERED (GALS): 17,581

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

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

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

**STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
July 2022**

I SEWER REPLACEMENT - FY 2022-2023			
A.	BUDGET ALLOCATION		\$3,259,000
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$0
C.	SEWER REPLACEMENTS PAID THIS MONTH (NO RETENTION)		
SUBTOTAL FOR THIS MONTH			\$0
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	0.00%	\$0
E.	TOTAL 5% RETENTION HELD		\$0
F.	BUDGET REMAINING	100.00%	\$3,259,000
G.	PERCENTAGE OF FISCAL YEAR REMAINING	100.00%	
H.	TOTAL REPLACEMENT FOOTAGE PAID TO DATE	0 (\$ - /LF)	

II SEWER REPAIRS - FY 2022-2023			
A.	BUDGET ALLOCATION		\$70,000
B.	PRIOR BUDGET EXPENDED		\$0
C.	SEWER REPAIRS PAID THIS MONTH		
SUBTOTAL FOR THIS MONTH			\$0
SUBTOTAL FOR LAST MONTH			\$0
D.	TOTAL BUDGET EXPENDED	0.00%	\$0
E.	TOTAL RETENTION HELD	0.00%	\$0
F.	BUDGET REMAINING	100.00%	\$70,000
G.	PERCENTAGE OF FISCAL YEAR REMAINING	100.00%	
H.	TOTAL NUMBER OF REPAIRS PAID TO DATE	0 (\$0 /REPAIR)	

STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
July 2022

III SAN PABLO AVE SPECIFIC PLAN AREA (SPASPA) UPGRADE - FY 2022-2023			
A.	BUDGET ALLOCATION		\$0
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$0
C.	SPASPA UPGRADES PAID THIS MONTH (NO RETENTION)		
	1		
SUBTOTAL FOR THIS MONTH			\$0
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	0.00%	\$0
E.	TOTAL 5% RETENTION HELD	0.00%	\$0
F.	BUDGET REMAINING	100.00%	\$0
G.	PERCENTAGE OF FISCAL YEAR REMAINING	100.00%	
H.	TOTAL SPASPA UPGRADE FOOTAGE PAID TO DATE	0 (\$ - /LF)	

**STEGE SANITARY DISTRICT
ANNUAL COMPLIANCE REPORT FOR REQUIREMENTS OF
GOVERNMENT CODE SECTION 66013**

Fiscal Year Ending June 30, 2022

Per Government Code Section 66013(d), the District shall make available to the public, within 180 days after the last day of each fiscal year, the following information for that fiscal year:

1. A description of the charges deposited in the fund.

District-Wide Sewer Connection Charge - The purposes of the sewer connection charge are (a) to provide revenue to acquire, construct, install and replace capital facilities and other assets required for the District's wastewater disposal system, and (b) to distribute the cost of acquisition, construction, installation and replacement of the District's wastewater facilities and other capital assets so that the owner of each parcel connected to the District's system pays a proportionate share of those costs. Payment of the applicable connection charge allows discharges of wastewater to be made from the respective parcel in an amount that corresponds to the amount of the charge established by the District Ordinance Code. The discharge capacity thus acquired is irrevocable and runs with the parcel.

San Pablo Avenue Specific Plan Area Sewer Connection/Capacity Charge - In September 2017, a special study was completed to help plan for future developments in the San Pablo Avenue Specific Plan Area (SPASPA) in the City of El Cerrito. ("Sewer Capacity Charge for the San Pablo Avenue Specific Plan Area," September 12, 2017, Urban Economics) and an additional updated connection fee study was conducted in April 2019 ("Connection Charge and SPASPA Impact Fee Study"). Without pipe upsizing, the anticipated development in the SPASPA would surcharge existing facilities. An additional capacity charge will fund sewer capacity improvements needed to serve projected growth within the SPASPA. For new connections and increased discharges in the SPASPA, both residential and nonresidential developments will pay an additional fee per fixture unit. For SPASPA developments, these charges must be paid in addition to the District-Wide Sewer Connection Charge.

2. The beginning and ending balance of the fund and the interest earned from investment of moneys in the fund.
3. The amount of charges collected in that fiscal year.

Beginning Balance July 1, 2021	\$984,067.67
District-Wide Fees Collected	109,688.26

San Pablo Avenue Specific Plan Area Fees Collected	17,046.24
Interest Earned	116.82
Transfers in/out of other funds	(937,753.14)
Ending Balance June 30, 2022	\$156,119.61

4. An identification of all of the following:
- Each public improvement on which charges were expended and the amount of the expenditure for each improvement, including the percentage of the total cost of the public improvement that was funded with those charges if more than one source of funding was used.

Capital Improvement Project	\$3,915,788.45	2.42 %
San Pablo Avenue Specific Plan Area Upgrade Project	\$842,889.00	100.00 %

- Each public improvement on which charges were expended that was completed during that fiscal year.

Capital Improvement Project
San Pablo Avenue Specific Plan Area Upgrade Project

- Each public improvement that is anticipated to be undertaken in the following fiscal year.

Capital Improvement Project
San Pablo Avenue Specific Plan Area Upgrade Project

5. A description of each interfund transfer or loan made from the capital facilities fund. The information provided, in the case of an interfund transfer, shall identify the public improvements on which the transferred moneys are, or will be, expended. The information, in the case of an interfund loan, shall include the date on which the loan will be repaid, and the rate of interest that the fund will receive on the loan.

The interfund transfer in the amount of \$937,753.14 was made to complete the Capital Improvement Project and the San Pablo Avenue Specific Plan Area Upgrade Project. There was no interfund loan made from the capital facilities fund.

DIVERSITY, EQUITY, AND INCLUSION (DEI) POLICY

ISSUE:

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

FISCAL IMPACT:

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

STRATEGIC PLAN:

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

BACKGROUND:

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

At the Board meeting held on July 7, 2022, changes suggested by Director Merrill were reviewed, approved, and have been incorporated into the draft policy. As further suggested in the meeting, additional minor changes have been made and highlighted in the attached draft which is ready for review.

RECOMMENDATION:

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

ALTERNATIVES:

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

ATTACHMENTS:

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

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STEGE SANITARY DISTRICT DIVERSITY, EQUITY, AND INCLUSION POLICY

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

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

DEFINITIONS

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

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

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

POLICY

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

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

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

ENVIRONMENTALLY PREFERABLE PROCUREMENT POLICY

ISSUE:

The Board will consider a draft Environmentally Preferable Procurement Policy.

FISCAL IMPACT:

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

STRATEGIC PLAN:

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

BACKGROUND:

At the Board meeting held on April 21, 2022, during a review of the District's draft procurement policy, the Board asked staff to work with District Counsel to consider updating the draft procurement policy to include a reference to a District Environmental policy.

At the Board meeting held on July 7, 2022, changes suggested by Director Merrill were reviewed, approved, and have been incorporated into the draft policy. As further suggested in the meeting, additional minor changes have been made and highlighted in the attached draft which is ready for review.

RECOMMENDATION:

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

ALTERNATIVES:

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

ATTACHMENTS:

- Draft Environmentally Preferable Procurement Policy

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STEGE SANITARY DISTRICT

ENVIRONMENTALLY PREFERABLE PROCUREMENT POLICY

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

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

DEFINITIONS

- **Biobased** – means products that are composed in whole or in significant part, of biological products or renewable agricultural materials (including plant, animal, and marine materials) or forestry materials.
- **Biodegradable** – means the ability of a substance to decompose in the natural environments into harmless raw materials.
- **Bisphenols** – mean chemicals such as Bisphenol A (BPA), Bisphenol S (BPS), and Bisphenol F (BPF) widely used in polycarbonate plastics, epoxy resins, food packaging, and thermal receipt paper. Some manufacturers have substituted BPA with Bisphenol S (BPS) and Bisphenol F (BPF). These chemicals are less well studied but appear to have similar health effects such as hormone-disruption.
- **Chlorofluorocarbons (CFCs)** – mean any of a group of compounds that contain carbon, chlorine, fluorine, and sometimes hydrogen and have been used as refrigerants, cleaning solvents, aerosol propellants, and in the manufacture of plastic foams.
- **Compostable** – means a product that can be placed into a composition of decaying biodegradable materials and eventually turn into a nutrient-rich material. It is synonymous with "biodegradable", except it is limited to solid materials (liquid products are not considered compostable).
- **Energy Efficient Product** – means a product that is in the upper 25 percent of energy efficiency for all similar products, or that is at least 10 percent more efficient than the minimum level meeting US federal government standards.

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

POLICY

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

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

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

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

- Antimicrobial chemical free;
- Biobased;
- Biodegradable;
- Bisphenol free;
- Chlorofluorocarbon (CFC) free;
- Compostable;
- Durable;
- Energy efficient;
- Flame retardant free (especially halogenated flame retardants);
- Heavy metal free (e.g. no lead, mercury, cadmium);
- Low carcinogenic potential;
- Less hazardous;
- Low toxicity;
- Low Volatile Organic Compounds (VOC) content;
- Made from renewable materials;
- Per and Poly Fluoroalkyl free,

- Phthalate free;
- Reduced packaging;
- Reusable;
- Water efficient.

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

DRAFT

RESOLUTION NO. 2204-0822 FINDING THAT THERE IS A PROCLAIMED STATE OF EMERGENCY; FINDING THAT MEETING IN PERSON WOULD PRESENT IMMINENT RISKS TO THE HEALTH OR SAFETY OF ATTENDEES AS A RESULT OF THE STATE OF EMERGENCY; AND AUTHORIZING REMOTE TELECONFERENCED MEETINGS OF THE STEGE SANITARY DISTRICT FOR THE 30 DAY PERIOD BEGINNING AUGUST 18 PURSUANT TO AB 361

ISSUE:

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

FISCAL IMPACT:

The fiscal impact to continue to meet remotely is minimal.

STRATEGIC PLAN:

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

BACKGROUND:

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

AB 361 allows the following:

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

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

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

RECOMMENDATION:

Approve the resolution.

ALTERNATIVES:

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

ATTACHMENTS:

- Resolution No. 2204-0822

RESOLUTION NO. 2204-0822

RESOLUTION FINDING THAT THERE IS A PROCLAIMED STATE OF EMERGENCY; FINDING THAT MEETING IN PERSON WOULD PRESENT IMMINENT RISKS TO THE HEALTH OR SAFETY OF ATTENDEES AS A RESULT OF THE STATE OF EMERGENCY; AND AUTHORIZING REMOTE TELECONFERENCED MEETINGS OF THE STEGE SANITARY DISTRICT FOR THE 30 DAY PERIOD BEGINNING AUGUST 18 PURSUANT TO AB 361

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

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

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

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

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

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

* * * * *

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 18th day of August 2022 by a X-X vote as follows:

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

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

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

**CONSIDERATION OF CLASS III EASEMENT ENCROACHMENT –
265 ARLINGTON AVE., KENSINGTON, CA**

ISSUE:

Linda Pham, property owner of 265 Arlington Avenue in Kensington, is requesting a class III easement encroachment for an existing detached garage structure that encroaches on District sewer main lines in an easement on her property in order to apply for a permit with the Contra Costa County to convert the garage into a new accessory dwelling unit (ADU).

FISCAL IMPACT:

In order to complete any sanitary sewer main repair or replacement, the District may have to bear liability for any damage caused to this structure, if the structure is allowed to remain on top of the sewer easement.

STRATEGIC PLAN:

GOAL 2: Maintain and Improve Infrastructure

WORK PLAN ITEM “b”: Update and implement sewer system master plan to prioritize sewer replacement, funding, and maintain a sewer system life cycle of 60+ years by June 2020 and at least every two (2) years thereafter.

BACKGROUND:

Linda Pham, property owner of 265 Arlington Avenue in Kensington wishes to convert the existing detached garage on her property into a new ADU. However, this garage is 3-4 feet away from the sewer main line and therefore is within the sewer easement located on her property.

The property owner is requesting a class III easement encroachment in order to apply for a permit with the Contra Costa County to convert the garage into a new ADU.

As per District Ordinance No. 1793-0602,

6.2 Except as provided in Section 7, Class Two and Class Three Encroachments are not authorized and shall not be maintained or permitted on District easements.

District staff considers the existing detached garage structure as a class 3 encroachment. In addition, the remodel improvements proposed by the property owner further exacerbates the District’s potential liability should any damage occur to this proposed ADU structure as part of regular maintenance, repair, or replacement of the existing sewer structures.

1.3 Class Three. Encroachments which will cause significant interference with District easements. Examples may include permanent structures such as buildings, swimming pools, permanent decks, retaining walls and reinforced concrete or masonry; temporary structures which are not readily removable from the easement; also trees, heavy brush, and vegetation that prevents District access to its facilities in the easement; also any activities and conditions that are unlawful or prohibited by this Ordinance or by other applicable laws.

The sanitary sewer main is approximately 3-4 feet away from the structure's foundation. The sanitary sewer main is HDPE replaced in 2014.

Encroachments must be at least 5 feet from the centerline of sanitary sewer mains (outline the sewer easement), or else any plan check review will be rejected.

The District has no prior record of plan check reviews associated with this property.

RECOMMENDATION:

Reject the property owner's request for a Class 3 Encroachment.

ALTERNATIVES:

1. Propose that the homeowner remove the detached garage from the sewer easement.
2. Take no action and provide staff direction.

ATTACHMENTS:

- Property Owner Request Letter and pictures
- Proposed improvement plan for ADU without (1) and with (2) moving the structure.
- Sewer Vicinity Map
- Ordinance 1793

Paul Soo, Jr.

From: "Linda Pham" <linda_d_pham@yahoo.com>
Date: Tuesday, July 12, 2022 10:15 AM
To: "Jr. Paul Soo" <paul@stegesan.org>
Cc: "Arvin G." <arvin@stegesan.org>
Attach: File 1 - PhamADUProgress04.18.22.pdf; File 2 - PhamADUSitePlan05.25.22.pdf; IMG_1176.jpg
Subject: Re: 265 Arlington Avenue

Paul,

Hello! Thank you for taking the time to speak with me about my garage remodel.

As we discussed, I am planning a remodel of my existing detached garage to become a small ADU, as encouraged by the California state law to increase availability of affordable housing. The conversion of accessory structures, such as garages, sheds, and barns, into ADUs is permitted and promoted through the state ADU law.

These conversions of accessory structures are not subject to any additional development standards, such as unit size, height, and lot coverage requirements.

The garage currently sits close to the N and E lot lines. I recently learned of the sewer mains running through my N and E neighbors' properties.

The sewer mains are estimated to be 3-4 feet from the N and E walls of the existing garage. They are approximately 4 feet in depth.

I am requesting a variance to Stege ordinance code 793-0602 for encroachment easement.

The garage has been in its present location for nearly 100 years. In that time, repair work has been done on the sewer mains without any problem. And since the sewer mains are not deep, a wide trench is unlikely to be needed for future repair work.

I have attached a photo showing the sewer line markings running along the N property line. It runs at an angle and the sewer main continues with increasing distance from my garage structure into the neighboring backyard.

I am also attaching the current architectural site plan (File 1) which shows the placement of the garage in the NE corner of the lot. The attached architectural drawing (File 2) shows how shifting the garage structure 5 feet from the N and E sewer lines would put the structure so close to the existing house that the doors would barely swing open without hitting the back steps of the house.

Unfortunately, compliance with the 5 foot setback is prohibitive for this garage remodel because of the small lot size. I am requesting Grandfather Relief for a Class Three Encroachment because the existing garage placement has not impeded sewer repair work since it was constructed in 1926 and is unlikely to interfere with future sewer repair work.

The sewer mains run behind the fences through the neighbors' properties and there is sufficient clearance to accommodate necessary repair work.

Please let me know if any additional information is needed.

Thank you!

Linda

On Tuesday, May 24, 2022 at 09:45:20 AM PDT, Arvin G. <arvin@stegesan.org> wrote:

Hello,

Please see the attached sheet.

Shows approximate locations on sanitary sewer mains and structures

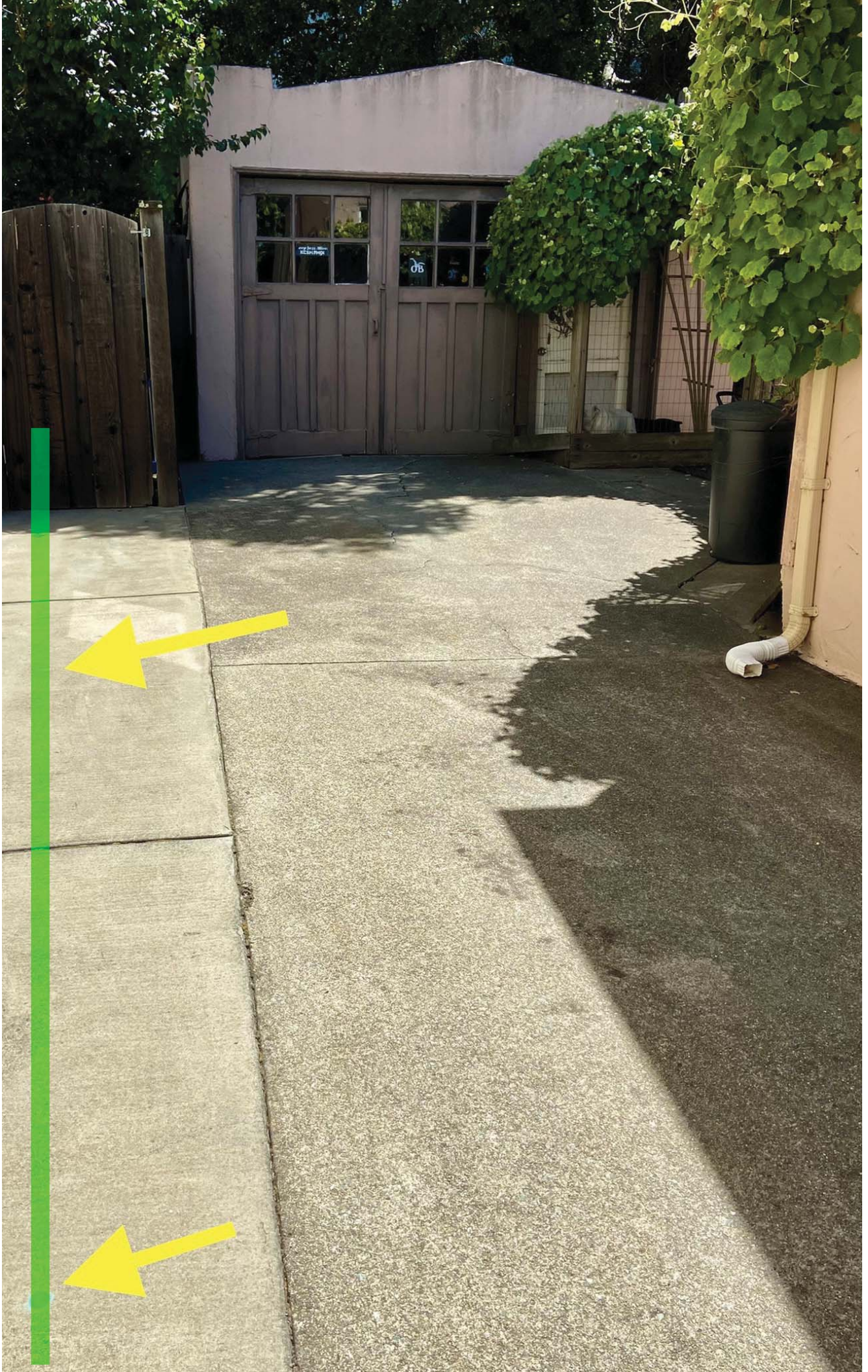
Sewer Mains = Green Lines

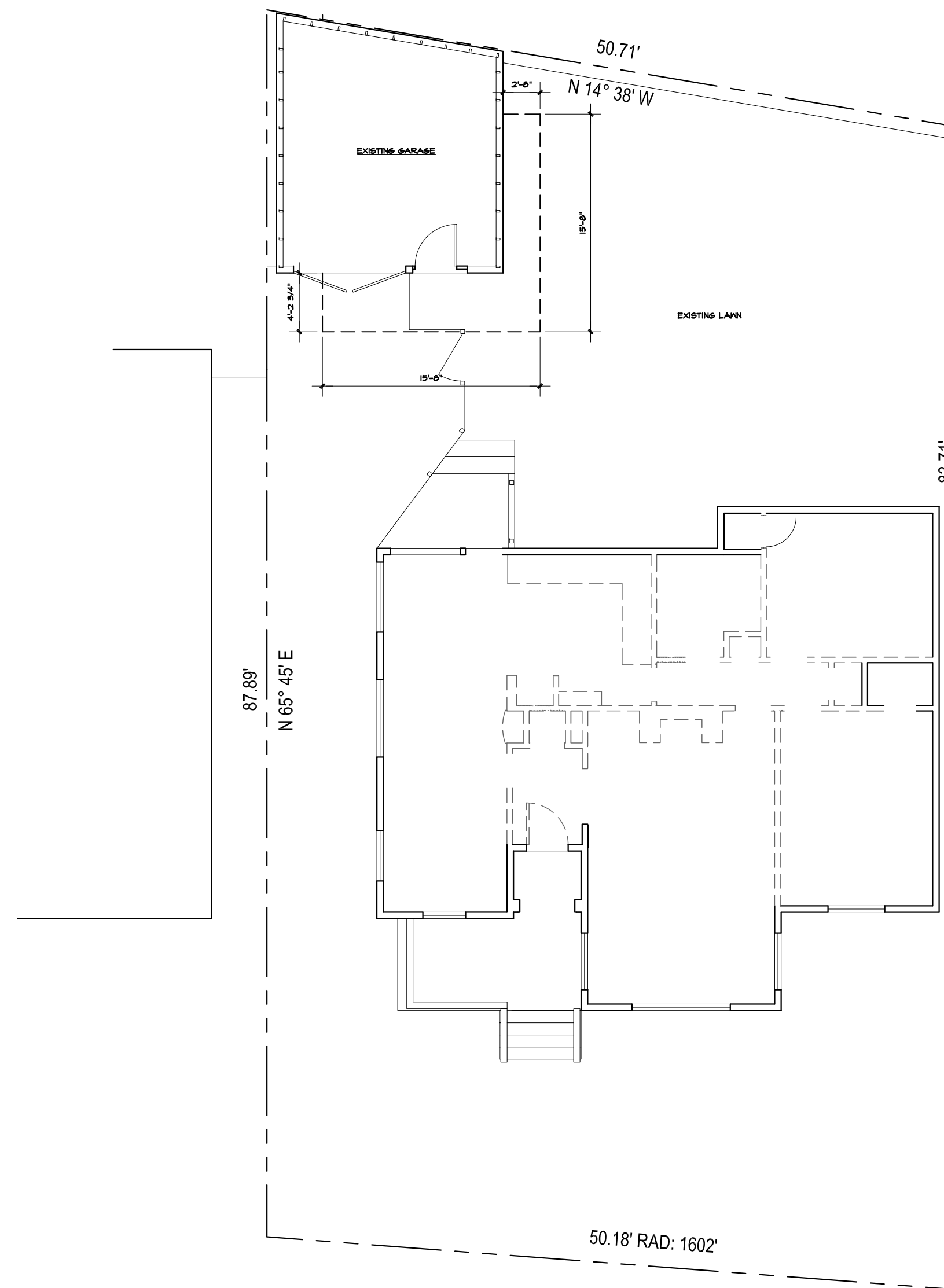
Manholes = Orange circles

Thanks,
Arvin Gonzales

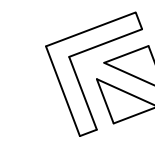
Stege Sanitary District
7500 Schmidt Lane
El Cerrito, CA 94530

510-524-4667



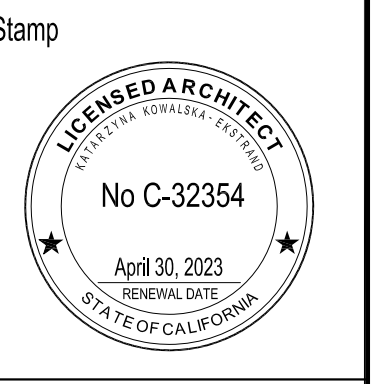


SITE PLAN



1/4" = 1'-0"

ISSUE	BY
	KKE



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Garage ADU
265 Arlington Avenue
Kensington, CA 94707

SITE
PLANS

Kasia Ekstrand
Architect
7149 Thornhill Drive
Oakland, CA 94611
510.339-7727
kasiaekstrand@gmail.com

Date April 18, 2022

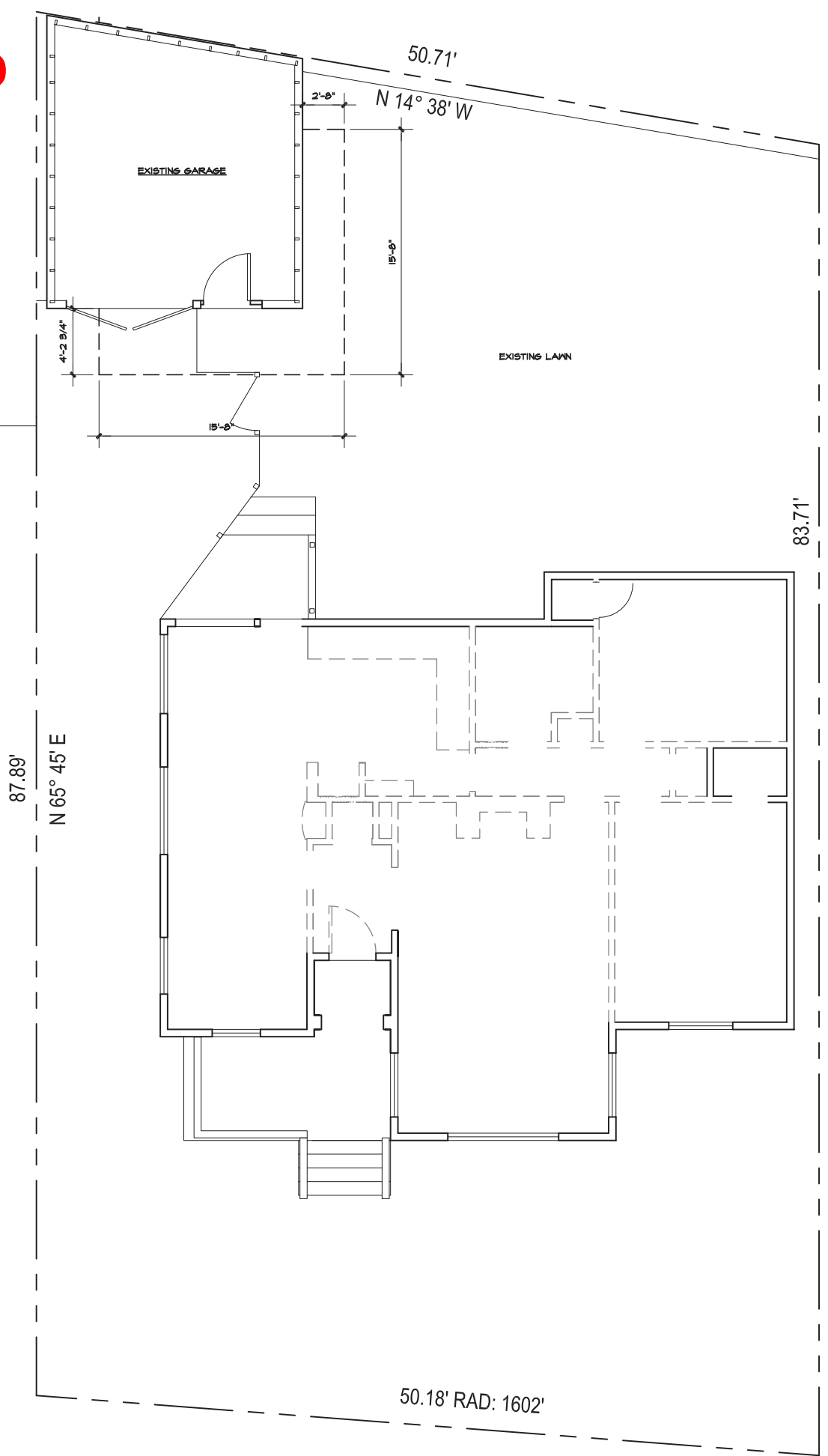
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Drawn KKE

Sheet

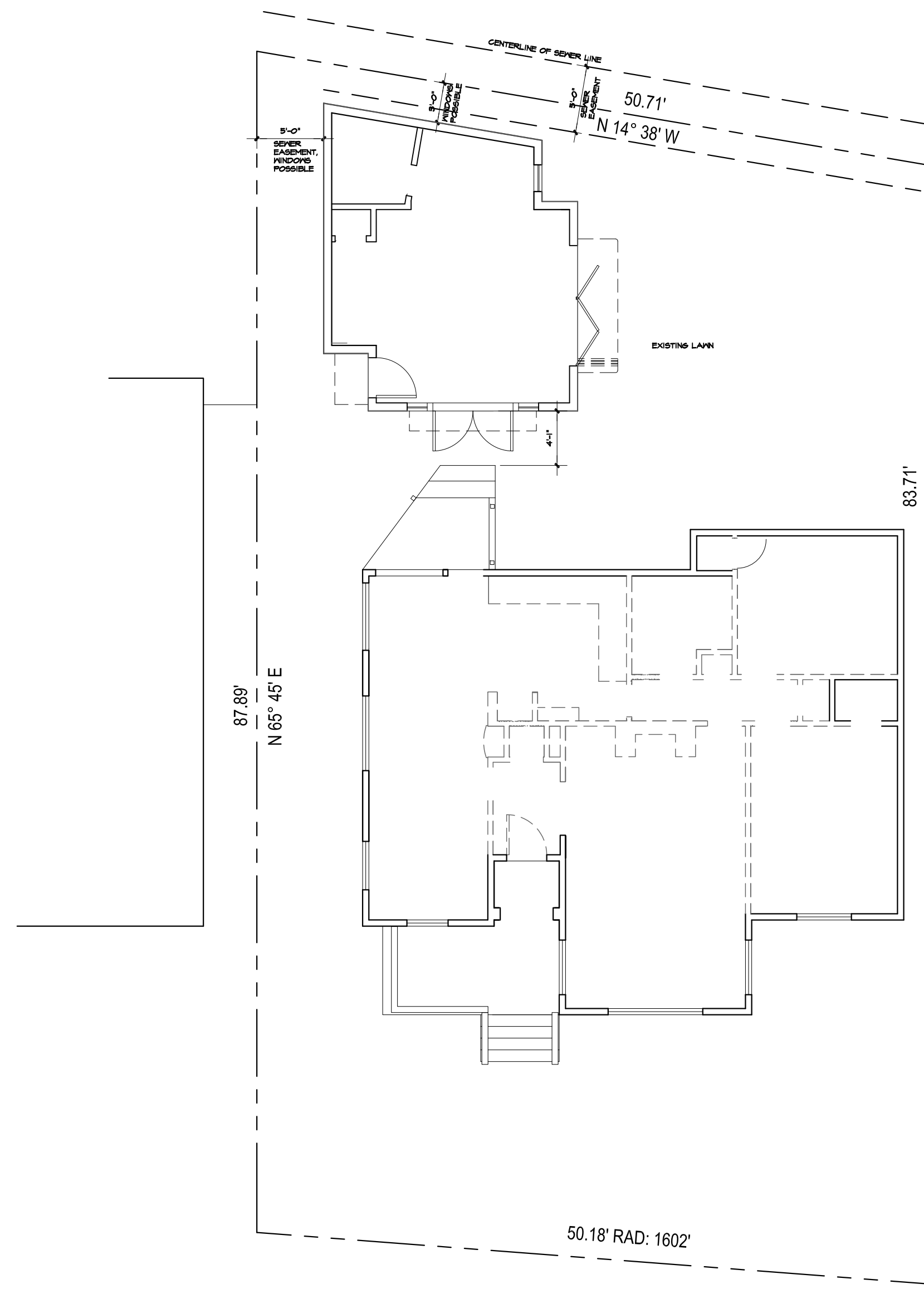
A 1
Sheet 1 of ___

ENLARGED

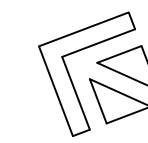


SITE PLAN



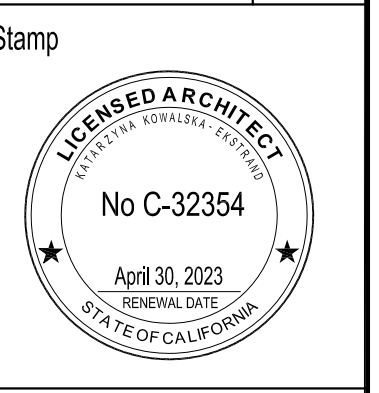


SITE PLAN



1/4" = 1'-0"

ISSUE	BY
	KKE



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Garage ADU
265 Arlington Avenue
Kensington, CA 94707

SITE PLANS

Kasia Ekstrand
Architect
7149 Thornhill Drive
Oakland, CA 94611
510.339-7727
kasiaekstrand@gmail.com

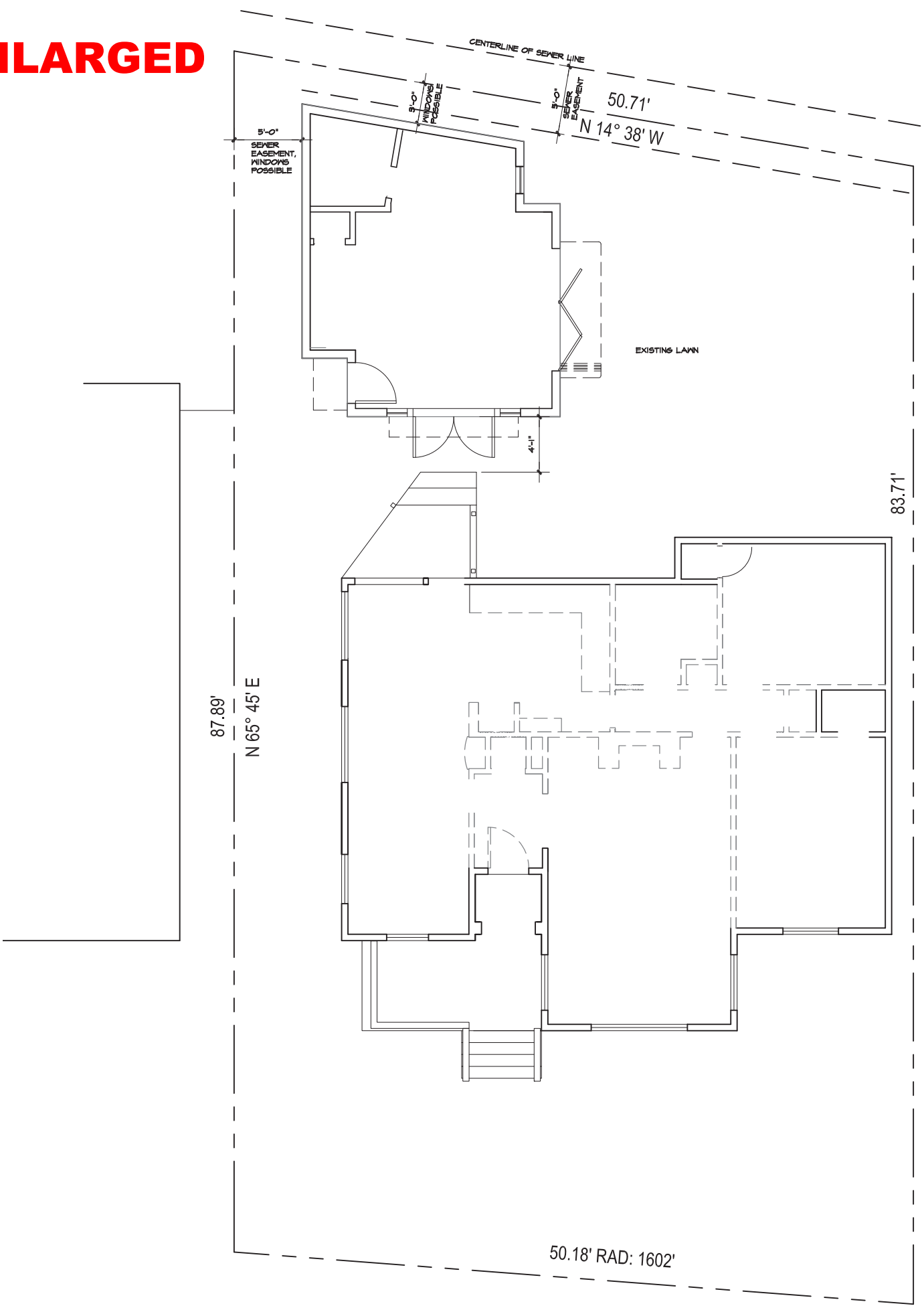
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Scale

Drawn KKE

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A1
Sheet 1 of 1

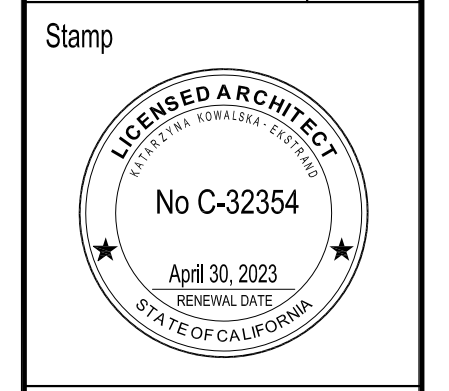
ENLARGED



SITE PLAN



ISSUE	BY
	KKE



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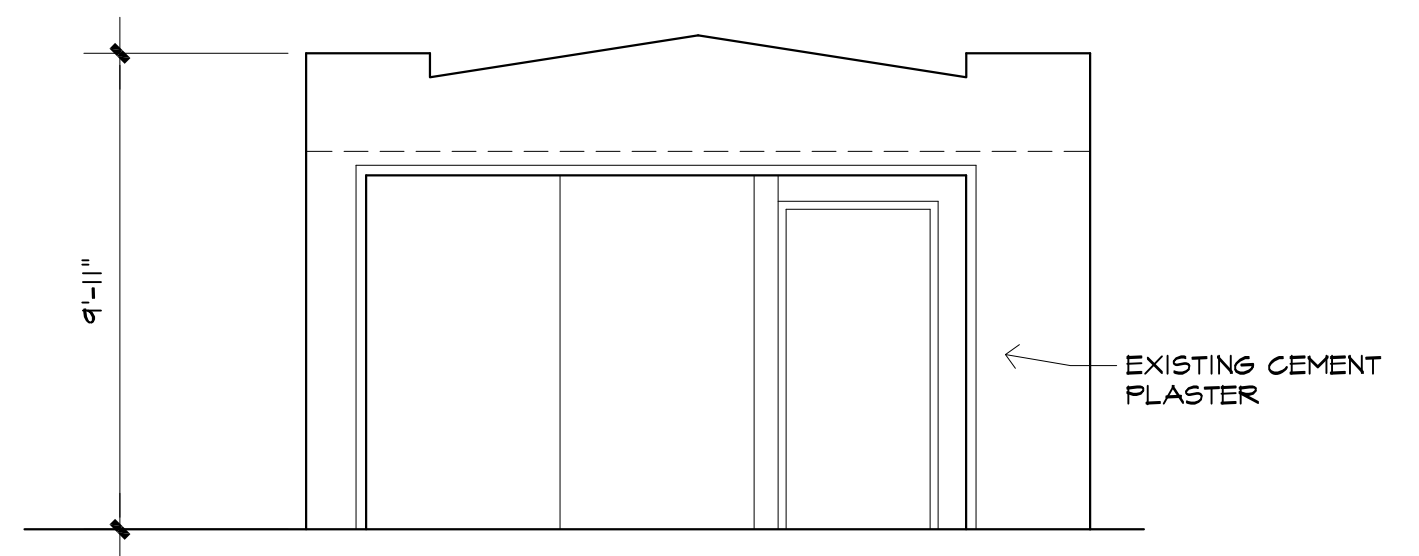
Garage ADU
265 Arlington Avenue
Kensington, CA 94707

PLANS AND ELEVATIONS

Kasia Ekstrand
Architect
7149 Thornhill Drive
Oakland, CA 94611
510.339.7727
kasiaekstrand@gmail.com

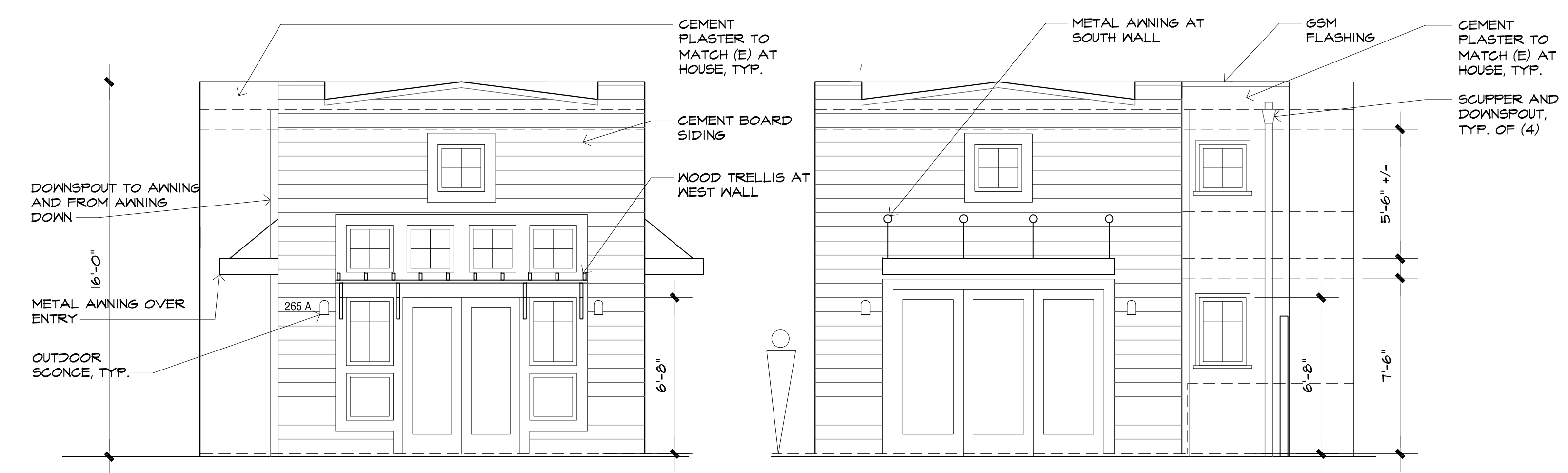
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Sheet **A2**
Sheet ___ of ___



EXISTING FRONT ELEVATION

1/4" = 1'-0"



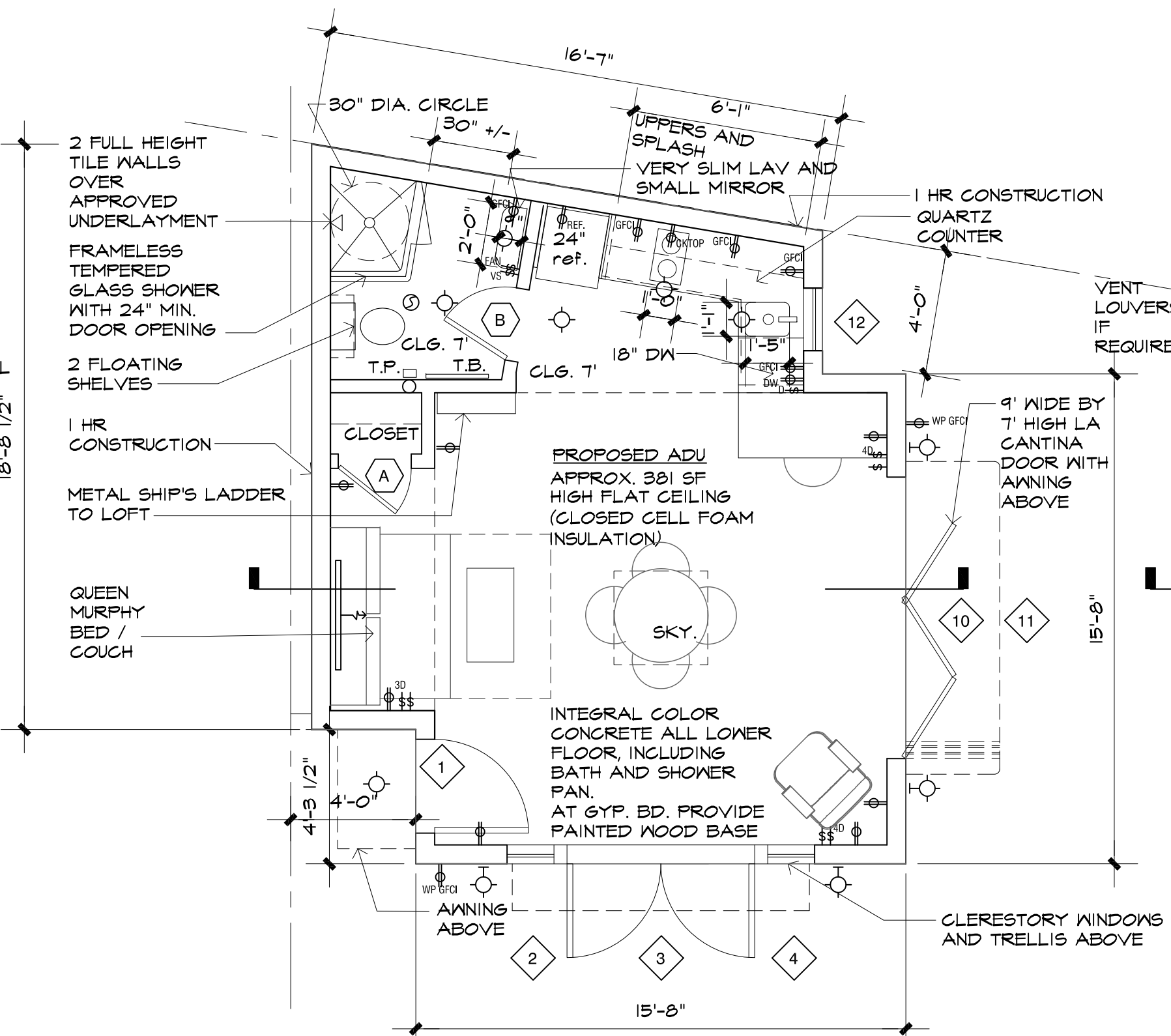
PROPOSED FRONT ELEVATION

1/4" = 1'-0"

PROPOSED GARDEN ELEVATION

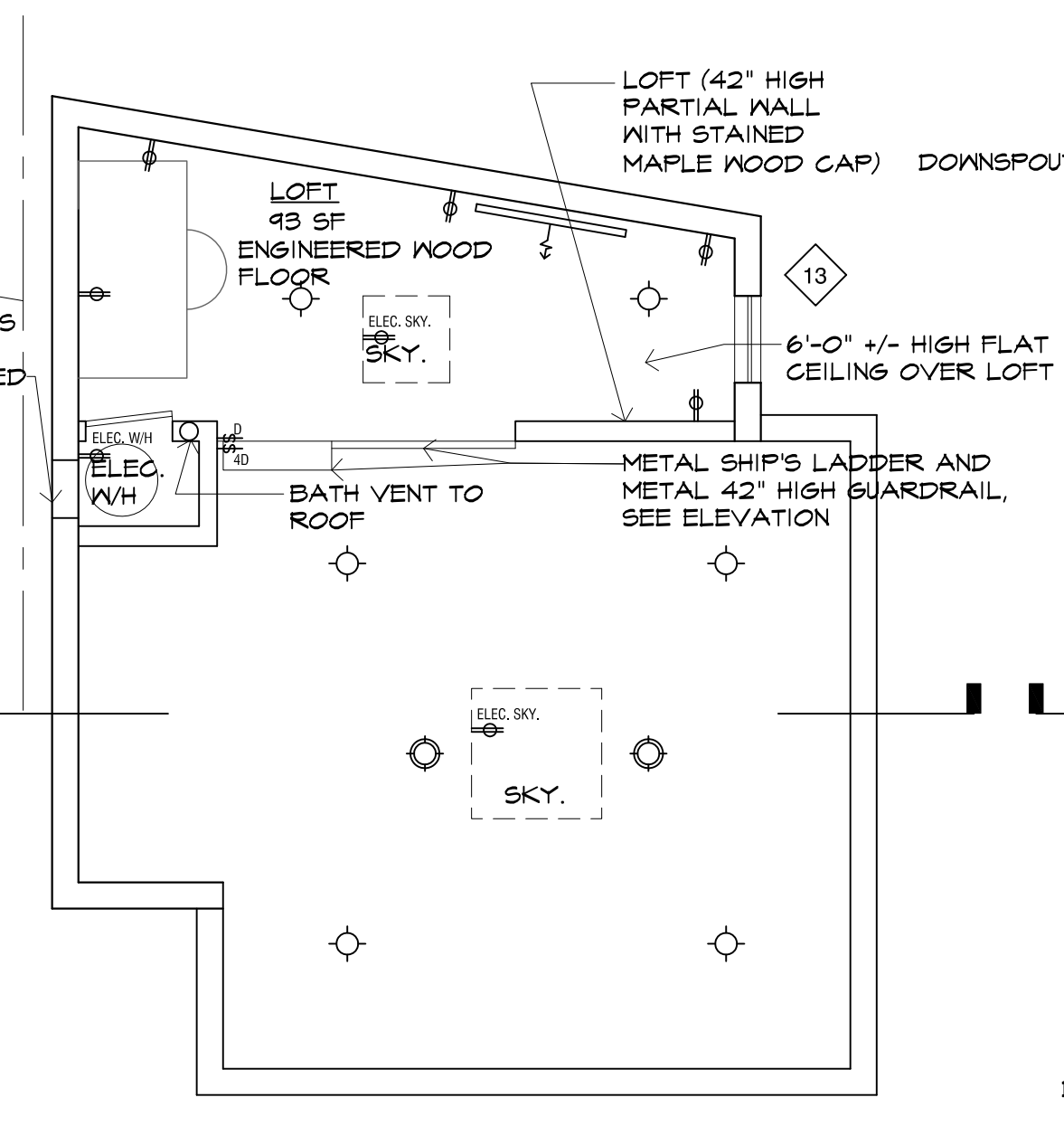
1/4" = 1'-0"

- SYMBOLS LEGEND**
- DECORATIVE PENDANT FIXTURE
 - ◇ 4" CLG. RECESSED LED FIXTURE
 - WALL MOUNTED LED FIXTURE
 - ⊙ BATHROOM FAN
 - ↑ HEATING / COOLING UNIT "HEAD" AT WALL
 - ⊕ DUPLEX RECEPTACLE
 - ⊖ GROUND FAULT CIRCUIT INTERRUPTER
 - ⊖ EXTERIOR RECEPTACLE
 - ⊖ SWITCH
 - ⊖ DIMMER SWITCH
 - ⊖ 3-WAY SWITCH
 - ⊖ 3-WAY DIMMER SWITCH
 - ⊖ VACANCY SENSOR SWITCH
 - ⊖ CABLE (CHECK WITH OWNER)



PROPOSED FLOOR PLAN

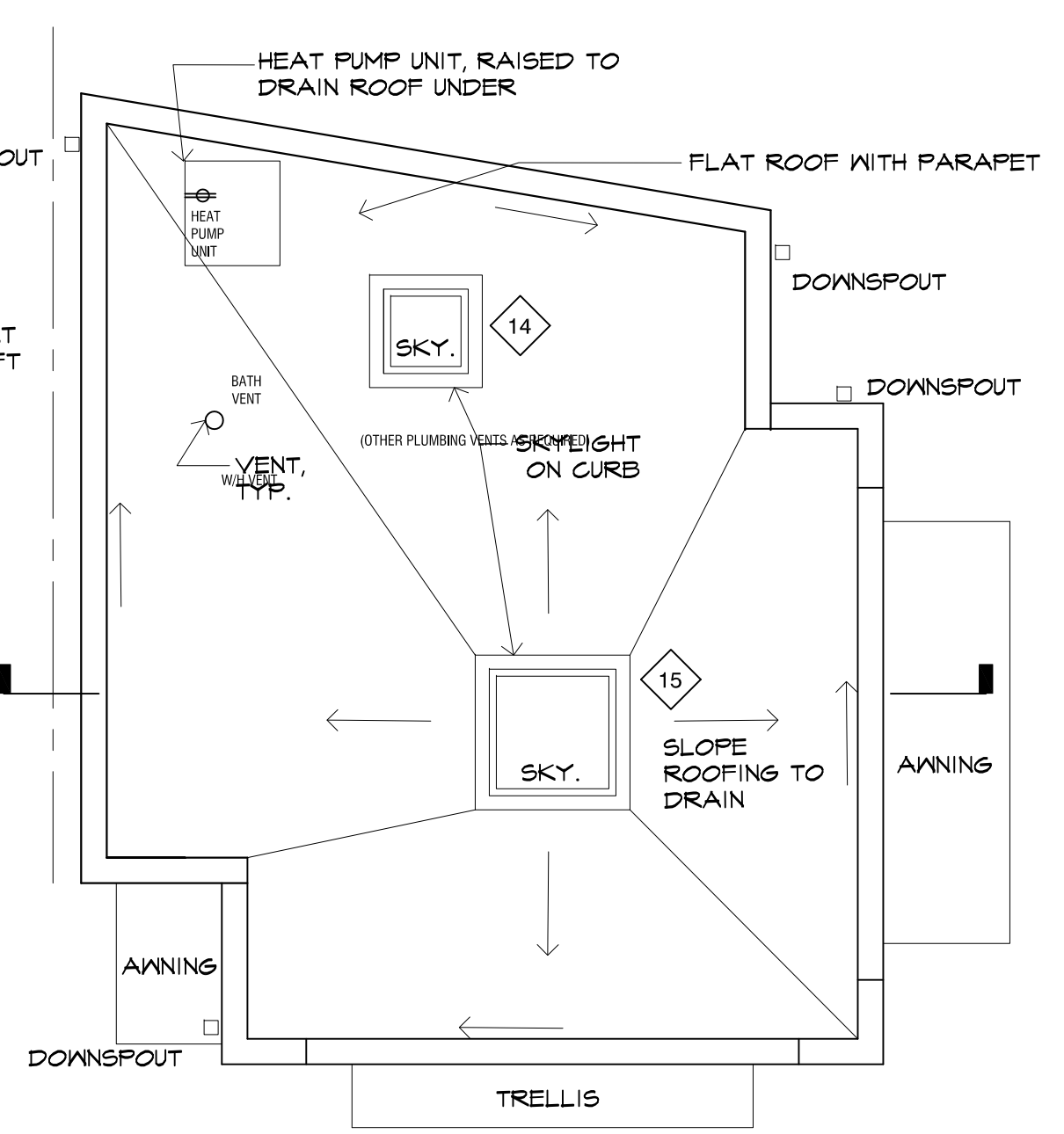
1/4" = 1'-0"



PROPOSED LOFT PLAN

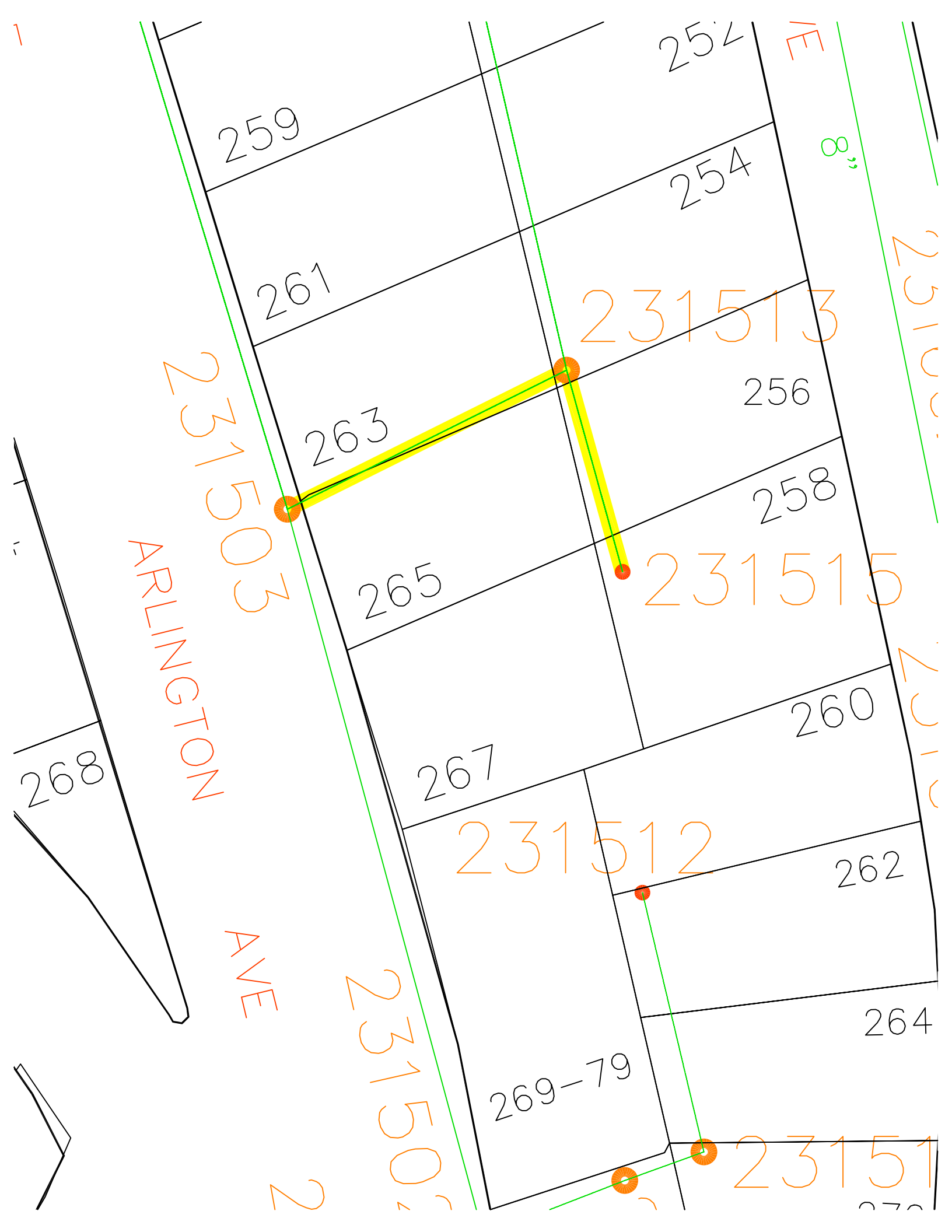
1/4" = 1'-0"

LOFT GUARD ASSEMBLY (AND PARTIAL WALL) SHALL BE MOUNTED SO THAT THE COMPLETED RAIL AND SUPPORTING STRUCTURE ARE CAPABLE OF WITHSTANDING A CONCENTRATED LOAD OF 200 POUNDS APPLIED IN ANY DIRECTION AT ANY POINT ALONG THE TOP. (PER CRC R.301.5)



PROPOSED ROOF PLAN

1/4" = 1'-0"



ARLINGTON AVE

259

261

263

265

267

268

269-79

254

254

256

258

260

262

264

231513

231515

231512

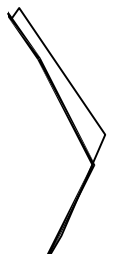
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23100

23100



ORDINANCE NO. 1793-0602

ORDINANCE (1) AMENDING POLICIES, STANDARDS AND REQUIREMENTS
FOR DISTRICT EASEMENTS AND REGULATING EASEMENT
ENCROACHMENTS, AND (2) RESCINDING ORDINANCE NO. 1726-1299

The Board of Directors of Stege Sanitary District finds and determines:

A. On December 16, 1999, the Board adopted Ordinance No. 1726-1299, an "Ordinance Establishing Policies, Standards and Requirements for District Easements and Regulating Easement Encroachments."

B. Amendments to Ordinance No. 1726-1299 are necessary and desirable and will be best accomplished by rescinding Ordinance No. 1726-1299 in its entirety and adopting this Ordinance in its place.

In consideration of the foregoing findings and determinations,

IT IS ORDAINED by the Board of Directors of Stege Sanitary District as follows:

1. Definitions. For the purposes of this Ordinance, the following terms have the meanings specified below:

1.1 "Easement" means a property right, however created, by which the owner of the right is entitled to make specified uses of the real property of another person; "easement" include, "reserve," "sewer reserve," or "utility reserve".

1.2 "Wastewater facilities" means pipelines, pump stations, or any other structures, equipment and machinery, including appurtenances to them, which are used to collect, convey, treat, dispose of and reuse wastewater.

1.3 "Encroachment" means an activity or condition which results in interference with the rights of the owner of an easement. As used in this Ordinance with respect to District easements, there are three classes of encroachments:

Class One. Encroachments which interfere only slightly with District easements. Examples may include loose paving stones and similar landscaping features, flowerbeds, small shrubs, lawn and ground covers which do not impede normal use and operation of District wastewater facilities and may readily be removed and restored at a modest cost if access to the facilities is required.

Class Two. Encroachments which will cause significant interference with District easements but which, due to being readily removable or by virtue of District mandated safeguards and/or mitigation measures, the interference can be ameliorated to an acceptable level. Examples may include fences, gates, driveways, paving, portable or readily removable

structures, larger vegetation whose roots do not have a propensity to invade wastewater facilities, and cuts and fills.

Class Three. Encroachments which will cause significant interference with District easements. Examples may include permanent structures such as buildings, swimming pools, permanent decks, retaining walls and reinforced concrete or masonry; temporary structures which are not readily removable from the easement; also trees, heavy brush, and vegetation that prevents District access to its facilities in the easement; also any activities and conditions that are unlawful or prohibited by this Ordinance or by other applicable laws.

1.4 “Significant interference” means, with respect to encroachments on District easements, an activity or condition which has the potential to impede access to or damage District wastewater facilities or which will result in excess of one person-hour of effort by the District to use the easement for its intended purposes.

2. District Policies Concerning Easements. The following are District policies concerning easements:

2.1 Wherever feasible, District-owned wastewater facilities shall be located on lands owned by the District, public lands to which the District has largely unrestricted access or in public streets, roads, highways or other public rights of way in which, by law, the District is entitled to construct, install, operate and maintain its facilities.

2.2 District-owned wastewater facilities shall not be located and permanently installed on or in private property, unless the District has acquired an easement or easements for the facilities conforming to this Ordinance. Temporary installations may be made pursuant to a license or other similar authorization approved by the District.

2.3 The location of District wastewater facilities, as described in Section 2.1, is strongly preferred over the type of location described in Section 2.2.

2.4 In furtherance of the policy stated in Section 2.3, District wastewater facilities should not be installed in easements over private property unless:

2.4.1 Installation in a Section 2.1 location is not possible, would be impracticable or would be unduly burdensome; and

2.4.2 The District’s easement rights shall be sufficient to enable the District to operate and maintain its facilities without excessive cost or other undue difficulty.

2.5 Subject to its right to abandon or relinquish ownership of any wastewater facilities which are no longer in use and which are not required for future District

needs, the District claims that as of the effective date of this Ordinance, it has acquired and owns easement rights for all District wastewater facilities which are located in or on private property, whether or not the District's easement rights are evidenced by a recorded written instrument or other writing providing notice of the District's claimed easement rights.

3. Creation of District Easements

3.1 District easements may be created in any manner allowed by law so long as the easement has been approved and accepted by the District.

3.2 Notwithstanding Section 3.1 above, easements to be conveyed to the District should ordinarily be created by express grant or reservation in a written instrument eligible for recordation in official records of the County of Contra Costa. The form and content of the instrument shall be acceptable to the District but shall not be effective until the instrument has been duly delivered to, approved and accepted by the District.

4. Minimum Standards for Easements

4.1 Unless expressly waived by the District for good cause, an easement conveyed to the District shall be subject to the following minimum standards:

4.1.1 For the purpose of exercising its principal easement rights, the District shall also be afforded the right of ingress and egress to, from, along, on, in, above and below the surface of the land encompassed by the easement.

4.1.2 The easement shall be subject to the provisions of this Ordinance and to other rules and regulations promulgated by the District.

4.1.3. In the case of easements for pipelines, the easement shall have a horizontal width of not less than ten (10) feet

4.2 Easements shall be for the exclusive benefits of the District or they may be non-exclusive. If the easement is nonexclusive, other users of the territory encompassed by the easement shall be prohibited from interfering with the District's easement rights.

5. Unlawful Acts. It is unlawful for any person to:

5.1 Cause or permit an unauthorized encroachment on a District easement;

5.2 After notice, fail to abate or otherwise remove or discontinue any action or condition which results in an unauthorized encroachment;

5.3 Abandon any items of property, including motor vehicles, on or within a District easement;

5.4 Deposit any debris, garbage, trash, toxic substance, liquid or solid waste or other form of refuse on or within a District easement;

5.5 Cause, permit or maintain any activity or condition off or outside the territory of a District easement which causes directly or indirectly a significant interference with the District's easement rights; or

5.6 Cause or permit any activity or condition on or within a District easement which constitutes a public or private nuisance.

6. Authorized and Unauthorized Encroachments

6.1 A property owner may make use of the land over which the District has an easement if those uses do not result in significant interference with the easement.

6.2 Except as provided in Section 7, Class Two and Class Three Encroachments are not authorized and shall not be maintained or permitted on District easements.

6.3 The owner of the property over which the District has an easement and any other person who has caused or permitted an unauthorized encroachment to exist is obligated to promptly remove and eliminate the encroachment.

7. Encroachment Permits. The owner of a property over which the District has an easement who wishes to maintain a Class Two Encroachment or to obtain Grandfather Relief for a Class Three Encroachment, shall apply for and obtain a District Encroachment Permit. No permit is required for a Class One Encroachment.

7.1 The District shall establish and the applicant shall comply with such procedures as are required to process and act on the application, including payment of applicable fees, completion of approved application forms, and submission of specified information needed to evaluate the application.

7.2 An Encroachment Permit shall be issued if:

7.2.1 The applicant has fully complied with all District requirements and procedures pertaining to issuance of the Permit;

7.2.2 The applicant has accepted and agreed to all conditions upon which the Permit is proposed to be issued (see Section 8);

7.2.3 With respect to Class Two Encroachments, the District finds that as conditioned, the Permit shall ensure that the Class Two Encroachments authorized by the permit will not result in significant interference with the District's easement; and

7.2.4 With respect to Grandfathered Class Three Encroachments, the District finds that as conditioned, the Permit shall to the greatest extent

reasonably possible preserve the District's easement rights while at the same time, in the interests of fairness and substantial justice, make appropriate allowances for justifiable concerns of the property owner. (See Sections 8 and 10.) Under no circumstances shall a Class Three Encroachment be eligible for Grandfathering if:

7.2.4.1 Grandfathering could result in a violation of any statute, regulation, order or other provision of law promulgated or enacted by a federal, state or local government entity having jurisdiction over the matter in question;

7.2.4.2 Grandfathering would be materially detrimental to the public health, safety and welfare; or

7.2.4.3 Grandfathering would result in undue hardship to other persons.

8. Encroachment Permit Conditions. The District shall not issue an Encroachment Permit unless conditioned as follows:

8.1 The applicant shall be obliged to fully perform and satisfy all conditions of the Permit;

8.2 When required by the District, the applicant shall cooperate with the District and shall execute a written instrument in recordable form which, when recorded by the District, will place on public record provisions of the Permit which are intended to be known and binding upon any person who succeeds to ownership of an interest in the real property which is subject to the District's easement;

8.3 The permit shall be subject to all of the provisions of this Ordinance;

8.4 With respect to Class Two Encroachments, the Permit shall be conditioned so as to mitigate the effects of the encroachment and safeguard the District's easement rights such that the effect of the mitigation measures and safeguards shall prevent the encroachment from causing significant interference with the District's easement; and

8.5 With respect to Grandfathered Class Three Encroachments, the Permit shall include conditions, which, to the extent reasonably possible under the circumstances, will:

8.5.1 Eliminate the encroachment in due course; and

8.5.2 Until eliminated, alleviate the impacts of the encroachment on the District's easement by requiring mitigation measures and/or safeguards and/or by shifting to the property owner and/or other responsible parties

any financial detriment which may be suffered by the District due to the existence of the activity or conditions.

9. Other Regulations. By resolution of the District's Board of Directors adopted from time to time, as the Board deems necessary and appropriate, the District may promulgate and amend rules, regulations and procedures to implement the provisions of this Ordinance, including the following:

9.1 Establish rules, regulations, and procedures concerning applications for and issuance of Encroachment Permits;

9.2 Set fees and charges for District services related to easements;

9.3 List and categorize activities and conditions which constitute encroachments; and

9.4 Establish standard Encroachment Permit conditions applicable to specific activities and conditions including mitigation measures, safeguards and similar provisions.

10. Grandfathering. A ClassThree Encroachment which was in existence prior to the effective date of this Ordinance may be maintained and shall not be subject to immediate mandatory removal if the encroachment is Grandfathered pursuant to this Section. An encroachment shall be Grandfathered if the applicant has applied for and obtained an Encroachment Permit pursuant to Section 7.2.4 of this Ordinance.

11. Removal and Restoration of Improvements Which are Disturbed by District Activities. Whenever District activities in District easements result in the need for improvements or other activities or conditions of the real property subject to the easement to be removed or otherwise disturbed, the following provisions shall apply:

11.1 Conditions and Activities Not Constituting Unauthorized Encroachments. The District may, at the expense of the District, temporarily remove or discontinue the activity or condition, and upon completion of the District's activities, the District shall, at the District's expense, restore the activity or condition in kind.

11.2 Encroachments Authorized by Permit. If the encroachment is authorized pursuant to an Encroachment Permit and the Encroachment Permit does not provide otherwise, the District shall, at the District's expense, restore the activity or condition in kind.

11.3 Unauthorized Encroachments. Unauthorized encroachments shall be permanently removed by the property owner and/or other responsible person and shall not be restored. Removal shall be performed promptly by and at the expense of the property owner/responsible parties. If the encroachment has not been removed within a reasonable time after notice has been given by the District, or if the urgency of the District's easement activities requires that the activities be

commenced without prior notice, the District may remove the encroachment itself, but the removal costs shall be charged back to the property owner/responsible party.

12. District Remedies. Remedies granted to the District in this Ordinance are in addition to any other rights and remedies which are available under this Ordinance or which are otherwise afforded by law, and the District is entitled to exercise any and all such rights and remedies, either serially or cumulatively, as determined by the District.

13. Request for Relief by Affected Persons. Any person who contends that his/her/its rights have been adversely affected by any action of or failure to act by the District in connection with the provisions of this Ordinance, may seek relief from the District under such rules and procedures as the District shall establish.

14. Superseding Effect. This Ordinance supersedes Ordinance No. 1726-1299 and all other previous and currently existing regulations which are in conflict with its provisions, and all such regulations are rescinded and repealed as of the date this Ordinance becomes effective.


15. CEQA. In accordance with the California Environmental Quality Act ("CEQA"), Public Resources Code sec. 21000 et seq. and the regulations promulgated pursuant to CEQA ("the State Guidelines"), the Board of Directors finds that this Ordinance is not a "project" within the meaning of the Act or the State Guidelines.

16. Effective Date. Upon adoption, this Ordinance shall be entered in the minutes of the Board and shall be published in the El Cerrito Journal promptly following its passage and adoption, and this Ordinance shall take effect and be in force and effect immediately upon the expiration of the week of publication.

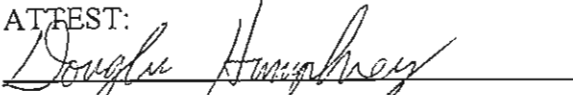
STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Ordinance was duly and regularly adopted by the Board of Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 20th day of June 2002 by the following vote:

AYES:	BOARD MEMBERS:	James, Merrill, Miller, O'Keefe, Bruce
NOES:	BOARD MEMBERS:	None
ABSENT:	BOARD MEMBERS:	None
ABSTAIN:	BOARD MEMBERS:	None



 DOUGLAS BRUCE, President
 Stege Sanitary District
 Contra Costa County, California

ATTEST:


 DOUGLAS HUMPHREY, Secretary
 Stege Sanitary District

**CONSIDERATION TO REFUND SEWER SERVICE CHARGE –
11600 SAN PABLO AVENUE IN EL CERRITO, CA**

ISSUE:

HD RELIANT MAYFAIR LLC, is requesting a refund of last fiscal year's sewer service charge for their property on 11600 San Pablo Avenue in El Cerrito, CA (APN 502-062-032).

FISCAL IMPACT:

A total refund for the previous fiscal year's (2021-22) sewer service charge is \$42,744.

STRATEGIC PLAN:

GOAL 1: Comply with State and Federal Regulations

GOAL 3: Ensure Financial Stability and Efficiency

BACKGROUND:

On July 12, 2022, Michael Slutskiy of HD RELIANT MAYFAIR LLC formally requested a refund for the past sewer service charge payment for a property located at 11600 San Pablo Avenue in El Cerrito, CA (APN 502-0662-032). The property is a 156 multi-family unit apartment complex. The property to date has not received its temporary certificate of occupancy, and moreover, is physically disconnected from the sanitary sewer main due to continuing utility conflicts by AT&T and PG&E along San Pablo Avenue.

Staff verified that the property is not physically connected to the sanitary sewer main system.

As per District Ordinance Code Section 7.2.6.4,

7.2.6.4 Vacancies. No credit, adjustment or refund shall be made to any customer because the premises or any portion of them are vacant, unless the premises are disconnected from the District wastewater system.

RECOMMENDATION:

Approve a refund for last fiscal year's sewer service charge (2021-22) for a total of \$42,744 to HD RELIANT MAYFAIR LLC, property owner of 11600 San Pablo Avenue in El Cerrito, CA (APN 502-062-032).

ALTERNATIVES:

1. Take no action and provide staff direction.

ATTACHMENTS:

- Property Owner Request Letter and Photos
- 2021-22 Secured Property Tax Bill

Paul Soo, Jr.

From: "Michael Slutskiy" <msslutskiy@reliantgroup.com>
Date: Tuesday, July 12, 2022 11:42 AM
To: <paul@steges.com>
Attach: 2021-2022 Secured Property Tax Bill - Mayfair Apartments.pdf
Subject: Mayfair El Cerrito - Stege Sewer Tax Reimbursement

Hi Paul,

Thanks for taking the time to talk with me on the phone. Attached is the property tax bill I'm referring to for the Mayfair Apartments at 11600 San Pablo Ave. El Cerrito.

The Stege Sewer Charge we paid in this 2021-2022 tax bill is \$42,744.00. We still do not have our Temporary Certificate of Occupancy or a sewer connection as of July 2022. Please let me know how I can assist in getting this amount reimbursed.

Thank you,

Michael Slutskiy

RELIANT GROUP MANAGEMENT

601 California Street, #1150
San Francisco, CA 94108
O: (415) 501-9621
C: (408) 813-4977

From: Mike Ford
Sent: Wednesday, July 13, 2022 7:58 AM
To: Mike Ford



Sent from my iPad

From: Mike Ford
Sent: Wednesday, July 13, 2022 7:54 AM
To: Mike Ford



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SS install

Sent from my iPad

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RUSSELL V. WATTS
 CONTRA COSTA COUNTY TREASURER-TAX COLLECTOR
 ROOM 100, 625 COURT STREET, MARTINEZ, CA 94553
 TELEPHONE: (925) 608-9500 FAX: (925) 608-9598

2021-2022
 FISCAL YEAR JULY 1, 2021 TO JUNE 30, 2022
SECURED PROPERTY TAX BILL

PROPERTY ADDRESS

11600 SAN PABLO AVE, EL CERRITO CA

ASSESSEE AS OF JANUARY 1, 2021

PAY ONLINE AT WWW.CCTAX.US

502-062-032-3

ADDRESS INFORMATION NOT AVAILABLE ONLINE

**ACCURACY OF THIS BILL MAY BE AFFECTED BY
 PENDING PAYMENTS AND CORRECTIONS**

PROPERTY ASSESSMENT

LAND IMPROVEMENTS	\$4,657,732
PERSONAL PROP	\$11,501,000
	\$0
GROSS VALUE	\$16,158,732
EXEMPTIONS	\$0

TO CHANGE MAILING ADDRESS, VISIT WWW.CCCOUNTY.US/ASSESSOR OR CALL (925) 313-7400

NET VALUE AS OF JAN 1, 2021 \$16,158,732

IMPORTANT MESSAGES:
 ASR COR 07/16/21 RTC 4831

* INDICATES SENIOR EXEMPTION AVAILABLE

PARCEL NUMBER	BILL NUMBER	TRA	ISSUE DATE	TYPE	CORTAC	DEFAULT #
502-062-032-3 1	2021-366358	03001	09/07/2021	CORRECTED		

SPECIAL TAXES & ASSESSMENTS				AD VALOREM TAXES & ASSESSMENTS		
DESCRIPTION	CODE	INFORMATION	AMOUNT	DESCRIPTION	RATE	AMOUNT
WCCUSD PARCEL TAX	* CL	(800) 273-5167	\$13,809.60	1%COUNTYWIDE TAX	1.0000	\$161,587.32
STRM DRAIN RECONST	DA	(800) 676-7516	\$4,814.00	BART	0.0025	\$403.96
MOSQUITO & VECTOR	DV	(925) 867-3400	\$13.16	BART BOND 2016	0.0035	\$565.56
EMERGENCY MED B	DY	(925) 608-5454	\$600.00	EAST BAY REG PK BD	0.0020	\$323.17
AC TRANSIT PCL TX	FA	(800) 273-5167	\$96.00	WEST CC UNIF BD 98	0.0022	\$355.50
FED STORMWATER A-5	IH	(925) 313-2023	\$1,596.00	WCC UNIF BOND 2000	0.0151	\$2,439.96
SFBRA PCL TAX	IB	(888) 508-8157	\$12.00	WCCUSD 2002 BOND	0.0600	\$9,695.24
WCCUSD ASSESSMENT	JA	(800) 273-5167	\$1,080.00	WCC UNIF BOND 2005	0.0703	\$11,359.59
EL CER SWIM CTR TX	JO	(800) 676-7516	\$7,020.00	WCCUSD 2010 BOND	0.0451	\$7,287.59
STEGE SEWER CHG	JX	(510) 524-4668	\$42,744.00	WCCUSD 2012 BOND	0.0412	\$6,657.40
EASTBAY TRAILS LLD	* KA	(888) 512-0316	\$424.32	WCCUSD 2020 BOND	0.0600	\$9,695.24
EL CERRITO ST LT	MZ	(800) 676-7516	\$5,376.00	COMM COLL 2002 BND	0.0039	\$630.19
EBRPD CFD NO A/C-3	* PT	(888) 512-0316	\$1,291.68	COMM COLL 2006 BND	0.0044	\$710.98
20-21 TAX CORR	YS		\$30,084.12	COMM COLL 2014 BND	0.0093	\$1,502.76
TOTAL SPECIAL TAXES & ASSESSMENTS			\$108,960.88	TOTAL AD VALOREM TAXES	1.3195	\$213,214.46
				ADD: SPECIAL TAXES & ASSESSMENTS		\$108,960.88
				DELINQUENT PENALTY		\$16,108.76
				DELINQUENT COST		\$20.00
				TOTAL AMOUNT DUE		\$338,304.10

PARCEL NUMBER	BILL NUMBER	TRA	ISSUE DATE	TYPE	Numbers in this section indicate you owe prior year(s) delinquent taxes	DEFAULT #
502-062-032-3 1	2021-366358 2	03001	09/07/2021	CORRECTED		

2ND INSTALLMENT
SIGN UP FOR E-BILLING
 IT'S EASY AND FREE!
 SEE BACKSIDE FOR MORE INFORMATION

2021-2022
SECURED PROPERTY TAXES

PAY THIS AMOUNT → **PAID 06/29/2022**
\$177,216.43
 PAYABLE WITH OR AFTER 1ST COUPON
 SEND COUPON WITH FULL AMOUNT. DO NOT STAPLE, TAPE OR WRITE ON COUPON.

To ensure proper credit, please write the parcel number on check

MAKE CHECK PAYABLE TO:

CONTRA COSTA COUNTY TAX COLLECTOR
 625 COURT STREET, ROOM 100
 MARTINEZ, CA 94553

THIS INSTALLMENT HAS BEEN PAID. THANK YOU!

150206203232021366358200016108767020220411000000000000

PARCEL NUMBER	BILL NUMBER	TRA	ISSUE DATE	TYPE	Numbers in this section indicate you owe prior year(s) delinquent taxes	DEFAULT #
502-062-032-3 1	2021-366358 1	03001	09/07/2021	CORRECTED		

1ST INSTALLMENT
SAVE TIME - PAY ONLINE
WWW.CCTAX.US
 SEE BACKSIDE FOR MORE INFORMATION

2021-2022
SECURED PROPERTY TAXES

PAY THIS AMOUNT → **PAID 12/09/2021**
\$161,087.67
 PAYABLE BEFORE 2ND COUPON
 SEND COUPON WITH FULL AMOUNT. DO NOT STAPLE, TAPE OR WRITE ON COUPON

To ensure proper credit, please write the parcel number on check

MAKE CHECK PAYABLE TO:

CONTRA COSTA COUNTY TAX COLLECTOR
 625 COURT STREET, ROOM 100
 MARTINEZ, CA 94553

THIS INSTALLMENT HAS BEEN PAID. THANK YOU!

15020620323202136635810001610876702021121000000000000

PLEASE WRITE THE PARCEL NUMBER ON CHECK.

PLEASE WRITE THE PARCEL NUMBER ON CHECK.

IMPORTANT INFORMATION ABOUT YOUR SECURED PROPERTY TAX BILL

ADDITIONAL INFORMATION AVAILABLE ONLINE AT WWW.CCTAX.US

ASSESSOR establishes assessed value of your property. Full cash value may be interpreted as market value. If you feel the property's assessed value is too high, you have a right to an informal review by the Assessor or his staff. Contact the Assessor's Office at 2530 Arnold Drive, Martinez, CA 94553, or call (925) 313-7400. **IMPORTANT:** Property taxes still must be paid by the delinquent date regardless of review status.

REDUCTION IN ASSESSED VALUE: If an informal agreement cannot be reached between the owner and the Assessor, the owner has the right to file an application for reduction in assessments with the County Assessment Appeals Board. Applications must be filed with the Clerk of the Board, Suite 150, 1025 Escobar Street, 1st Floor, Martinez, CA 94553, (925) 655-2000, from July 2 through November 30, or for 60 days following the mailing of any notice of assessment, outside the regular period. If an informal or formal assessment review is requested, relief from penalties shall apply only to the difference between the county assessor's final determination of value and the value on the assessment roll for the fiscal year covered.

TAX PAYMENT: The Tax Collector's office accepts as negotiable instruments only those items drawn in U.S. dollars on U.S. Banks. A 10% penalty is added to the first installment after its delinquency date. A 10% penalty and administrative cost are added to the second installment after its delinquency date. The following options are available to submit your payment:

- **IN PERSON** – Cash, checks, and credit cards* are accepted at 625 Court St., Martinez, Room 100. Office hours are 8:00 a.m. to 5:00 p.m., Monday - Friday, holidays excluded. The installment coupons are required for payment;
- **BY MAIL** – Check, cashier's check, or money order only. Send both coupons if paying the entire bill at the same time. (Do not mail cash. The Tax Collector disclaims any responsibility for cash sent by mail);
- **ONLINE** – Credit/debit cards* and e-checks on our website at www.cctax.us. A *payment scheduler* is available to set up in advance one-time payments for any date up to and including the delinquent date;
- **BY TELEPHONE** – Credit/debit cards* or e-checks at (925) 608-9500. This is an interactive voice response service. Please note, over-the-phone electronic payments cannot be processed by Tax Collector staff;
- **HOME BANKING** – Enter Assessor's Parcel Number (APN) in the Account Number field – Note: online bill payment should occur no later than five (5) business days prior to the delinquent date shown on the coupon in order for payment to be postmarked timely. Have payment mailed to 625 Court Street, Room 100, Martinez, CA 94553.

* A *third-party service fee is charged for all credit and debit card transactions.*

PROPERTY TAX POSTPONEMENT FOR SENIOR CITIZENS OR BLIND OR DISABLED PERSONS

The State Controller's Office (SCO) administers the Property Tax Postponement (PTP) program, which allows eligible homeowners to postpone payment of current-year property taxes on their primary residence. PTP applications are accepted from October 1 to February 10 each year.

Go to the SCO website at http://www.sco.ca.gov/ardtax_prop_tax_postponement.html for more information. If you have any questions, call (800) 952-5661 or email postponement@sco.ca.gov.

SIGN UP FOR E-BILLING WWW.CCTAX.US

Want to support a cleaner and healthy environment? Having difficulty keeping track of property tax bills.

Here are some benefits for signing up for e-Billing:

- It's Clean! e-Billing prevents paper waste and allows you to save on postage.
- It's Safe! e-Billing notification is sent directly to the email address listed in your profile.
- It's Direct! e-Billing links you directly to your online property tax account.
- It's Helpful! With e-billing you get an email reminder to pay prior to each delinquent date.

TO CHANGE YOUR MAILING ADDRESS, VISIT WWW.CCCOUNTY.US/ASSESSOR OR CALL (925) 313-7400

SAVE TIME – PAY ONLINE WWW.CCTAX.US

Tired of waiting in line to pay your property taxes? Worried your property tax payment will arrive late?

Here are a few reasons to pay online (or by telephone):

- It's Convenient! You can pay anytime anywhere you have internet access (or telephone).
- It's Free! When you pay with electronic check (**e-Check**) from your checking account.
- It's Simple! Your online (or telephone) payment requires just a few easy steps to submit it.
- It Saves Time! You can avoid travel and long lines by paying online (or by telephone).

TO CHANGE YOUR MAILING ADDRESS, VISIT WWW.CCCOUNTY.US/ASSESSOR OR CALL (925) 313-7400

RESOLUTION NO. 2205-0822 APPROVING A CONTRACT WITH THOMAS & ASSOCIATES FOR A GORMAN-RUPP CENTRIFUGAL PUMP IN THE AMOUNT NOT TO EXCEED \$81,767 AND AMENDING ANNUAL BUDGET FOR FISCAL YEAR 2022-2023

ISSUE:

The District's two pump stations are in need of a by-pass pump to continue operation during emergencies, but because of pump rental supply and staffing issues due to the COVID pandemic, staff would be unable to obtain a rental emergency by-pass pump in a timely manner.

FISCAL IMPACT:

The cost of the Gorman-Rupp pump model T4A60S-4LE2T FT4-ESP; 4" Self-Priming Pump is \$81,767.

STRATEGIC PLAN:

GOAL 2: Maintain and Improve Infrastructure

WORK PLAN ITEM "a": Perform proactive maintenance and assessment of the sewer system through cleaning, CCTV inspection and chemical root control to eliminate "preventable" SSOs

BACKGROUND:

Due to problems in obtaining a rental by-pass pump in a timely manner during emergencies, the District has the need for a Gorman-Rupp pump model T4A60S-4LE2T FT4-ESP; 4" Self-Priming Pump (Pump). Thomas & Associates is the sole authorized distributor for the Pump in California as provided in the communication from Gorman-Rupp to the District. The Pump is a unique or innovate concept and the only product that can provide for the District's needs.

The Directors of the Stege Sanitary District established the annual budget for fiscal year 2022-2023 pursuant to Resolution No. 2195-0622 and would need to amend the budget for fiscal year 2022-2023 to reflect the purchase of the Pump.

The District will save both time and money by purchasing through this sole source process and will guarantee that the proper equipment will be delivered. District staff evaluated several popular pumps on the market and determined the Gorman-Rupp pump to be applicable for the District's needs.

RECOMMENDATION: Approve the Resolution.

ATTACHMENTS:

- Resolution No. 2205-0822
- Thomas & Associates Sole Authorized Distributor Letter
- Thomas & Associates Quote
- Budget Amendment 8-18-2022

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RESOLUTION NO. 2205-0822

RESOLUTION APPROVING A CONTRACT WITH THOMAS & ASSOCIATES FOR
A GORMAN-RUPP CENTRIFUGAL PUMP IN THE AMOUNT NOT TO EXCEED
\$81,767 AND AMENDING ANNUAL BUDGET FOR FISCAL YEAR 2022-2023

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

- A. The District has the need for a Gorman-Rupp pump model T4A60S-4LE2T FT4-ESP; 4” Self-Priming Pump (the “Pump”).
- B. Thomas & Associates is the sole authorized distributor for the Pump in California as provided in the communication from Gorman-Rupp to the District.
- C. The Pump is a unique or innovate concept and the only product that can provide for the District’s needs.
- D. The Directors of the Stege Sanitary District desire to approve and authorize the District Manager to execute an agreement with Thomas & Associates to purchase the Pump.
- E. The Directors of the Stege Sanitary District established the annual budget for fiscal year 2022-2023 pursuant to Resolution No. 2195-0622.
- F. The Directors of the Stege Sanitary District desire to amend the budget for fiscal year 2022-2023 to reflect the purchase of the Pump.
- G. Upon their review, the Directors determine that the proposed budget amendment provided herewith is appropriate and necessary.

In consideration of these findings and determinations, it is resolved as follows:

- 1. The District Manager is authorized to execute a contract, in a form approved by District Counsel, with Thomas & Associates in an amount not to exceed \$81,767 for the Pump.

2. The amendment to the District’s fiscal year 2022-2023 budget in the form attached to this resolution is approved and adopted.

* * * * *

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting held on the 18th day of August 2022, by a X-X vote as follows:

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

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

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District



July 19, 2022

Stege Sanitary District
Attn: Dennis Wright
7500 Schmidt Lane
El Cerrito, CA 94530

Subject: Distributor for Municipal Engineered Systems Water and Wastewater Market

Dear Dennis,

The Gorman-Rupp Company is a world leader in the production of pumps and engineered equipment for diversified markets. Our marketing strategy has been to establish a network of factory authorized distributorships trained to apply equipment unique to specific hydraulic applications. Some examples of these are construction, petroleum, industrial, water and wastewater. Our distributors are specialists and very knowledgeable within their defined market area and dedicated to helping you select and maintain the proper equipment for your application.

Please be advised the Thomas & Associates is the sole authorized distributor for Municipal Water and Wastewater Pumps, Lift Stations and parts for the State of California for Stege Sanitary District. Thomas & Associates is responsible for supplying all Gorman-Rupp pumps and Gorman-Rupp parts used in municipal water and wastewater lift stations or treatment plants, including individual units installed in municipal collection systems.

Thomas & Associates
7 Pamaron Way, Suite A
Novato, CA 94949
Telephone 415.884.4501

We thank you for your interest in Gorman-Rupp products and look forward to working with you in any upcoming projects.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Vincent Baldasare', is written over a light blue horizontal line.

Vincent Baldasare
Sales Manager – Engineered Systems

VB: bj



Quotation # DP04784A

**PAMARON WAY, SUITE A, NOVATO, CA 94949
P. 415-884-4501, F. 415-883-3961**

To: Dennis Wright @ Stege Sanitary District **Date:** July 27, 2022
7500 Schmidt Lane
El Cerrito, CA 94530

From: Dennis Prahm **Pages:** 1

Subject: Gorman-Rupp pump model PA4A60C-4LE2T FT4 ESP; 4" Priming Assisted Centrifugal Pump with diesel engine w/sound attenuated enclosure and high speed wheel kit

Qty.	Item Description	Net Price	Ext. Net Price
1	Gorman-Rupp pump model PA4A60C-4LE2T FT4 ESP; 4" Priming-Assisted Centrifugal Pump driven by an Isuzu Model 4LE2T Final 48 HP rated, tier 4 rated diesel engine. Includes silent enclosure, 70 gallon combination fuel tank/base, and engine control panel. Includes: - PN# 29331-524; 12VDC battery - High Speed Wheel Kit <i>Shipping weight: 4,090 lbs.</i>	\$85,243.00	\$85,243.00
Lot	Materials		\$85,243.00
Lot	Estimated Freight Charges		\$4,500.00
Lot	Total Net Sale		\$89,743.00

FOB: Mansfield, OH
Freight shall be Prepaid and Add
Subject to our standard terms and conditions of sale; Terms: Net 30 days
No Federal, State, local Sales or Use Tax included
Lead Time: (2) currently in stock at the factory. If sold, allow Approx. 8 - 12 to weeks to ship, ARO, and subject to any prior sales
All equipment shall be furnished in standard factory finish
Pricing valid for 30 days

Provided by,

Dennis Prahm

**STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - CAPITAL EQUIPMENT EXPENSES**

FISCAL YEAR 2022-2023

ITEM	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
CAPITAL EQUIPMENT EXPENSES			
300 CAPITAL OPERATIONS (3421)			
315 Flow Meters	\$ 150,000	\$ 175,000	17%
324 Vehicle Replacement	350,000	180,000	-49%
331 By-pass Pump	-	81,767	100%
Sub-Total Capital Operations	\$ 500,000	\$ 436,767	-13%
TOTAL - CAPITAL EQUIPMENT EXPENSES (3421)	\$ 500,000	\$ 436,767	-13%

CANCELLATION OF THE SEPTEMBER 1, 2022 REGULAR BOARD MEETING

ISSUE:

The Board will consider cancellation of the upcoming regular Board meeting on September 1, 2022 since there are no pressing agenda items to consider.

FISCAL IMPACT:

By cancelling the meeting, the District will save from paying the Directors' meeting compensation fee total of up to \$1,165.

STRATEGIC PLAN:

GOAL 3: Ensure Financial Stability and Efficiency

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

BACKGROUND:

There are no pressing agenda items scheduled for the upcoming regular Board meeting on September 1, 2022. Unless new time sensitive issues come up that would necessitate a meeting, the meeting can be cancelled.

RECOMMENDATION:

Approve the cancellation of the September 1, 2022 Board Meeting and have staff post a Notice of Meeting Cancellation on the District website and bulletin board outside the District office.

ALTERNATIVES:

1. Take no action and continue with the scheduled Board meeting on September 1, 2022.

ATTACHMENTS:

Notice of Meeting Cancellation

STEGE SANITARY DISTRICT

NOTICE OF MEETING CANCELLATION

NOTICE IS HEREBY GIVEN as follows:

The regular board meeting of the Stege Sanitary District Board of Directors scheduled for September 1, 2022 has been cancelled.

The next meeting of the Stege Sanitary District Board of Directors will be held on September 15, 2022 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California.

Dated: August 18, 2022



Rex Delizo
STEGE SANITARY DISTRICT
Secretary

STEGE SANITARY DISTRICT
Investment, Cash & Receivables Report

2:42:27 PM
 08/12/2022

As of July 31, 2022

	<u>July 31, 2022</u>	<u>June 30, 2022</u>	<u>\$ Change</u>	<u>Deposits</u>	<u>Checks</u>	<u>Transfers</u>
ASSETS						
Current Assets						
Checking/Savings						
LAIF Investment Accts						
11012 · Sewer Operations- 3418	6,871,169	7,021,169	-150,000	0	0	-150,000
11014 · System Rehab- 3423	1,013,863	1,013,863	0	0	0	0
Total LAIF Investment Accts	<u>7,885,032</u>	<u>8,035,032</u>	<u>-150,000</u>	<u>0</u>	<u>0</u>	<u>-150,000</u>
Checking Accts						
100 · Mechanics Bank	35,293	414,557	-379,264	6,703	-535,967	150,000
100 · County Cash Acct #3418	85,970	85,970	0 *	0 *	0	0
Total Checking Accts	<u>121,263</u>	<u>500,527</u>	<u>-379,264</u>	<u>6,703</u>	<u>-535,967</u>	<u>150,000</u>
11021 · Petty Cash	250	250	0	0	0	0
Total Checking/Savings	<u>8,006,546</u>	<u>8,535,809</u>	<u>-529,264</u>	<u>6,703</u>	<u>-535,967</u>	<u>0</u>
301 · Ca Employer's Retiree Benefit Trust	295,814	295,814	0	0	0	0
Total CA Employer's Retiree Benefit Trust	<u>295,814</u>	<u>295,814</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Accounts Receivable						
11072 · Accounts Receivable	37,833	37,833	0			
Total Accounts Receivable	<u>37,833</u>	<u>37,833</u>	<u>0</u>			

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

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

 Rex Delizo, District Manager

 Date

STEGE SANITARY DISTRICT

Operating Statement

08/12/2022

July 2022

8.49% of Fiscal year Completed

	July 2022	Annual Budget	% of Annual Budget
Income			
31 - OPERATING REVENUE			
31010 - Sewer Service Charges	-	3,209,000	0%
31020 - Permit & Insp. Fees	670	12,000	6%
31030 - Connection Fees	6,032	50,000	12%
31040 - San Pablo Impact Fee	-	50,000	0%
31080 - Contracted Services	-	33,000	0%
31010a - Capital Service Charges	-	3,775,000	0%
Total 31 - OPERATING REVENUE	6,702	7,129,000	0%
32 - NON-OPERATING REVENUE			
32050 - Interest - 3418	-	15,000	0%
32052 - Interest - 3423	-	5,000	0%
32080 - Property Taxes	-	500,000	0%
32085 - Insurance Dividend	-	-	0%
32090 - Miscellaneous	-	21,000	0%
Total 32 - NON-OPERATING REVENUE	-	541,000	0%
Transfer (to)/from Reserves	-	(109,643)	0%
Total Income	6,702	7,560,357	0%
Expense			
OPERATING EXPENSES			
Administration/General			
45-010 - Salaries & Wages	20,510	255,300	8%
45-020 - Employee Benefits	60,183	141,506	43%
45-029 - Retiree Health	956	13,600	7%
45-030 - Directors Expenses	2,714	41,007	7%
45-070 - Insurance	10,648	250,400	4%
Administration - Other	4,899	291,000	2%
Total Administration	99,910	992,813	10%
Maintenance/Engineering			
41-010 - Salaries & Wages	101,042	1,260,660	8%
41-020 - Employee Benefits	99,657	521,701	19%
41-029 - Retiree Health	927	15,556	6%
41-100 - Operating Supplies	-	40,000	0%
41-110 - Contractual Services	3,906	101,300	4%
41-207 - Contracted Repairs	-	70,000	0%
Maintenance- Other	10,834	286,257	4%
Total Maintenance/Engineering	216,365	2,295,474	9%
Pump Stations	1,382	40,020	3%
Total OPERATING EXPENSES	317,657	3,328,307	10%
CAPITAL			
41-650 - Debt Repayment (SRF Loans)	-	43,900	0%
Construction Projects	7,500	3,833,150	0%
Outlay(Maintenance/Engineering)	63,533	355,000	18%
Total CAPITAL	71,033	4,232,050	2%
Total Expense	388,690	7,560,357	5%
Net	(381,988)	0	

11:01 AM	STEGE SANITARY DISTRICT			
08/12/2022	Check Report			
Accrual Basis	August 18, 2022			
	Name	Memo	Amount	Num
Aug 18, 22				
	Aramark Uniform Services	Uniform Services	-565.00	27745
	Aries	Video Camera Repair	-2,216.27	27746
	Arvin Gonzales	Wellness Reimb 2022	-120.00	27747
	Bay Alarm Company	Garage Alarm	-294.54	27748
	Bay Area News Group - East Bay	Director Fees, Sewer Service Charges & Ordinance 2200-0722	-492.30	27749
	CalPers	GASB-68 Reports	-700.00	27750
	Catherine Kalahale.	Wellness Reimb 2022	-120.00	27751
	CWEA	Membership Perez & Reyes	-297.00	27752
	D'Arcy & Harty Construcion	Rehab Proj 21201	-4,671.68	27753
	Dante Deluca.	Wellness Reimb 2022	-120.00	27754
	DEK Electric	Canon Pumpstation	-2,790.00	27755
	Downtown Ford Sales	VOID: -127065.42	0.00	27756
	E&J Truck and Equipment Repair LLC	Vehicle Maintenance	-4,146.76	27757
	Enrique Reyes	Wellness Reimb 2022	-120.00	27758
	Exxonmobil	Gas	-175.36	27759
	Fred Bondoc	Wellness Reimb 2022	-120.00	27760
	Juan Perez	Wellness Reimb 2022	-120.00	27761
	Nakano Landscape	Landscaping Jul 2022	-290.00	27762
	Pastime Hardware	Inv#194087/1	-478.66	27763
	Paul Soo, Jr.	Wellness Reimb 2022	-120.00	27764
	PG&E- #0103467151-9	Burlingame Pump Station	-109.15	27765
	PG&E- #0607499583-5	Canon Pump Station	-88.39	27766
	PG&E- #6675831511-4	Office/Garage	-1,001.15	27767
	Plaza Auto Service, Inc	Vehicle Maintenance	-3,466.58	27768
	Rex W. Delizo	Wellness Reimb 2022	-120.00	27769
	Streamline	Website 8/1-8/31/2022	-200.00	27770

	Name	Memo	Amount	Num
	TelePacific Communications	Office Phones	-1,158.48	27771
	Xerox Financial Services	Copier Lease Payment 7/03-08/02	-244.75	27772
	Downtown Ford Sales	2023 Ford F650 Chassis	-63,532.71	27756
Aug 18, 22			-87,878.78	

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JANUARY 2022	FEBRUARY 2022	MARCH 2022	APRIL 2022	MAY 2022	JUNE 2022
1/3 & 1/17 HOLIDAY CASA Winter Conf. Jan 19-21, Palm Springs	2/21 HOLIDAY CASA Policy Forum Feb 28-Mar. 1, Wash, DC			5/30 HOLIDAY	6/8 Safety and Recognition Awards Luncheon
1/6/2022 – 7:00 P.M.	2/17/2022 – 7:00 P.M.	3/5/2022 – 9:00 A.M.	4/7/2022 – 7:00 P.M.	5/5/2022 – 7:00 P.M.	6/2/2022 – 7:00 P.M.
<ul style="list-style-type: none"> • Board Governance Manual Review • Long Range Planning Workshop Agenda • Service Rate Discussion • District of Distinction (even years) • Director’s Contact Info • Board Training Summ. • CASA Conference • Diversity, Equity, and Inclusion 	<ul style="list-style-type: none"> • Actuarial Analysis of Retiree Health Benefits Report (even years) • Long Range Planning Workshop Agenda • Service Rate Discussion • Performance Report • Board Training Summ. • CASA Conference • Form 700 	<p><u>9AM MEETING TIME</u></p> <ul style="list-style-type: none"> • Long Range Planning Workshop <ul style="list-style-type: none"> – Past 5 yrs. Expenditures Review – Self-Assessment of Governance – Strategic Plan Review 	<ul style="list-style-type: none"> • Service Rate Discussion/ Approval (& 30-day Notice) • Board Training Summ. • Diversity, Equity, and Inclusion 	<ul style="list-style-type: none"> • Appoint Labor Negot. • CLOSED SESSION – Conf. Labor Negot. • Draft Budget • Board Training Summ. • July 4th Fair Discussion • Review of Comparable Agencies 	<ul style="list-style-type: none"> • Draft Budget • Review Directors’ Meeting Compensation • District Working Capital and Reserve Policy • Approve Project Plans and Specs (+CEQA) • July 4th Fair Discussion • CASA Conference • Diversity, Equity, and Inclusion
1/27/2022 – 7:00 P.M.		3/17/2022 – 7:00 P.M.	4/21/2022 – 7:00 P.M.	5/19/2022 – 7:00 P.M.	6/16/2022 – 7:00 P.M.
<ul style="list-style-type: none"> • CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval. • Board Governance Manual Approval • Long Range Planning Workshop Agenda • Service Rate Discussion • Quarterly Financial Statements • SPASPA Status Report • CSDA Conference Attendee Reports 		<ul style="list-style-type: none"> • Auditor – RFP • California Employer’s Retiree Benefit Trust (CERBT) • Service Rate Discussion • Action Plan • Consent Decree Quarterly Report • Board Training Summ. • CASA Conference Attendee Reports • Form 700 	<ul style="list-style-type: none"> • CLOSED SESSION – Quarterly Claims Rpt • Draft Budget • Employee Benefit Package Review • Service Rate Discussion/Approval (+ 30-day Notice) • July 4th Fair Discussion • Quarterly Financial Statements • SPASPA Status Report 	<ul style="list-style-type: none"> • CLOSED SESSION – Manager Perf. Eval. – Conf. Labor Negot. • Resolution Ordering Board Election (even years) • Draft Budget • July 4th Fair Discussion • Service Rate Discussion/Approval (+ 30-day Notice) 	<ul style="list-style-type: none"> • CLOSED SESSION – Counsel Perf. Eval. • Resolution Salary of District Manager • Resolution Employee Salary Ranges • Resolution Approve/Adopt Budget • Review and Approve Incentive Award • Adopt Incentive Award Goals & Objectives • July 4th Fair Discussion • CD Quarterly Report • CASA Conference

STEGE SANITARY DISTRICT

BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JULY 2022	AUGUST 2022	SEPTEMBER 2022	OCTOBER 2022	NOVEMBER 2022	DECEMBER 2022
7/4 HOLIDAY 4 th of July Fair Booth	CASA Annual Conf. Aug 10-12, Squaw Creek CSDA Annual Conf. Aug 22-25, Palm Springs	9/5 HOLIDAY Board Training AB 1234 (even years) AB 1661 (odd years)		11/24-25 HOLIDAY	12/8 HOLIDAY LUNCHEON 12/26 HOLIDAY
7/7/2022 – 7:00 P.M.	8/18/2022 – 7:00 P.M.	9/1/2022 – 7:00 P.M.	10/6/2022 – 7:00 P.M.	11/10/2022 – 7:00 P.M.	12/8/2022 – 2:00 P.M.
<ul style="list-style-type: none"> • July 4th Fair Debrief • CASA/CSDA Conf. • Diversity, Equity, and Inclusion 	<ul style="list-style-type: none"> • Select Actuary for Analysis of Retiree Health Benefits (odd years) • Quarterly (FY End) Financial Statements • Conn. Charge Report per Gov. Code 66013 • CASA/CSDA Conf. 	<ul style="list-style-type: none"> • CASA/CSDA Conf. Attendee Reports • Diversity, Equity, and Inclusion 	<ul style="list-style-type: none"> • Regional PSL Program Update • Regional FOG Program Update 	<ul style="list-style-type: none"> • Proposed Meeting Calendar • Board Officer Succession Plan • CASA Conference • Diversity, Equity, and Inclusion 	<p><u>2PM MEETING TIME</u></p> <ul style="list-style-type: none"> • Fiscal Year Financial Audit • Resolution Certifying Election Results (even years) • Connection Charge Review • Emergency Contact Update • Meeting Calendar • Consent Decree Quarterly Report • CASA Conference • Pension + OPEB UAL Reports • Nomination & Election of Officers
7/21/2022 – 7:00 P.M.		9/15/2022 – 7:00 P.M.	10/20/2022 – 7:00 P.M.		
<ul style="list-style-type: none"> • CLOSED SESSION <ul style="list-style-type: none"> – Quarterly Claims Rpt • Hearing +Res./Ord. <ul style="list-style-type: none"> – Establish and Collect Sewer Service Charges – Director Meeting Compensation • Resolution Filing Notice of Completion • District Investment Policy • Reimb. Report per Gov. Code 53065.5 • Quarterly Financial Statements • Candidate filing period (even years) • SPASPA Status Report • CASA/CSDA Conf. • Form 470 		<ul style="list-style-type: none"> • Health Care Benefits Review • Consent Decree Quarterly Report 	<ul style="list-style-type: none"> • CLOSED SESSION <ul style="list-style-type: none"> – Quarterly Claims Rpt – Manager Perf. Eval. • SPASPA Status Report • Quarterly Financial Statements 		