

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF MAY 6, 2021
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500, SCHMIDT LANE, EL CERRITO, CA

***** AGENDA *****

Items on the agenda may be taken out of order.

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

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

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

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

Pursuant to 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 April 15, 2021 Board Meeting Minutes
 (The Board will be asked to review and approve the minutes of April 15, 2021 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. City & Community Meetings
 B. Written Communications
 1. KIDS for the BAY Watershed Action Program 2020 – 2021 School Year Interim Report

- Info: **VI. Reports of Staff and Officers**
 A. Manager’s Report
 1. Draft Budget
 2. Employee Benefits Package
 3. Draft Newsletter

- Info/Motion: **VII. Business**
 A. Consideration of Professional Auditing Services
 (The Board will consider continuing the professional auditing services of Chavan & Associates, LLP)
 B. Pump Station Surcharge
 (The Board will consider the surcharge)
 C. Diversity, Equity, and Inclusion
 (The Board will continue DEI initiative discussions)
 D. Appointment of Labor Negotiator – Board President
 (The Board will consider appointing the Board President as labor negotiator for the purpose of negotiations with the District Manager)

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CLOSED SESSION

Conference with Labor Negotiator

Gov. Code § 54957.6

Agency Designated Representative: Board President

Unrepresented Employee: District Manager

Motion: **VIII. Approval of Checks**

A. Checks for May 6, 2021 - Fund No. 3418 & 3423

(The Board will be asked to approve the monthly checks)

Info: **IX. Future Agenda Items**

May 20, 2021

CLOSED SESSION – Manager Performance Evaluation

CLOSED SESSION – Conference with Labor Negotiator

Connection Charge Review

Draft Budget

June 3, 2021

Draft Budget

Review Directors Meeting Compensation

District Working Capital and Reserve Policy

Approve Project Plans and Specifications (+CEQA)

CASA Conference

Diversity, Equity, and Inclusion

X. Adjournment

(The next regular meeting of the Stege Sanitary District Board of Directors is scheduled to be held on May 20, 2021 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF APRIL 15, 2021
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

*****MINUTES*****

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

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

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

CLOSED SESSION

Conference with Legal Counsel—Anticipated Litigation

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: 3

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

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

Gailfus – Government Tort Claim filed: 12/28/2020

The Board entered into closed session at 7:01 P.M. and returned to open session at 7:09 P.M. President O’Keefe announced the Board had taken no reportable actions.

IV. Approval of Minutes

- A. Approval of April 1, 2021 Board Meeting Minutes

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF APRIL 15, 2021
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

MOTION: By Merrill, seconded by Christian-Smith, to approve the minutes of the April 1, 2021 Board Meeting

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

V. Communications

A. Oral Communications

1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings

a. City & Community Meetings

Miller gave a report on a recent El Cerrito City meeting. Merrill reported that the West Contra Costa Unified School District (WCCUSD) has a new superintendent.

B. Written Communications

There were no items to consider.

Info:

VI. Reports of Staff and Officers

A. Attorney’s Report

Kokotaylo reported on Governor Newsom signing SB 95 ensuring access to up to 80 hours of COVID-19 supplemental paid sick leave for eligible employees, including those advised to quarantine or isolate and those caring for COVID-impacted family members.

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

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The Manager reported on the invoices paid in March.

3. San Pablo Avenue Specific Plan Impact Fee Status Report

The Manager reported on the status of the impact fee.

4. Employee Benefits Package

The Manager reported on employee benefit considerations.

5. Draft Budget

The Manager reported on the initial draft of the budget.

VII. Business

A. RESOLUTION 2158-0421 FIXING THE EMPLOYER CONTRIBUTION UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS

The Board reviewed the "change resolution", as required by CalPERS, to put into effect the retiree health benefit increase from \$280 to \$324.48 per month for current and future retirees that was previously approved in February 2021 by Resolution 2156-0221. The Board approved the resolution contingent on the legal review and approval of the District Counsel regarding the appropriateness of the term "employee" used throughout the document.

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve Resolution 2156-0221 Fixing the Employer Contribution Under the Public Employees' Medical and Hospital Care Act at an Equal Amount For Employees and Annuitants, contingent on the legal review and approval of the District Counsel regarding the appropriateness of the term "employee" used throughout the document

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

NOES: None

ABSTAIN: None

ABSENT: None

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VIII. Financial Statements – March 2021

- A. Monthly Investment, Cash, Receivables Report
- B. Monthly Operating Statement, March 2021
- C. Monthly Cash on Hand vs. Target Reserves
- D. California Employers' Retiree Benefit Trust (CERBT) Quarterly Statement
- E. Local Agency Investment Fund (LAIF) Quarterly Statement

The financial items were reviewed by the Board.

IX. Approval of Checks

- A. Checks for April 15, 2021 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by Gilbert-Snyder, to pay the bills, Check Nos. 27042 through 27076 in the amount of \$137,385.36, pending District Counsel legal review and approval of the dental dividend checks to employees

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

X. Future Agenda Items

May 6, 2021

CLOSED SESSION – Conference with Labor Negotiator

Draft Budget

~~July 4th Fair Discussion~~

~~Review of Comparable Agencies~~

Diversity, Equity, and Inclusion

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May 20, 2020

CLOSED SESSION – Manager Performance Evaluation

CLOSED SESSION – Conference with Labor Negotiator

Connection Charge Review

Draft Budget

XI. Adjournment

The meeting was adjourned at 8:45 P.M. The next meeting of the District Board of Directors will be held on Thursday, May 6, 2021 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary



KIDS for the BAY

A Project of Earth Island Institute

1771 Alcatraz Avenue, Berkeley, CA 94703

Tel: (510) 985-1602 | Fax: (510)-547-4259

www.kidsforthebay.org

Mandi Billinge, Executive Director/Founder

April 1, 2021

Rex Delizo, P.E.
District Manager
Stege Sanitary District
7500 Schmidt Lane
El Cerrito, CA 94530-0537

Dear Rex,

The Watershed Action Program in El Cerrito has been going well this school year. Despite the challenges of the pandemic, we continue to support our partner teachers and deliver engaging watershed education programs to our students via distance learning. We have successfully redesigned the Watershed Action Program (WAP) into twelve one-hour interactive virtual lessons with paired at-home assignments. Our students have continued to learn about the San Francisco Bay watershed and connect with nature within their own neighborhoods. The enclosed report highlights some of the successes we have had educating and inspiring El Cerrito students to be empowered environmentalists and to advocate for healthier watersheds by reducing pollution from home. Our final report in June will detail our Environmental Action Projects and Virtual Field Trip.

We are also excited to share with you that fourth grade teacher Hillary Milani at Madera Elementary School is participating in our Blue Watershed Classrooms follow-up teacher support program this year while her two grade-level partner teachers complete the full Watershed Action Program.

Please find enclosed:

- 2020 – 2021 School Year Interim Report
- 2020 – 2021 School Year Invoice
- Photo documents of our students in action

(Please note these pictures are for internal use only, as some families have requested their child's picture not be released to the general public)

I hope you will enjoy reviewing these materials and please let me know if you have any questions.

Best wishes,

Mandi Billinge
Executive Director/Founder

Everyone is an Environmentalist!

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WATERSHED ACTION PROGRAM
2020 – 2021 SCHOOL YEAR INTERIM REPORT

PREPARED FOR
STEGER SANITARY DISTRICT

INTRODUCTION

KIDS for the BAY (KftB) is providing the Watershed Action Program to two classes at Madera Elementary School in El Cerrito during the 2020-2021 school year. Fifty-four students, their families, and two teachers are participating in this program led by KftB Educator Laurel Sebastian. Through interactive distance learning lessons and accompanying outdoor at-home assignments, the students of El Cerrito are engaged in hands-on learning from home, and in empowering Environmental Action Projects to protect their local watershed. Fourth grade teacher Betty Buginas and third/fourth grade teacher Rebecca Raikow are very committed to learning and teaching this meaningful curriculum.

SUMMARY OF 2020-2021 DISTANCE LEARNING LESSONS

KIDS for the BAY lessons this year build on the work we did last spring to deliver programs through online resources, [At-Home Activities](#), and virtual lessons tailored for each class. Our twelve distance learning lessons for the Watershed Action Program (WAP) provide a balance of class discussions, small group investigations, and accessible experiments at home. After each lesson, students use their new knowledge to complete outdoor explorations, including a watershed scavenger hunt and a neighborhood litter cleanup. Additionally, each student experiences the sights and sounds of a local creek, bay or ocean habitat in a Virtual Field Trip. Each Watershed Action Program culminates in an Environmental Action Project in which students share their knowledge and inspire environmental stewardship at home.

The students and teachers at Madera Elementary were thrilled to begin the Watershed Action Program and to learn about their local watershed. Teachers were thankful for the teaching support provided and eager for their students to have interactive lessons and outdoor experiences during this challenging school year. The teachers learned hands-on approaches to watershed science education and new distance learning strategies and online platforms. Students were excited to become environmentalists by connecting with nature, engaging in scientific experiments, and taking environmental action in their own neighborhoods.

Everyone Is an Environmentalist!

The distance learning Watershed Action Program began with an exploration of environments and environmentalists. Students were quick to share their ideas about what is included in an environment. Osaze shared, “An environment is a land or place.” Siddha volunteered, “An environment is a place for nature.” Carina added, “People and things are part of our environment too. It’s not just the plants and animals.” Through the Zoom chat, whiteboards and verbal responses, the class made a list of over twenty elements of our environment!

Next, the group brainstormed what an environmentalist does and cares about. Christopher shared, “An environmentalist makes sure people don’t poison our environment with pollution.” Amelia added, “An environmentalist cares about trees because trees make oxygen and habitats. They don’t want them cut down.” Evan wrote in the chat, “They make sure land and animals are safe and clean.” Ms. Laurel showed a slide illustrating four major elements involved in being an

environmentalist and asked the class which ones they were most excited about doing in the Watershed Action Program. Students showed different fingers to represent 1. Connect with nature; 2. Explore like scientists; 3. Take action to help the environment; and 4. Be environmental leaders. Some students even voted for multiple options when they couldn't decide on their favorite part of the program. Isabel shared, "I'm excited to go outside into nature." Logan exclaimed, "I want to do a litter cleanup!"

Virtual Watershed Scavenger Hunt

Ms. Laurel shared the colorful and interactive Virtual Watershed, using Google Slides created by the KftB staff team, and the students couldn't wait to explore it online! In two groups, young scientists took turns choosing parts of the Virtual Watershed to investigate while their classroom teachers navigated around the watershed slides and clicked each element to reveal hidden clues to learning. After choosing the Dungeness crab slide, Elah exclaimed, "I didn't know crabs can regrow their claws! What if we could do that?" On the water cycle slide, students made movements and sounds to mimic water cycling through the parts of the watershed. When Ms. Laurel asked the class to share their discoveries, Hadi shared, "Everything is part of our environment. We're always connected to the natural environment by storm drains and in other ways." The students were invited to continue with a watershed exploration by doing a real watershed scavenger hunt outside at home in their own neighborhoods. Jimena responded, "I might try to go to Wildcat Creek for part of my scavenger hunt."

Mini Watersheds

When the students signed in for their second lesson, they were thrilled to report back on their watershed scavenger hunt discoveries. Logan shared, "I found ducks in my neighborhood." Alexandra added, "I saw birds too and I heard cars driving and honking." Emily wrote, "I smelled a fragrant yellow flower."

The students' attention then turned to the much anticipated Mini Watersheds experiment that they had prepared for by bringing the experiment supplies to class. Step by step, Ms. Laurel guided the students through sculpting wax paper into a landscape, tracing their predictions of where water would flow with markers, and spraying water to mimic rain. She paused throughout to spotlight students sharing their predictions and observations. Remi summarized, "My rain water flowed into three creeks, so I had three watersheds, but then they came together at the bottom to form one main watershed." Osaze shared, "One of my predictions is completely correct. The water flowed right where I thought it would. The other is partially correct and water flowed near where I thought it would." Carina said, "Water flows into the bay in our watershed." Isabel added, "It flows into storm drains first."

Students then studied maps of their neighborhood Wildwood Creek watershed and observed where it flows into the San Francisco Bay at Stege Marsh. Alex raised his hand to share, "I go biking a lot at Stege Marsh!" Several students agreed or shared that they had been to Wildwood Creek and Stege Marsh too. Students continued working together to match labels with different areas of the map. They also compared the map of smaller watersheds to puzzle pieces that make up the larger San Francisco Bay watershed.

Eggsperiment in an Estuary

After learning that our San Francisco Bay watershed is an estuary, students were eager to conduct an experiment (*Eggsperiment*) to discover more about the relative density of the different types of water in an estuary. First, students explored the concept of density with a scavenger hunt for objects of relative density in their homes. After a two-minute countdown, students did a show-and-tell. Remi held up her items and shared, “I have my favorite rock, which is smooth and dense and doesn’t have any air holes. And then I have an empty water bottle which is not very dense because it has a lot of empty space.” Wyatt added, “This paper towel roll is surprisingly dense for paper, and when I squeeze it, it becomes more dense.”

Students then gathered a simple list of supplies for their Eggsperiment: two cups of water, salt, two eggs, and a spoon. Ms. Laurel guided students in the set-up of the experiment and asked students to type their predictions in the Zoom chat: “Will the egg float in A) freshwater, or B) saltwater?” Alexandra predicted, “B, because we added dense, heavy salt in the water, making the water more dense than the egg.” Students were excited to observe if their predictions were correct. After sinking eggs in freshwater, students were delighted to see their eggs floating in saltwater. When Asha and Alex couldn’t get their egg to float in saltwater, Osaze suggested, “Add more salt to make it more dense!” After a few minutes of dissolving more salt, both students were excited to share that their eggs were floating too!

Connecting the Eggsperiment back to the San Francisco Bay estuary, Ms. Laurel demonstrated what happens when saltwater and freshwater mix in the bay. Asher shared, “I predict the saltwater will sink because we just proved that the saltwater is more heavy and dense.” After students made their predictions, she added both types of water into the divided corners of a plastic bag. Next, she slowly lifted the bag as the class watched the dark blue saltwater slip below the freshwater. Students observed the swirling null zone where the two types of water meet and mix together, and waved their arms together to mimic the water in an estuary.

After the experiments, the student scientists showed new enthusiasm about the important habitats of an estuary. Lazslo explained, “An estuary is a special habitat because there are salty and freshwater areas for different animals.” Tiffany agreed and added, “I learned that estuaries have lots of different habitats for different animals, like beaches and marshes and streams.”

Food Webs and Animal Adaptations

Everyone has a favorite animal, and students at Madera Elementary were ready to share theirs. To begin Lesson Four, students wrote all of their favorite Bay Area animals in the chat, including otters, sea lions, dolphins, coyotes, hawks and more. With their favorite species in mind, students were challenged to explore how animals are connected through food chains. As students submitted their ideas, Ms. Laurel inserted pictures of each animal into a Jamboard. The class started with Evelyn’s favorite animal, a coyote, and built a food chain around it. Jace knew that black bears eat coyotes. Ben pointed out, “Bears are at the top of the food chain, but vultures will eat them if they die of natural causes.” The classes added berries, mice, and turkeys at the beginning of the food chain. When Alexandra pointed out that the bear might eat the turkey and berries too, the class began to discuss how food webs show multiple food chain connections at once. Tiffany summarized, “A food web is different because it shows how all organisms are connected. It’s more complicated.”

Next, the young scientists enjoyed some movement-based learning when they stood up and learned about the anatomy and adaptations of bull kelp swaying in ocean waves through Ploga (Play Yoga). When Ms. Laurel puffed up her cheeks and asked what a bull kelp's float might be useful for, Megan said, "The float helps keep the blades up at the top of the water to photosynthesize." Ms. Laurel asked, "What would happen to kelp without a float?" Nathan responded, "The kelp would sink and couldn't reach the sunlight to make energy," and the class deflated their cheeks and dramatically sank down to the ground.

Students returned to their favorite animals as they brainstormed important anatomy and adaptations for each. Ximena said, "Hawks have wings to help them fly. They can fly away from predators and soar above the ground to find food." Remi added, "Rattlesnakes have rattling tails to help protect them from predators and warn other animals that they're dangerous." Logan shared, "My parrots have strong beaks to crack open nuts and other foods."

To close the lesson, students broke into groups to read fun facts and trace anatomical features to the matching adaptations of bay animals, including striped bass fish and Dungeness crab in Jamboard. After returning to the main group, Asha shared her favorite discovery, "The striped bass's spiky fins help protect it from predators. It's like a warning to stay away." Ms. Laurel explained that the at-home activity for the week was to observe animal adaptations of real animals in their neighborhood watersheds. Over the next week, she received many student observations of birds, insects, mammals and even a few of the student's pets! Ben shared, "I saw lots of squirrels in my neighborhood. They have strong teeth to crack open nuts and seeds."

Pollution Pathways in Storm Drains and Sewer Systems

After exploring the amazing parts of our natural environment, students were ready to investigate how pollution travels into and around our watershed. To begin, the class observed a video of pollution entering the KIDS for the BAY clay watershed model. Remi summarized, "I noticed in the video that when pollution was added to the bay, wind moved it all around the bay. It even spread out to the ocean and up into the Sacramento River. That could affect all the different habitats for animals all around the estuary." Next, the students examined a colorful diagram of a polluted city and took turns pointing out sources and pathways of litter in the environment. Hadi noted, "I notice that the wind is blowing trash into the creek and the pipes wash trash from the street into the creek too." Ms. Laurel responded, "Yes, those are storm drains and they are a common way that trash moves through the environment."

Ms. Laurel then shared photos and video clips of storm drains and the sanitary sewer system and had students work together to identify their key characteristics. Many students were shocked to learn that the storm drain system and sanitary sewer system were separated at all. When Ms. Laurel asked the class if they had seen a storm drain, most students raised their hands. Jonathan offered, "There is a storm drain right in front of my house." Most students, however, couldn't remember seeing the sanitary sewer system. Finally, Asha offered, "I've seen the little metal cover that says, 'sewer' outside." After looking at a diagram, Wyatt explained, "Oh, our sinks and toilets are connected to the sewer system!"

Next, the class examined types of pollution that can enter either system. The class was quick to point out that gasoline and litter pollute storm drains. Alex pointed out that flushable wipes were

listed on the slide as a type of sanitary sewer system pollution. When Ms. Laurel asked why he thinks wipes are pollution, Alex responded, “Wipes don’t disintegrate like toilet paper. They could cause the sewer pipes to clog.” Isabel shared, “Medicine is pollution too. We’re supposed to throw it away or give it back to the doctor.” Osaze added, “The fats, oils, greases and wipes are villains that we have to keep out of our sewer system!” When Ms. Laurel held up a jar of coconut oil and asked why FOG could be bad for the sewer system, Lilah reasoned, “Grease can get thick and sticky and clog the pipes too.” Ms. Laurel responded, “Exactly. We need all the pipes and the sewer treatment plant to run smoothly so they can keep cleaning our water. Do we want all the water from our toilets and sinks going straight into the San Francisco Bay?” The whole class wrinkled their noses and showed their thumbs down in response. Shriya added, “I wouldn’t want to swim there if that happened!” Ms. Laurel asked if anyone knew where those forms of sewer pollution should go instead. Tom said, “My parents keep the grease to cook with it or they put it in a container and throw it away. All the floss and wipes should be thrown away in the trash too.”

To summarize their discoveries, the class made a Venn diagram to compare and contrast the two systems. Megan shared, “The sewer system gets cleaned, but the storm drain water doesn’t get cleaned!” Asha added, “The sewer system is from inside our homes and buildings. Storm drains are outside.” Gavin concluded, “They’re similar because both systems take water from our cities into creeks and bays.”

After considering the common pathways of pollution from neighborhoods to the bay, students had a chance to make their own Madlib stories about pollution on the move. One group’s story was about a plastic water bottle making its way from a storm drain to the San Francisco Bay to a beach, before an octopus got caught in it and had to be saved by animal rescue. The class concluded that there are many pathways for pollution, but we can try to make every story a happy ending by reducing and cleaning up pollution.

Plastic Pollution and its Impact on Wildlife

As Lesson Six began, student scientists shared their experiences searching for storm drains at home. Shriya said, “I noticed a special cover over one of the storm drains to keep out trash and leaves from going into it.” Lilah shared, “I found three drains and a metal plate that said ‘No Dumping. Drains to Bay’.” Ms. Laurel connected these observations to the next lesson. “Now that we’ve explored how storm drains can transport pollution into the bay and ocean, I am going to share pictures of animals harmed by pollution. Why is it important for scientists to look at sad things sometimes?” Asha responded, “Scientists study problems so they can think of good solutions.” In breakout groups, the students examined photographs showing various ways pollution can harm animals. Wyatt reasoned, “It seems like the turtle wouldn’t be able to eat or go to the surface to breathe if it’s trapped in the net.” Laszlo added, “It looks like some kind of oil is on the bird so it can’t fly.”

Thinking back to their lesson on food webs, the students were challenged to examine a diagram and think through how pollution could move through food webs. Krishna explained, “It looks like the microplastics or pollution is eaten by the little animals first, and then bigger animals eat the small animals and the pollution too. Eventually, we might eat the fish and some of the pollution too.”

The students were saddened by the images of animals hurt by plastic trash, and they were very motivated to take action to reduce stormwater pollution. Students took turns reading and explaining rules for how to do a trash cleanup safely at home during the Covid-19 pandemic. Kamil volunteered to read the last rule, “Take trash home to dispose of safely.” He added, “You could sort out the recycling too so everything ends up in the right place.” Ms. Laurel reminded the students, “Even if you can’t go far during covid, I encourage you to try to find litter that may have blown into your own yard at home.” Isabel predicted, “I think we can pick up 1,000 pieces of trash if everyone in both classes works together.”

Final Report

The Final Report in June will include an update on how much litter the classes were able to collect, as well as details of the Environmental Action Project and Virtual Field Trip. In the meantime, you can read more about our recent program highlights on the [blog page](#) on our website.

BLUE WATERSHED CLASSROOM TEACHER FOLLOW UP SUPPORT PROGRAM

This school year, we have successfully transitioned our Blue Watershed Classrooms teacher follow-up support program online. During the challenges of distance learning, we have found it particularly important to support our past partner teachers with additional resources for teaching our curricula. Each participating Blue Watershed Classrooms teacher receives a complete set of interactive slideshows for each lesson, which include videos, Jamboards, and our Virtual Watershed. They are also supported with program orientation meetings, lesson curriculum guides, and a litter cleanup kit. Now that all of our supporting materials are online, our Blue Watershed Classrooms program is easier than ever for teachers to access and teach with confidence. We hope these new digital resources will allow more teachers to continue participating, and allow us to increase the collective positive impact of our teacher network.

This year, fourth grade teacher Hillary Milani, from Madera Elementary School in El Cerrito, is participating in the Blue Watershed Classrooms program along with her grade level teacher partners. Ms. Milani showed deep dedication to the program in previous years, and was eager to try the Blue Watershed Classrooms program and allow Ms. Buginas and Ms. Raikow to participate in the WAP for the first time. Ms. Milani shared, “I really enjoyed your program in previous years and would like to do the self-led program along with my colleagues so all students learn the same curriculum.”

We hope that as classes return to in-person learning next school year, our teacher partners at Madera Elementary will be ready to continue engaging students in local watershed science and stewardship through the Blue Watershed Classrooms program.

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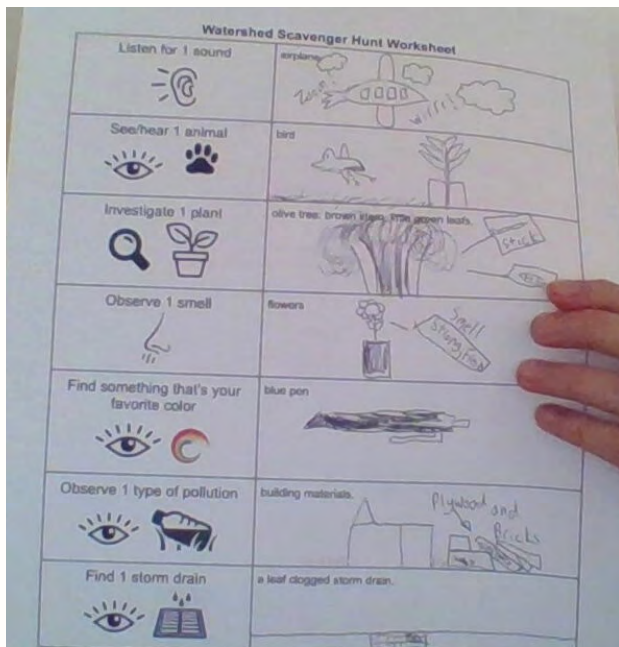
KIDS for the BAY

*Photos are for internal use only

**WATERSHED ACTION PROGRAM
STEGER SANITARY DISTRICT
2020-2021 SCHOOL YEAR
REPORT HIGHLIGHTS**



Our young environmentalists learned all about their local watershed from their own homes and neighborhoods. They explored our Virtual Watershed in groups, built a Mini Watershed at home, made art with natural materials, and conducted a scavenger hunt to explore outside.



"My rain water flowed into three creeks, so I had three watersheds, but then they came together at the bottom to form one main watershed."
Remi, Fourth Grade Student, Madera Elementary, El Cerrito

"I saw birds and I heard cars driving and honking. I also noticed a few different colors of camelias blooming on my walk."
Alexandra, Fourth Grade Student, Madera Elementary, El Cerrito

Photo Document, Steger Sanitary District, March 2021



ESTUARY ORGANISMS AND POLLUTION

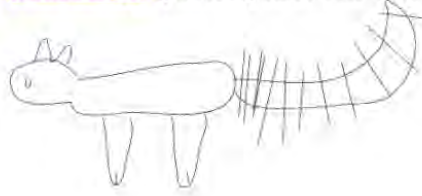
Animal name: My animal is a squirrel.

One adaptation your animal has: My animal has a tail.

That helps it balance

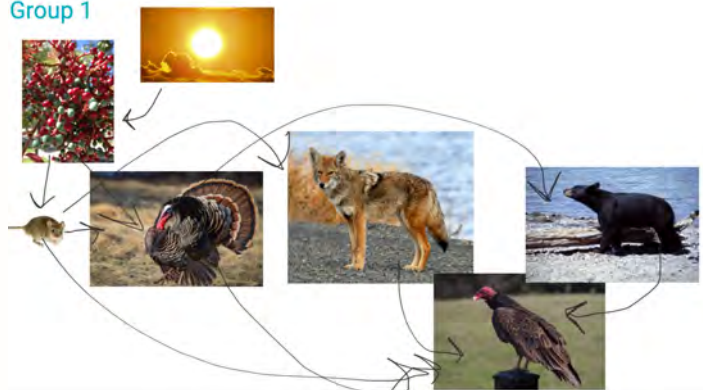
Two other organisms/animals in your animal's food chain: My animal likes to eat nuts. My animal might get eaten by a Hawks .

OPTIONAL BONUS! Try to insert a picture or sketch of your animal below!



Students learned all about food webs, anatomy, and adaptations of local animals. They also explored San Francisco Bay estuarine habitats, and how to prevent pollution from entering their local storm drain and sanitary sewer systems.

Group 1



"I learned that estuaries have lots of different habitats for different animals, like beaches and marshes and streams."

Tiffany, Third Grade Student, Madera Elementary, El Cerrito

"Everything is part of our environment. We're always connected to the natural environment by storm drains and in other ways."

Hadi, Fourth Grade Student, Madera Elementary, El Cerrito

"The FOG and wipes are villains that we have to keep out of our sewer system!"

Osaze, Third Grade Student, Madera Elementary, El Cerrito

Group Pollution Mad Lib

Once upon a time, there was a **rubber tire** in the **dirty river**, because someone **illegally** threw it in the river.

Suddenly, the **heavy rain** started and moved it to the **Pacific Ocean**.

Next, the **rubber tire** washed up on the beach shore.

Finally, it was found by a **small dog** in the **grassy field** and the **small dog** tried to move it but it couldn't so it got its owner to help and the owner helped to recycle it.

The end.



KIDS for the BAY

A Project of Earth Island Institute

1771 Alcatraz Avenue, Berkeley, CA 94703

Tel: (510) 985-1602 | Fax: (510)-547-4259

www.kidsforthebay.org

Mandi Billinge, Executive Director/Founder

INVOICE April 1, 2021

TO: Stege Sanitary District
ATTN: Rex Delizo, P.E.

FROM: Earth Island Institute/KIDS for the BAY
Tax ID#: 942889684

SERVICE: Watershed Action Program for two fourth and third/fourth grade classes

DESCRIPTION: Professional development for two teachers
Twelve one-hour interactive virtual lessons for each class of teachers and students
Ten at-home activities for students to connect with nature between lessons
Implementation of student-centered Environmental Action Projects
Virtual Field Trip to creek, bay, or ocean habitat
Curriculum guide aligned with Next Generation Science Standards
Equipment kit
Ongoing support when teachers continue to teach the program to future classes of students through our Blue Watershed Classrooms teacher follow-up support program

FEE: \$12,000

Please make your check payable to KftB/Earth Island Institute
and mail to the above address, **thank you!**

Everyone is an Environmentalist!

DRAFT BUDGET

EXHIBIT A

STEGE SANITARY DISTRICT REVENUE SUMMARY

FISCAL YEAR 2021-2022

ITEM	as of 03/01/21 REVENUE 2020-2021	REMAINING BUDGET 2020-2021	Fiscal Year 2020-2021 Budget	Fiscal Year 2021-2022 Budget	% Change
REVENUE					
I. SEWER OPERATION FUND (3418)					
Non Operating Income:					
Interest	\$ 28,066	-60%	\$ 70,000	\$ 50,000	-29%
Miscellaneous	25	-100%	\$ 21,000	\$ 21,000	0%
Operating Income:					
Permit & Inspection Fees	4,990	-67%	\$ 15,000	\$ 12,000	-20%
Sewer Service Charges	1,562,207	-44%	\$ 2,789,000	\$ 3,149,000	13%
Contracted Services	-	0%	\$ 30,000	\$ 30,000	0%
Subtotal	\$ 1,595,287	-45%	\$ 2,925,000	\$ 3,262,000	12%
II. CAPITAL FUND (3423)					
Non-Operating Income:					
Interest	\$ 3,701	-75%	\$ 15,000	\$ 15,000	0%
Operating Income:					
Property Tax	312,191	-22%	\$ 400,000	\$ 400,000	0%
Capital Service Charges	1,562,207	-46%	\$ 2,901,000	\$ 3,149,000	9%
Connection Fees	19,320	-87%	\$ 150,000	\$ 150,000	0%
San Pablo Ave. Impact Fee	2,902	-99%	\$ 250,000	\$ 250,000	0%
Subtotal	\$ 1,900,321	-49%	\$ 3,716,000	\$ 3,964,000	7%
TOTAL REVENUE	\$ 3,495,608	-47%	\$ 6,641,000	\$ 7,226,000	9%

DRAFT BUDGET

EXHIBIT B

STEGE SANITARY DISTRICT EXPENSE SUMMARY

FISCAL YEAR 2021-2022

ITEM	as of 03/01/20 EXPENSES 2020-2021	REMAINING BUDGET 2020-2021	Fiscal Year 2020-2021 Budget	Fiscal Year 2021-2022 Budget	% Change
EXPENSES					
I. OPERATING EXPENSES:					
Dept 41 - Maintenance/Engineering	\$ 1,238,302	40%	\$ 2,078,676	\$ 2,159,348	4%
Dept 41 - Pump Stations	\$ 9,138	44%	\$ 16,460	\$ 16,460	0%
Dept 41 - Contracted Repairs	\$ 27,600	58%	\$ 66,000	\$ 68,000	3%
Dept 45 - General & Administration	\$ 560,213	36%	\$ 870,675	\$ 894,828	3%
SUBTOTAL OPERATING EXPENSES	\$ 1,835,253	39%	\$ 3,031,811	\$ 3,138,636	4%
II. CAPITAL EXPENSES:					
Dept 41 - Capital Equipment	\$ 87,212	72%	\$ 314,000	\$ 500,000	59%
Dept 41 - Debt Repayment (SRF)	\$ 148,220	0%	\$ 148,200	\$ 148,200	0%
Dept 41 - Sewer Rehabilitation	\$ 69,550	99%	\$ 4,977,000	\$ 4,167,000	-16%
SUBTOTAL CAPITAL EXPENSES	\$ 304,982	94%	\$ 5,439,200	\$ 4,815,200	-11%
TOTAL	\$ 2,140,235	75%	\$ 8,471,011	\$ 7,953,836	-6%
OTHER EXPENSES:					
Transfer from Capital Fund	\$ -	0%	\$ -	\$ -	0%
Retiree Medical Fund	\$ -	0%	\$ -	\$ -	0%
SUBTOTAL OTHER EXPENSES	\$ -	0%	\$ -	\$ -	0%
TOTAL EXPENSES	\$ 2,140,235	75%	\$ 8,471,011	\$ 7,953,836	-6%

STEGE SANITARY DISTRICT TRANSFER TO/(FROM) RESERVES

FISCAL YEAR 2021-2022

ITEM			Fiscal Year 2020-2021 Budget	Fiscal Year 2021-2022 Budget	% Change
REVENUE			\$ 6,641,000	\$ 7,226,000	9%
EXPENSES			\$ (8,471,011)	\$ (7,953,836)	-6%
SUBTOTAL			\$ (1,830,011)	\$ (727,836)	
TRANSFER TO/(FROM) RESERVES			\$ (1,830,011)	\$ (727,836)	

DRAFT BUDGET

EXHIBIT C

STEGE SANITARY DISTRICT BUDGET - COMPOSITE

FISCAL YEAR 2021-2022

ITEM	FISCAL YEAR 2021-2022 BUDGET	OPERATIONS	GENERAL & ADMIN.
OPERATING EXPENSES:			
010 Salaries & Wages	\$ 1,429,460	\$ 1,189,460	\$ 240,000
020 Employee Benefits	\$ 668,561	\$ 517,521	\$ 151,040
030 Directors' Expenses	\$ 39,888	\$ -	\$ 39,888
040 Election Expense	\$ -	\$ -	\$ -
060 Gasoline, Oil, Fuel	\$ 22,000	\$ 22,000	\$ -
070 Insurance	\$ 219,900	\$ 15,000	\$ 204,900
080 Memberships	\$ 18,100	\$ 3,000	\$ 15,100
090 Office Expense	\$ 10,100	\$ -	\$ 10,100
100 Operating Supplies	\$ 40,000	\$ 40,000	\$ -
110 Contractual Services	\$ 98,100	\$ 98,100	\$ -
120 Professional Services	\$ 202,600	\$ 129,000	\$ 73,600
130 Printing & Publications	\$ 29,000	\$ -	\$ 29,000
140 Rents & Leases	\$ 1,800	\$ 1,000	\$ 800
150 Repairs & Maintenance	\$ 116,700	\$ 101,700	\$ 15,000
160 Revenue Collection Expenses	\$ 14,600	\$ -	\$ 14,600
170 Travel & Meetings	\$ 18,500	\$ 14,000	\$ 4,500
190 Utilities	\$ 41,200	\$ 7,000	\$ 34,200
200 Other Expenses	\$ 62,100	\$ -	\$ 62,100
203 First Aid Supplies	\$ 500	\$ 500	\$ -
204 Safety Equipment and Gloves	\$ 4,500	\$ 4,500	\$ -
205 Uniforms and Boots	\$ 15,317	\$ 15,317	\$ -
206 Safety Incentive Program	\$ 1,250	\$ 1,250	\$ -
207 Contracted Repairs	\$ 68,000	\$ 68,000	\$ -
410 Pump Stations	\$ 16,460	\$ 16,460	\$ -
TOTAL OPERATING EXPENSES	\$ 3,138,636	\$ 2,243,808	\$ 894,828
CAPITAL EXPENSES:			
650 DEBT REPAYMENT	\$ 148,200	\$ 148,200	\$ -
300 CAPITAL EQUIPMENT	\$ 500,000	\$ 500,000	\$ -
400 CONSTRUCTION	\$ 4,167,000	\$ 4,167,000	\$ -
TOTAL CAPITAL EXPENSES	\$ 4,815,200	\$ 4,815,200	\$ -
TRANSFER TO CAPITAL FUND	\$ -	\$ -	\$ -
TOTAL BUDGET	\$ 7,953,836	\$ 7,059,008	\$ 894,828

DRAFT BUDGET

DETAIL SHEET

**STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - OPERATIONS**

FISCAL YEAR 2021-2022

ITEM	as of 03/01/21 EXPENDITURES 2020-2021	REMAINING BUDGET 2020-2021	Fiscal Year 2020-2021 Budget	Fiscal Year 2021-2022 Budget	% Change
010 SALARIES AND WAGES					
011 Engineering Salaries	\$ 338,707	29%	\$ 476,400	\$ 553,900	16%
011.6 Cell Phone (3)	1,440	33%	2,160	2,160	0%
012 Collection System Salaries	312,804	31%	453,200	541,900	20%
012.6 Cell Phone (5)	2,220	38%	3,600	3,600	0%
013 Overtime - Service Calls	4,667	70%	15,400	15,400	0%
014 Overtime - Engineering/Inspection	430	14%	500	500	0%
015 Standby	37,690	26%	51,000	60,000	18%
017 Performance Incentive	-	100%	12,000	12,000	0%
TOTAL SALARIES AND WAGES	\$ 697,958	31%	\$ 1,014,260	\$ 1,189,460	17%
020 EMPLOYEE BENEFITS					
021 Retirement	\$ 189,876	44%	\$ 341,290	\$ 321,350	-6%
021a Deferred Comp Match	15,460	39%	25,440	25,440	0%
Cafeteria Plan					
022 Health Care Premiums & Admin Fees	16,306	-3297%	480	72,581	15021%
023 Life Insurance/Dental/LTD	9,244	34%	13,920	15,840	14%
024 Workers' Compensation Insurance	10,895	40%	18,300	19,200	5%
025 Unemployment Insurance	11,033	-104%	5,400	5,700	6%
026 Medicare	11,418	42%	19,600	20,200	3%
027 Cash in Lieu (Dependent Care & Medical)	78,909	56%	179,136	24,000	-87%
Retiree Medical & ARC					
'028 Retiree Medical (AnnReq'dContrib ARC)		#DIV/0!	-	-	0%
'029 Retiree Health Care Premium	7,605	26%	10,300	11,900	16%
030 Social Security (On Call Maintenance)	2,293	-129%	1,000	1,310	31%
TOTAL EMPLOYEE BENEFITS	\$ 353,040	43%	\$ 614,866	\$ 517,521	-16%
MAINTENANCE					
060 GAS, OIL AND FUEL	\$ 12,085	45%	\$ 22,000	\$ 22,000	0%
070 CLAIMS	-	100%	15,000	15,000	0%
080 MEMBERSHIPS	864	71%	3,000	3,000	0%
100 OPERATING SUPPLIES					
101 Rods and Augers	-	100%	5,000	5,000	0%
102 Chemicals	-	100%	1,000	1,000	0%
104 Hose and Nozzles	13,502	46%	25,000	25,000	0%
105 Emergency Readiness		100%	500	500	0%
107 Engineering and Inspection Supplies	279	86%	2,000	2,000	0%
108 Computer/Supplies	1,437	78%	6,500	6,500	0%
Forward totals to next page	28,166	65%	80,000	80,000	0%

DRAFT BUDGET

DETAIL SHEET

**STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - OPERATIONS**

FISCAL YEAR 2021-2022

ITEM	as of 03/01/21 EXPENDITURES 2020-2021	REMAINING BUDGET 2020-2021	Fiscal Year 2020-2021 Budget	Fiscal Year 2021-2022 Budget	% Change
Totals from previous page	\$ 28,166	65%	\$ 80,000	\$ 80,000	0%
110 CONTRACTUAL SERVICES					
111 Phone Service (Answering Service)	\$ 783	35%	\$ 1,200	\$ 1,200	0%
112 Manhole Level Monitors	2,273	9%	2,500	2,500	0%
115 Sewer Root Foaming	67,641	10%	75,000	75,000	0%
116 Radio and Test Equipment Maintenance	-	100%	500	500	0%
117 Utility Marking Service	4,495	-50%	3,000	3,000	0%
118 DOT Regulatory Compliance	380	58%	900	900	0%
119 Collection System JPA	-	100%	15,000	15,000	0%
120 PROFESSIONAL SERVICES					
121 Technical/Legal Support	\$ 9,538	91%	\$ 107,000	\$ 107,000	0%
122 Safety Consultant	-	100%	1,000	1,000	0%
123 Flow Monitoring Modeling	-	100%	15,000	15,000	0%
124 Enforcement	-	100%	6,000	6,000	0%
140 RENTS AND LEASES	\$ -	100%	1,000	1,000	0%
150 REPAIRS AND MAINTENANCE					
151 Vehicle Maintenance	\$ 37,066	7%	\$ 40,000	\$ 40,000	0%
152 Equipment and Shop Maintenance	4,442	51%	9,000	9,000	0%
153 Sewer Materials					
a. Pipe and Fittings	-	100%	4,000	4,000	0%
b. Manholes	-	100%	4,500	4,500	0%
c. Castings	-	100%	1,000	1,000	0%
154 Emergency Sewer Replacement	-	100%	12,500	12,500	0%
156 Building Maintenance	994	45%	1,800	1,800	0%
157 Janitorial Services	2,457	45%	4,500	4,500	0%
158 Yard Maintenance	1,470	39%	2,400	2,400	0%
159 Refuse Service	3,737	21%	4,750	4,750	0%
159a Refuse Service-Vactor	736	67%	2,250	2,250	0%
160 Video Inspection Equipment Repair	8,106	46%	15,000	15,000	0%
170 TRAVEL AND MEETINGS					
171 Training and Testing	\$ -	100%	\$ 3,000	\$ 3,000	0%
173 Travel Reimbursement	25	100%	6,000	6,000	0%
174 Meetings and Conference	515	90%	5,000	5,000	0%
Forward totals to next page	\$ 172,826	59%	\$ 423,800	\$ 423,800	0%

DRAFT BUDGET

DETAIL SHEET

**STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - OPERATIONS**

FISCAL YEAR 2021-2022

ITEM	as of 03/01/21 EXPENDITURES 2020-2021	REMAINING BUDGET 2020-2021	Fiscal Year 2020-2021 Budget	Fiscal Year 2021-2022 Budget	% Change
Totals from previous page	\$ 172,826	59%	\$ 423,800	\$ 423,800	0%
193 WATER - HYDRO FLUSHER	\$ 4,644	34%	\$ 7,000	\$ 7,000	0%
203 FIRST AID SUPPLIES	-	100%	500	500	0%
204 SAFETY EQUIPMENT AND GLOVES	1,141	75%	4,500	4,500	0%
205 UNIFORMS AND BOOTS	8,694	30%	12,500	15,317	23%
206 SAFETY INCENTIVE PROGRAM	-	100%	1,250	1,250	0%
TOTAL MAINTENANCE/ENGINEERING	\$ 187,304	58%	\$ 449,550	\$ 452,367	1%
41.2 BURLINGAME PUMP STATION					
150 Repairs (Contracted)	1,977	51%	\$ 4,000	\$ 4,000	0%
150a Annual Inspection	-	100%	2,500	2,500	0%
151 Electricity	638	29%	900	900	0%
152 Telemetry	-	100%	350	350	0%
153 Maintenance and Landscaping	560	42%	960	960	0%
41.4 CANON PUMP STATION					
150 Repairs (Contracted)	5,085	-27%	4,000	4,000	0%
150a Annual Inspection	-	100%	2,500	2,500	0%
151 Electricity	878	2%	900	900	0%
152 Telephone/Telemetry	-	100%	350	350	0%
TOTAL PUMP STATIONS	\$ 9,138	44%	\$ 16,460	\$ 16,460	0%
207 CONTRACTED REPAIRS	\$ 27,600	58%	66,000	68,000	3%
TOTAL - MAINT/ENG EMPLOYEE SALARIES	\$ 697,958	31%	\$ 1,014,260	\$ 1,189,460	17%
TOTAL - MAINT/ENG EMPLOYEE BENEFITS	353,040	43%	614,866	517,521	-16%
TOTAL OTHER MAINTENANCE/ENGINEERING	187,304	58%	449,550	452,367	1%
TOTAL - PUMP STATIONS	9,138	44%	16,460	16,460	0%
TOTAL CONTRACTED REPAIRS	27,600	58%	66,000	68,000	3%
TOTAL OPERATIONS	\$ 1,275,039	41%	\$ 2,161,136	\$ 2,243,808	4%

DRAFT BUDGET

DETAIL SHEET

**STEGE SANITARY DISTRICT
ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL**

FISCAL YEAR 2021-2022

ITEM	as of 03/01/21 EXPENDITURES 2020-2021	REMAINING BUDGET 2020-2021	Fiscal Year 2020-2021 Budget	Fiscal Year 2021-2022 Budget	% Change
010 SALARIES AND WAGES					
011 Administration Salaries	\$ 133,083	33%	\$ 197,500	\$ 236,500	20%
017 Performance Incentive	-	100%	3,500	3,500	0%
TOTAL - SALARIES & WAGES	\$ 133,083	34%	\$ 201,000	\$ 240,000	19%
020 EMPLOYEE BENEFITS					
021 Retirement	\$ 78,932	21%	\$ 99,770	\$ 97,300	-2%
021a Deferred Comp Match	4,000	33%	6,000	6,000	0%
Cafeteria Plan					
022 Health Care Premiums & Admin Fees	5,092	-1315%	360	19,800	5400%
023 Life Insurance/Dental/LTD	1,384	30%	1,980	2,160	9%
024 Workers' Compensation Insurance	6,374	-59%	4,000	4,200	5%
025 Unemployment Insurance	-	100%	500	500	0%
026 Medicare	2,294	66%	6,750	7,480	11%
027 Cash in Lieu (Dependent Care & Medical) Retiree Medical	22,392	50%	44,784	-	-100%
'028 Retiree Medical (AnnReq'dContrib(ARC))	-	#DIV/0!	-	-	0%
'029 Retiree Health Care Premiums	7,591	26%	10,300	11,900	16%
029a Social Security	-	100%	1,500	1,700	13%
TOTAL - EMPLOYEE BENEFITS	\$ 128,059	27%	\$ 175,944	\$ 151,040	-14%
GENERAL EXPENSES					
030 DIRECTORS' EXPENSES					
031 Board Meeting Compensation	\$ 11,163	50%	\$ 22,231	\$ 22,388	1%
032 Travel Reimbursement	-	100%	10,000	10,000	0%
033 Meetings & Conference	415	94%	6,500	6,500	0%
034 Training	-	100%	1,000	1,000	0%
TOTAL - DIRECTORS' EXPENSES	\$ 11,578	71%	\$ 39,731	\$ 39,888	0%
040 ELECTION EXPENSES	\$ -	100%	\$ 30,000	\$ -	-100%
070 INSURANCE					
071 Liability and Property Insurance	\$ 179,723	5%	\$ 189,500	\$ 227,400	20%
072 Dividends (CREDIT)		100%	(22,500)	(22,500)	0%
080 MEMBERSHIPS					
081 Memberships	\$ 14,080	6%	\$ 15,000	\$ 15,000	0%
082 Memberships - Board	100	0%	100	100	0%
Forward totals to next page	205,480	18%	251,831	259,888	3%

DRAFT BUDGET

DETAIL SHEET

**STEGE SANITARY DISTRICT
ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL**

FISCAL YEAR 2021-2022

ITEM	as of 03/01/21 EXPENDITURES 2020-2021	REMAINING BUDGET 2020-2021	Fiscal Year 2020-2021 Budget	Fiscal Year 2021-2022 Budget	% Change
Totals from previous page	\$ 205,480	18%	\$ 251,831	\$ 259,888	3%
090 OFFICE EXPENSES					
091 Stationery, Postage, Supplies	\$ 1,574	61%	\$ 4,000	\$ 4,000	0%
092 Subscriptions	1,368	73%	5,000	5,000	0%
094 Public Notice Postage	-	100%	400	400	0%
096 Bank Charges	92	87%	700	700	0%
120 PROFESSIONAL SERVICES					
121 Legal Services	\$ 23,506	33%	\$ 35,000	\$ 35,000	0%
123 Audit and Special Reports	12,250	39%	20,000	20,000	0%
124 Resources Consultant	4,230	15%	5,000	5,000	0%
125 Administrative Support	-	100%	2,500	2,500	0%
126 Labor Relations/HR Training	-	100%	100	100	0%
127 Litigation Expenses	-	100%	5,000	5,000	0%
129 ADP Payroll Expenses	1,984	67%	6,000	6,000	0%
130 PRINTING AND PUBLICATIONS					
131 Meetings and Hearings Notices	\$ -	100%	\$ 1,000	\$ 1,000	0%
132 Newsletters	7,764	61%	20,000	20,000	0%
133 Publications (Ordinances & Notices)	1,204	84%	7,500	7,500	0%
134 Job Advertising	-	100%	500	500	0%
140 RENTS AND LEASES					
	\$ 256	68%	\$ 800	\$ 800	0%
150 BUILDING REPAIRS AND MAINTENANCE					
151 Administration Offices	\$ 4,325	52%	\$ 9,000	\$ 9,000	0%
155 Office Equipment	2,153	64%	6,000	6,000	0%
Forward totals to next page	266,187	30%	380,331	388,388	2%

DRAFT BUDGET

DETAIL SHEET

**STEGE SANITARY DISTRICT
ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL**

FISCAL YEAR 2021-2022

ITEM	as of 03/01/21 EXPENDITURES 2020-2021	REMAINING BUDGET 2020-2021	Fiscal Year 2020-2021 Budget	Fiscal Year 2021-2022 Budget	% Change
Totals from previous page	\$ 266,187	30%	\$ 380,331	\$ 388,388	2%
160 REVENUE COLLECTION EXPENSES					
161 EBMUD	\$ -	100%	\$ 600	\$ 600	0%
162 CCC Assessment Collection Fees	5,978	57%	14,000	14,000	0%
170 TRAVEL AND MEETINGS					
173 Travel Reimbursement	\$ -	100%	\$ 1,500	\$ 1,500	0%
174 Meetings and Conferences	-	100%	3,000	3,000	0%
190 UTILITIES					0%
191 Gas and Electricity	\$ 7,135	45%	\$ 13,000	\$ 13,000	0%
192 Telephone & Computer Internet	8,029	36%	12,500	12,500	0%
193 Water	2,101	50%	4,200	4,200	0%
194 Security System	2,892	-16%	2,500	4,500	80%
200 OTHER EXPENSES					
201 Miscellaneous	\$ 3,552	29%	\$ 5,000	\$ 5,000	0%
202 Property Taxes	64	36%	100	100	0%
203 LAFCO Net Cost Apportionment	2,983	25%	4,000	4,000	0%
204 Public Outreach	152	99%	18,000	18,000	0%
205 Penalties & Fines	-	100%	35,000	35,000	0%
TOTAL - GENERAL EXPENSES	\$ 299,072	39%	\$ 493,731	\$ 503,788	2%
TOTAL - ADMIN. EMPLOYEE SALARIES	\$ 133,083	34%	\$ 201,000	\$ 240,000	19%
TOTAL - ADMIN. EMPLOYEE BENEFITS	\$ 128,059	27%	\$ 175,944	\$ 151,040	-14%
TOTAL - ADMINISTRATION & GENERAL	\$ 560,213	36%	\$ 870,675	\$ 894,828	3%
TOTAL OPERATIONS & ADMIN. (3418)	\$ 1,835,253	39%	\$ 3,031,811	\$ 3,138,636	4%

DRAFT BUDGET

DETAIL SHEET

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

FISCAL YEAR 2021-2022

ITEM	as of 03/01/21 EXPENDITURES 2020-2021	REMAINING BUDGET 2020-2021	Fiscal Year 2020-2021 Budget	Fiscal Year 2021-2022 Budget	% Change
CAPITAL EQUIPMENT EXPENSES					
300 CAPITAL OPERATIONS (3421)					
315 Flow Meters	-	100%	\$ 150,000	\$ 150,000	0%
319 Manhole Level Monitors	6,902	54%	15,000	-	-100%
324 Vehicle Replacement	-	#DIV/0!	-	350,000	100%
328 Generator	47,125	6%	50,000	-	-100%
329 Security Fence Burlingame PS	33,185	2%	34,000	-	-100%
330 Fuel Tank	-	100%	65,000	-	-100%
Sub-Total Capital Operations	\$ 87,212	72%	\$ 314,000	\$ 500,000	59%
TOTAL - CAPITAL EQUIPMENT EXPENSES (3421)	\$ 87,212	72%	\$ 314,000	\$ 500,000	59%

DRAFT BUDGET

DETAIL SHEET

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

FISCAL YEAR 2021-2022

ITEM	as of 03/01/21 EXPENDITURES 2020-2021	REMAINING BUDGET 2020-2021	Fiscal Year 2020-2021 Budget	Fiscal Year 2021-2022 Budget	% Change
411 MANHOLES					
Manhole Adjustments	\$ 19,550	61%	\$ 50,000	\$ 50,000	0%
428 RENEWAL & REPLACEMENT					
a. Interceptor Cleaning	\$ 50,000	0%	\$ 50,000	\$ 50,000	0%
b. Pump Station Rehab	-	#DIV/0!	-	-	0%
c. Admin Building	-	100%	10,000	10,000	0%
SUB TOTAL (428)	\$ 50,000	17%	\$ 60,000	\$ 60,000	0%
434 STANDARD SEWER REHABILITATION (3423)					
a. Construction Costs	\$ -	100%	\$ 2,867,000	\$ 3,057,000	7%
d. San Pablo Ave. Specific Plan Upgrades	-	100%	1,000,000	-	-100%
e. Pumpstation Forcemains	-	100%	1,000,000	1,000,000	0%
f. Targeted I/I Reduction Construction Costs	-	100%	-	-	0%
SUB-TOTAL (434)	\$ -	100%	\$ 4,867,000	\$ 4,057,000	-17%
TOTAL CONSTRUCTION COSTS (400s)	\$ 69,550	99%	\$ 4,977,000	\$ 4,167,000	-16%
650 DEBT REPAYMENT (SRF LOANS)					
a. Repayment Project 99201	104,281	0%	104,300	104,300	0%
b. Repayment Project 02203	43,939	0%	43,900	43,900	0%
TOTAL DEBT REPAYMENT (650)	\$ 148,220	0%	\$ 148,200	\$ 148,200	0%
TOTAL CAPITAL EXPENSES (400-650)	\$ 217,770	96%	\$ 5,439,200	\$ 4,815,200	-11%

HEALTH BENEFITS

Medical Plans

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

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

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

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

Dental Plan (Delta Dental)

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

Vision Plan (VSP)

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

Wellness Programs

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

Flexible Spending Account (FSA)

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

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

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

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

CalPERS 2021 Regional Health Premiums (Actives and Annuitants)

Effective Date: January 1, 2021

Region 1

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

Basic Monthly Premiums (B)

Plan	Subscriber	Plan Code	Party Rate	Subscriber & 1 Dependent	Plan Code	Party Rate	Subscriber & 2+ Dependents	Plan Code	Party Rate
Anthem Blue Cross Del Norte	\$935.84	504	1	\$1,871.68	504	2	\$2,433.18	504	3
Anthem Blue Cross Select	925.60	506	1	1,851.20	506	2	2,406.56	506	3
Anthem Blue Cross Traditional	1,307.86	509	1	2,615.72	509	2	3,400.44	509	3
Blue Shield Access+	1,170.08	525	1	2,340.16	525	2	3,042.21	525	3
Blue Shield Access+ EPO	1,170.08	524	1	2,340.16	524	2	3,042.21	524	3
Blue Shield Trio*	880.50	451	1	1,761.00	451	2	2,289.30	451	3
Health Net SmartCare	1,120.21	528	1	2,240.42	528	2	2,912.55	528	3
Kaiser Permanente	813.64	533	1	1,627.28	533	2	2,115.46	533	3
PERS Choice	935.84	548	1	1,871.68	548	2	2,433.18	548	3
PERS Select	566.67	557	1	1,133.34	557	2	1,473.34	557	3
PERSCare	1,294.69	566	1	2,589.38	566	2	3,366.19	566	3
Peace Officers Research Assoc of CA	799.00	592	1	1,725.00	592	2	2,199.00	592	3
UnitedHealthcare SignatureValue Alliance	941.17	576	1	1,882.34	576	2	2,447.04	576	3
Western Health Advantage	757.02	591	1	1,514.04	591	2	1,968.25	591	3

Supplement/Managed Medicare Monthly Premiums (M)

Plan	Subscriber	Plan Code	Party Rate	Subscriber & 1 Dependent	Plan Code	Party Rate	Subscriber & 2+ Dependents	Plan Code	Party Rate
Anthem Blue Cross Select and Medicare Preferred	\$383.37	455	4	\$766.74	455	5	\$1,150.11	455	6
Anthem Blue Cross Select and Medicare Preferred PPO Dental/Vision ¹	383.37	459	4	766.74	459	5	1,150.11	459	6
Anthem Blue Cross Medicare Preferred	383.37	515	4	766.74	515	5	1,150.11	515	6
Anthem Blue Cross Medicare Preferred Dental/Vision ¹	383.37	512	4	766.74	512	5	1,150.11	512	6
Kaiser Permanente Senior Advantage	324.48	536	4	648.96	536	5	973.44	536	6
Kaiser Permanente Senior Advantage plus Dental ²	324.48	542	4	648.96	542	5	973.44	542	6
PERS Choice Medicare Supplement	349.97	551	4	699.94	551	5	1,049.91	551	6
PERS Select Medicare Supplement	349.97	560	4	699.94	560	5	1,049.91	560	6
PERSCare Medicare Supplement	381.25	569	4	762.50	569	5	1,143.75	569	6
Peace Officers Research Assoc of CA Medicare Supplement	513.00	595	4	1,022.00	595	5	1,635.00	595	6
UnitedHealthcare Group Medicare Advantage	311.56	579	4	623.12	579	5	934.68	579	6
UnitedHealthcare Group Medicare Advantage PPO Dental/Vision ³	311.56	585	4	623.12	585	5	934.68	585	6

*Blue Shield Trio is only available in El Dorado, Nevada, Placer, Sacramento, and Yolo.

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

²Dental benefit is an additional \$15.05 per member per month premium. You will be billed directly for this amount.

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



DRAFT

THE ENDEAVOR

A PUBLICATION OF THE SEGE SANITARY DISTRICT OF CONTRA COSTA COUNTY

VOLUME XXVII NUMBER 2

SERVING EL CERRITO, KENSINGTON, AND RICHMOND ANNEX

Summer 2021

BOARD OF DIRECTORS

Beatrice O'Keefe
President

Dwight Merrill
Vice President

Juliet Christian-Smith
Director

Paul Gilbert-Snyder
Director

Alan C. Miller
Director

DISTRICT MANAGER/ ENGINEER

Rex Delizo, P.E.

MISSION STATEMENT

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

INSIDE

Rates Still Among the Lowest 2

Fiscal Year 2021-2022 Budget 2

What the District Does and Does Not Do 2

Backflow Prevention Device 3

Don't Forget 3

Sewer Problems? Call Us First..... 4

Spotlight on Service Dante DeLuca 4



Maintenance Hole Covers

Does the rattle of that sewer maintenance hole cover in the street drive you crazy every time a car goes over it? Do you see something coming out of the maintenance hole? Is the hole missing a cover? We'll come out to investigate. Just call us at (510) 524-4667.

Slabs of stone or wood used to cover sewage trenches have been around since 3,500 BCE. Modern round covers made of iron have been in use since the middle of the 19th century. They have all one thing in common—allowing access to sewer lines below for inspection, cleaning, and removal of obstructions in the line.

Maintenance holes are typically located

at the intersection of two streets. If the street is long, there probably will be a cover half way down the block. Some maintenance holes are located on easements. So, don't be surprised to see one next to your house or in your backyard. If you do find one there, be sure not to put anything on it.

And no matter how curious you are, please don't try picking up the cover yourself. First of all, it's really, really heavy. And then there are the sewer gases that could kill you. Trained staff have the proper safety equipment to check for dangerous gases. You don't. So again, please don't try to pick one up. That doesn't mean you can't admire the covers from a safe distance. **S**



Sege Wins Collection System of the Year Award

Sege Sanitary District has once again won the California Water Environment Association (CWEA), San Francisco Bay Small Collection System Award.

This award is presented to the collection system that has demonstrated the highest compliance and excellence in the program and procedures of wastewater collection based on regulatory compliance, special accomplishment, emergency response procedures, administrative procedures, maintenance, safety, and training programs. Sege Sanitary District has a long history of awards and honors for its commitment to service and excellence. This is the seventh time the District has won the CWEA award. **S**



Stege Rates Are Still Among the Lowest in the Bay Area

For over 100 years, Stege Sanitary District has protected public health and the environment through planning and operation of a safe, efficient, and economical wastewater collection system. And it continues to do so with one of the lowest service rates in the Bay Area.

A sewer service rate increase approved by the District Board of Directors in 2019 is designed to be phased in over five years. The increase funds operating and capital improvement expenses while maintaining sufficient emergency reserve funds. **\$**

Monthly Single Family Residential Service Rate Comparison



Fiscal Year 2021-2022 Budget

REVENUE

Sewer Operation Fund

Non Operating Income:	
Interest	50,000
Miscellaneous	21,000
Operating Income:	
Permit & Inspection Fees	12,000
Sewer Service Charges	3,149,000
Contracted Services	30,000
Subtotal	3,262,000

Capital Fund

Non-Operating Income:	
Interest	15,000
Operating Income:	
Property Tax	400,000
Capital Service Charges	3,149,000
Connection Fees	150,000
San Pablo Ave. Impact Fee	250,000
Subtotal	3,964,000

TOTAL REVENUE 7,226,000

EXPENSES

Operating Expenses:

Maintenance/Engineering	2,159,348
Pump Stations	16,460
Contracted Repairs	68,000
General & Administration	894,828

Subtotal Operating Expenses 3,138,636

Capital Expenses

Capital Equipment	500,000
Debt Repayment -SRF Loan	148,200
Sewer Rehabilitation	4,167,000

Subtotal Capital Expenses 4,815,200

Other Expenses

Transfer from Capital Fund	-
Retiree Medical Fund	-

TOTAL EXPENSES 7,953,200

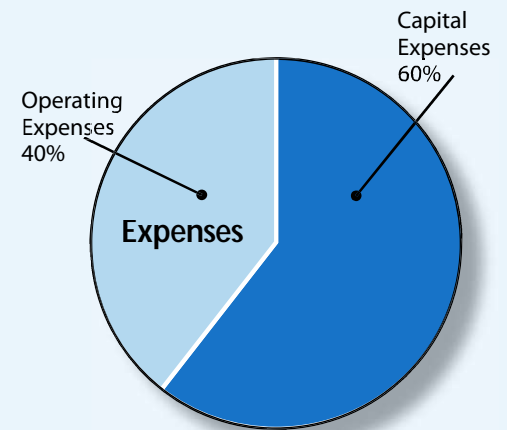
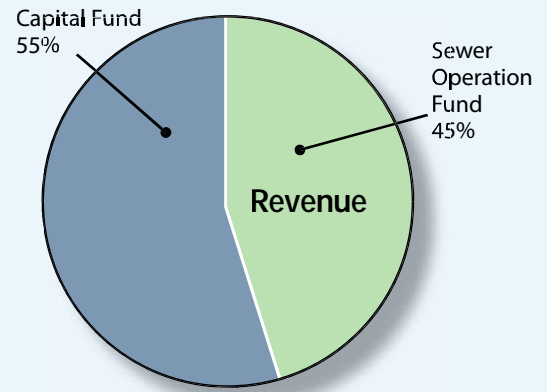
Transfer to/(from) Reserves

Revenue	7,226,000
Expenses	(7,953,836)

Subtotal (727,836)

TRANSFER

TO/(FROM) RESERVES (727,836)



The District adheres to an investment policy for reserve funds that complies with state statutes and stipulates safety, liquidity, and yields as the order of investment objectives. All currently invested funds are with the State Local Agency Investment Fund (LAIF).

What the District Does and Does Not Do

DOES collect and transport wastewater to EBMUD treatment plant

DOES maintain sanitary sewer lines

DOES issue permits for sewer connections and lateral repair

DOES inspect new sewer connections and lateral repair

DOES operate sewer pump stations

DOES plan for sewer improvements

DOES oversee cost of operation and capital improvements

DOES NOT treat wastewater at the treatment plant

DOES NOT maintain storm drains

DOES NOT issue permits required by cities or county for street work

DOES NOT issue certificates of compliance for private laterals

DOES NOT collect garbage and recycling

DOES NOT provide water service


DOES NOT operate the El Cerrito Recycling Center

Backflow Prevention Device



If your house lateral is not far enough above the rim of the next upstream sewer maintenance hole and there is an extraordinarily high volume of water in the main, or if a blockage downstream forces sewage back upstream, you could find sewage coming back out of the drains in your house.


You can prevent this from happening by installing a backflow prevention device (BPD) on your lateral. The District requires BPDs on all new buildings, on laterals that have been repaired or replaced, and on existing buildings that have drain outlets 12" or less above the rim of the next upstream maintenance hole. The overflow device provides an emergency escape path should wastewater back up in your lateral. BPDs must be installed outside the home so overflow will occur outside, not inside your home. They must be maintained so they are free from obstructions and move easily.

If you are unsure if you already have a BPD on your lateral or if want to know if you need one, contact us at (510) 524-4668 during business hours to make an appointment for a free inspection. Installing a BPD requires a \$25.00 permit, which is available at the District's office. 



Don't Forget


Plumbing Contractors

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




Put Wipes in the Trash, Not the Toilet


Disposable "flushable" wipes don't disintegrate in water. Instead they accumulate in sewer mains where they can cause a

sewer overflow into the street. Put all wipes where they belong—in the trash, not in the toilet. 


Lateral Requirement

Under the Regional Private Sewer Lateral (PSL) Program, if you are buying or selling a property, building or remodeling in excess of \$100,000, or changing the size of your water meter, you must obtain a certificate from East Bay Municipal Utility District (EBMUD) certifying that all of your PSLs are leak-free. Visit eastbaypsl.com for more information. 

Sewer Easements

Over 26% of the sanitary sewer lines in the District are located on private property in easements or reserves. Property owners may NOT construct permanent structures on these easements as it restricts District access to the sewers. To see if you have a sewer easement on your property, call (510) 524-4668 during business hours. 

www.stegesan.org

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



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

DRAFT

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



Sewer Problems? Call Us First!

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

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

Spotlight on Service

Dante DeLuca



Dante DeLuca is the District's newest system collection worker. He joins a crew of four who are responsible for cleaning and inspecting Stege Sanitary District's 148 miles of sanitary sewers and two pump stations.

Dante gained an early appreciation for hard work helping out at his family's concrete pumping business. Before coming to the District, he worked as a mechanic restoring vintage cars and motorcycles. Dante says what he likes most about his job

are the people he is working with and the satisfaction he gets knowing he is doing something vital for the community.

In his free time, Dante likes to fish in the Sierras and, of course, restore old cars and motorcycles. **S**

CONSIDERATION OF PROFESSIONAL AUDITING SERVICES

ISSUE:

The Board will consider continuing to use Chavan & Associates, LLP for a 4th consecutive year of professional auditing services or issue a request for proposals (RFP).

FISCAL IMPACT:

The all-inclusive maximum fee for Chavan & Associates, LLP is \$12,500 for the fiscal years ending June 30, 2021, with option years 2022 and 2023 at the same rate.

STRATEGIC PLAN:

GOAL 3: Ensure Financial Stability and Efficiency

WORK PLAN ITEM "d": Annually undertake an independent financial audit by December of each year.

BACKGROUND:

The last three audits were conducted by Chavan & Associates, LLP. Standard practice is to use a different auditor at least every 5 years.

If the Board wishes to change audit firms, an RFP can be ready for review and approval at an upcoming Board meeting. The RFP process can take up to 2-3 months

RECOMMENDATION:

Authorize the Manager to proceed with professional auditing services by Chavan & Associates, LLP for the fiscal year ending June 30, 2021 for the all-inclusive maximum fee of \$12,500, with option years for 2022 and 2023 at the same rate.

ALTERNATIVES:

1. Ask staff to prepare a request for proposals (RFP) for professional auditing services.
2. Take no action and provide staff further direction.

ATTACHMENTS:

Chavan & Associates, LLP engagement letter for FY21 with options for FY22 & FY23.



April 11, 2021

Stege Sanitary District
7500 Schmidt Lane
El Cerrito, CA 94530

We are pleased to confirm our understanding of the services we are to provide for the Stege Sanitary District (the “District”) for the fiscal years ending June 30, 2021, with option years 2022 and 2023. We will audit the financial statements of the business-type activities, and the related notes to the financial statements, which collectively comprise the District’s basic financial statements. We are pleased to confirm our acceptance of this audit engagement by means of this letter. Our audits will be conducted with the objectives of our expressing an opinion on the basic financial statements.

Accounting principles generally accepted in the United States of America, (U.S. GAAP), as promulgated by the Governmental Accounting Standards Board (GASB), require that the items noted below be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America, (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management’s responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

1. Management’s discussion and analysis.
2. Pension schedules.
3. Other postemployment benefit schedules.

Supplementary Information Other than RSI

Supplementary information other than RSI will accompany the District’s basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with U.S. GAAS.



We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

1. Budget to actual schedules.
2. Schedule of operating expenses before depreciation.

Auditor Responsibilities

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS), and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America (GAGAS). Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements (whether caused by errors, fraudulent financial reporting, misappropriation of assets, detected abuse, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America. Please note that the determination of abuse is subjective and *Government Auditing Standards* does not require auditors to detect abuse.

In making our risk assessments, we consider internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Our responsibility as auditors is, of course, limited to the period(s) covered by our audit and does not extend to any other periods.



We will issue a written report upon completion of our audit of the District's basic financial statements. Our report will be addressed to the governing body of the District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s). If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

Management's Responsibilities

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements;
3. For identifying and ensuring that the District complies with laws, regulations, grants, and contracts applicable to its activities and implementing systems designed to achieve compliance with applicable laws, regulations, grants, and contracts applicable to activities;
4. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters;
 - b. Additional information that we may request from management for the purpose of the audit; and
 - c. Unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence.
5. For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by the District's auditor;
6. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;



7. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
8. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
9. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
10. For informing us of any known or suspected fraud affecting the District involving management, employees with significant role in internal control and others where fraud could have a material effect on the financials;
11. For the accuracy and completeness of all information provided;
12. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
13. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility (a) for the preparation of the supplementary information in accordance with the applicable criteria, (b) to provide us with the appropriate written representations regarding supplementary information, (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information, and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management, written confirmation concerning representations made to us in connection with the audit.

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Audit Administration and Fees

Our all-inclusive maximum fee for these services will be as follows:

Fiscal year ending June 30, 2021	\$12,500
Fiscal year ending June 30, 2022	\$12,500
Fiscal year ending June 30, 2023	\$12,500



Chavan and Associates, llp
Certified Public Accountants

Our fees include out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.).

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit as follows:

Engagement Partner	\$250 per hour
Associate Partner	\$200 per hour
Manager	\$125 per hour
Senior Auditor	\$95 per hour
Staff Auditor	\$75 per hour
Clerical	\$50 per hour

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes thirty days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report.

You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If cooperation is not provided as anticipated and at a level that hinders the progress of the services to be provided, we retain the right to terminate the contract for cause with thirty (30) days' notice. During that time, the District will have the opportunity to provide the cooperation required to complete the audit and C&A may rescind the cancellation.

If the services to be performed by C&A are not performed in an acceptable manner to the District, the District may cancel this contract for cause by providing notice to C&A, giving at least thirty (30) days' notice of the proposed cancellation and the reasons for same. During that time period, C&A may seek to bring the performance of services to a level that is acceptable to the District, and the District may rescind the cancellation if such action is in District's best interest. Notwithstanding the above provisions, the District may, upon the expiration of thirty (30) days written notice to C&A, terminate the agreement at will. Payment for services or goods received prior to termination shall be made by the District provided those goods or services were provided in a manner acceptable to the District. Payment for those goods and services shall not be unreasonably withheld.

Sheldon Chavan, CPA, is the engagement partner for the audit services specified in this letter. His responsibilities include supervising Chavan & Associates LLP's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.



Other Matters.

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

The audit documentation for this engagement is the property of Chavan & Associates LLP and constitutes confidential information. However, we may be requested to make certain audit documentation available to state and federal agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Chavan & Associates LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

We will be available during the year to consult with you on financial management and accounting matters of a routine nature. You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

With respect to any nonattest services we perform, the District's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Nonattest services include the preparation of the audited financial statements, note disclosures, and supplemental information (as noted above). These items will be prepared from information prepared and provided by the District during our audit, such as the District's trial balance.

We will not assume management responsibilities on behalf of the District. However, we will provide advice and recommendations to assist management in performing its responsibilities.



Our responsibilities and limitations of the engagement are as follows:

- We will perform the services in accordance with applicable professional standards, including GAAS and GAGAS as previously noted.
- This engagement is limited to the services previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries. Our firm will advise the District with regard to the nonattest services provided, but the District must make all decisions with regard to those matters.

Government Auditing Standards require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of preparation of the basic financial statements and related schedules or disclosures as these actions are deemed a non-audit service.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

At the conclusion of our audit engagement, we will communicate to management and the Board the following significant items from the audit:

- Our view about the qualitative aspects of the District's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

In accordance with the requirements of *Government Auditing Standards*, a copy of our latest external peer review report of our firm is available upon request or on our website.

If the foregoing is in accordance with your understanding, please indicate your agreement by signing this letter and emailing it to us at info@cnallp.com. If you have any questions, please let us know.



Chavan and Associates, llp
Certified Public Accountants

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Very truly yours,

Sheldon Chavan, CPA, Managing Partner
Chavan & Associates, LLP

RESPONSE:

This letter correctly sets forth the understanding of the Stege Sanitary District.

Signature:

Title:

Date:

PUMP STATION SURCHARGE

ISSUE:

The Board will consider a surcharge to offset the costs associated with operating, maintaining, and rehabilitating the District pump stations.

FISCAL IMPACT:

The fiscal impact would be determined by the amount of the surcharge established by the Board.

STRATEGIC PLAN:

GOAL 2: Maintain and Improve Infrastructure

GOAL 3: Ensure Financial Stability and Efficiency

BACKGROUND:

The District operates and maintains two sanitary pump stations. These are the Burlingame Ave. Pump Station serving 130 parcels in the Richmond Annex, and the Canon Dr. Pump Station serving 23 parcels in Kensington. The costs associated with both pump stations are attached.

At the March 6, 2021 Long Range Planning Workshop, the Board reviewed and discussed a possible surcharge for properties served by the pump stations. The Board asked staff to bring back an item at a future Board meeting on the costs of installing individual pump stations for each parcel served by the one “community” Canon pump station.

At the March 18, 2021 Board Meeting, the Manager reported that the estimated cost to install individual pumps at each parcel served by the Canon pump station was more than the estimated cost to rehabilitate the existing Canon pump station. The Board asked staff to add an agenda item at a future Board meeting for the Board to consider a pump station surcharge.

RECOMMENDATION:

Discuss and consider a pump station surcharge and direct staff accordingly.

ALTERNATIVES:

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

ATTACHMENTS:

- Pump Station Costs
- Comments of Dwight Merrill on Tiered Rates for Mar. 6th, 2021 Long Range Planning Session

PUMP STATION COSTS

Burlingame Pump Station

Serving 130 parcels

O&M Costs (Maint., Repairs, Electricity, Comm.)

FY 15-16	\$	4,100.03
FY 16-17	\$	5,357.25
FY 17-18	\$	10,373.59
FY 18-19	\$	50,027.66
FY 19-20	\$	<u>2,961.23</u>
TOTAL	\$	72,819.76
AVERAGE	\$	14,563.95

Canon Pump Station

Serving 23 parcels

O&M Costs (Maint., Repairs, Electricity, Comm.)

FY 15-16	\$	21,505.77
FY 16-17	\$	5,705.23
FY 17-18	\$	7,037.25
FY 18-19	\$	12,760.25
FY 19-20	\$	<u>27,987.27</u>
TOTAL	\$	74,995.77
AVERAGE	\$	14,999.15

Capital Projects	Estimate
Burlingame PS upgrades (completed 11-2014)	\$ 256,000
Canon PS Replacement (est.)	\$ 800,000
Forcemain upgrades (est.)*	\$ 1,000,000

*Assume 50% split between Burlingame PS & Canon PS.

COMMENTS OF DWIGHT MERRILL ON TIERED RATES FOR MAR. 6TH 2021 LONG RANGE PLANNING SESSION

I am opposed to differential rates for three basic reasons.

First, sanitary sewers provide a general benefit to the entire community, not specific individuals. We benefit when we are connected to the sanitary sewer, but we also benefit when our neighbor is connected to the sewer, so we don't have to suffer downwind from his outhouse. The entire community reaps benefits from everyone being connected—better sanitation, better cleanliness. It seems a bit misguided to assess individuals differently when the most important benefit is not to the individual but to the entire community.

Second, it is very difficult to decide a “fair” allocation of costs. Should a customer far from Pt. Isabel pay more than a customer near Pt. Isabel because sewage flows through more miles of pipe which is costly to maintain? On the other hand, those up on the hills could argue that those down below should pay more because they are being protected from sewage flows from above. Should we charge customers in the Blakemont Slide area more since the mains in that area cost more to maintain than those in less geologically active areas? Should a customer with a long frontage pay more than a customer with a narrow lot because there is more main in front of the larger lot? Many differential costs are consequences of how we decided to build our system, not a result of each customer's initial situation, so it seems unfair to assess someone for our decisions. And even if we could come up with a “fair” allocation, billing and administration could be a continuing, expensive effort for our staff.

Third, there is considerable history over both Canon and Burlingame pump stations. Although the details of the creation may or may not be accessed in our past minutes, it is apparent that Canon was paid for by the developers of some of the properties using it. I recall that there was a reserve that the county was holding on to long after the bond issued to pay for the station had been paid off by the homeowners on their property tax bills. It took considerable effort on the part of Stege to force the county to return the sequestered funds. Burlingame must have been constructed right after WWII when Bay Area communities started treating sewage; before that it was simply dumped into the Bay. Federal Clean Water funds were probably used to construct this small pump station. Since others paid for these initial installations, and Stege accepted them without any caveat that there would be an extra charge for the service, I don't think we should renege on our acceptance. This approach seems to be the standard in our surrounding communities—Novato, West County Wastewater, Alameda.

We do have some differential in our rates. We are phasing in a different rate for multi-family units as opposed to single family dwellings. Here we have very clear evidence that a multi-family unit uses less water on average than a single family unit, and such multi-family are in higher density, thus requiring fewer miles of main to maintain per unit. This is also common industry practice, and for many years Stege had a reduced rate for apartments, so we are just returning to past practice. A small component of our rate is based on property tax, and here the more valuable property pays more, which is reasonable since the property value being protected by the sanitary sewer system is greater.

A final thought on Canon. The current upgrades and costs are being determined by Stege, not an independent third party. The 24 or so active connections could go to grinder pumps (or grinder in tandem with a positive displacement pump) and a two inch force main, eliminating the need for a pump station. The high cost of Canon is our decision, not really the customers.

One situation we might consider for a differential rate is the area over the crest of Rifle Range Road, currently served by Richmond, but pumped into our sewers. We could offer these potential customers a lower rate than Richmond is charging them, but a higher rate than other Stege customers to pay for the pump station maintenance and repair of the sliding pipes on Wildcat Road.

In conclusion, I think tiered rates are in general a bad idea. Charging different customers different rates based on small cost differences when everyone is receiving the major benefits of sanitary sewers is never going to be perceived as fair.

DIVERSITY, EQUITY, AND INCLUSION (DEI)

ISSUE:

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

FISCAL IMPACT:

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

STRATEGIC PLAN:

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

BACKGROUND:

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

Board member Christian-Smith recently attended a San Francisco Public Utilities Commission meeting that included a report on their racial equity action plan. A copy of the slides from the presentation is attached for review and discussion.

RECOMMENDATION:

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

ALTERNATIVES:

1. Provide staff further direction.

ATTACHMENTS:

San Francisco Public Utilities Commission Racial Equity Action Plan Presentation



San Francisco
Water Power Sewer
Services of the San Francisco Public Utilities Commission

Wastewater Enterprise (WWE) Racial Equity Action Plan

AGM Greg Norby and WWE's Racial Equity Working Group

April 13, 2021

AGENDA



- Wastewater Enterprise Racial Equity Planning Process
- Early Lessons Learned
- Priority Areas from Wastewater's Racial Equity Action Plan
- Next Steps

Planning Process

- Engagement began prior to the Office of Racial Equity mandate and Commission Racial Justice Resolution
- Staff-led cross functional Racial Equity Workgroup held 10 planning meetings to develop staff-informed Racial Equity Action Plan
- Opt-in engagement effort via phone and open-door office policy to discuss race issues with BIPOC staff
- Six safety tailgates and RE Lead spoke at each WWE Division's staff meetings



Early Lessons Learned

- Racial equity conversations with staff can, and will, be triggering
- It will take all of us to move forward
- You can't have too much engagement or receive enough feedback
- Expect some resistance, acknowledge and address it



WWE Racial Equity Action Plan Priorities

Completed draft of WWE Racial Equity Action Plan, three of our top priorities:

1. Diversity in Recruitment & Barrier Removal in Hiring and Promotion
2. Develop Internal Support Systems
3. Intentional Culture Committed to Inclusion and Belonging



Diversity in Recruitment & Barrier Removal in Hiring and Promotion

RECRUITMENT

- Identify and foster relationships with non-traditional outlets
- Engage Hiring Managers in expanding job announcement distribution to non-traditional outlets
- Map and track network and outreach efforts

HIRING & PROMOTION

- Review, simplify, and standardize job descriptions and minimum qualifications for Stationary Engineering, Laborer, and Sewer Worker classifications
- Ensure all acting assignments have a corresponding plan for addressing the relevant vacancy
- Conduct an analysis to identify classifications that do not have a clear progressive promotive pathway



Develop Internal Support Systems



- Internal Mentorship Committee to assist with staff who are experiencing career development challenges
- Career counseling and progression planning
- Build a cross-divisional mentorship network

Intentional Culture Committed to Inclusion and Belonging

- WWE is in the process of establishing its first employee-focused resource group, the Black Phoenix Alliance, which provides a place of community and opportunities for information sharing
- Provide trainings for all staff on bias, conflict resolution, navigating tough/sensitive conversations, microaggressions, etc.
- Employee engagement at all levels





Next Steps

- Incorporation into WWE's Two-Year Business Plan
- Reach out to As-Needed Contractors to provide near-term trainings and support
- Provide input on developing the scope for agencywide Racial Equity consultant
- Ensure alignment of WWE Racial Equity Action Plan with the SFPUC Racial Equity Program



APPOINTMENT OF LABOR NEGOTIATOR – BOARD PRESIDENT

ISSUE:

The Board will consider appointing the Board President as labor negotiator for the purpose of negotiations with the District Manager.

FISCAL IMPACT:

The fiscal impact of appointing the Board President as labor negotiator is minimal.

STRATEGIC PLAN:

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

BACKGROUND:

At the Board meeting held on April 1, 2021, the Board asked staff to add an item on the agenda to consider appointing the Board President as labor negotiator for the purpose of negotiations with the District Manager, and subsequently add a closed session item to then conference with the labor negotiator prior to the scheduled District Manager performance evaluation.

RECOMMENDATION:

Appoint the Board President as labor negotiator for the purpose of negotiations with the District Manager.

ALTERNATIVES:

1. Appoint a different labor negotiator for the purpose of negotiations with the District Manager.
2. Take no action and provide staff further direction.

ATTACHMENTS:

None.

10:26 AM	STEGE SANITARY DISTRICT			
05/03/2021	Check Report			
Accrual Basis	May 6, 2021			
	Name	Memo	Amount	Num
May 6, 21				
	Aramark Uniform Services	Uniform Services	-577.69	27077
	Clark Pest Control	Pest Control	-142.00	27078
	EBMUD 12374900001	Office/Shop	-145.88	27079
	EBMUD 57132800001	Office/Shop	-610.85	27080
	Exxonmobil	Gas	-126.10	27081
	KftB/Earth Island Institute	Watershed Action Program	-12,000.00	27082
	Meyers Nave	Legal Services	-2,286.09	27083
	Mission Communication, LLC	Manhole Monitor Floats	-346.00	27084
	Municipal Maintenance Equipment	Vaccon Repair	-3,987.06	27085
	Nakano Landscape	Landscaping Apr 2021	-290.00	27086
	Schaaf & Wheeler	Canon Pump Station Design	-22,275.90	27087
	TelePacific Communications	Office Phones	-1,067.74	27088
May 6, 21			-43,855.31	

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JANUARY 2021	FEBRUARY 2021	MARCH 2021	APRIL 2021	MAY 2021	JUNE 2021
1/1 & 1/18 HOLIDAY CASA Winter Conf. Jan 27-28, Virtual Event	2/15 HOLIDAY CASA Policy Forum Feb ???, Wash, DC	AB 1234 Training (even years)		5/31 HOLIDAY AB 1661 Training (odd years)	6/9 Safety and Recognition Awards Luncheon
1/7/2021 – 7:00 P.M.	2/11/2021 – 7:00 P.M.	3/6/2021 – 9:00 A.M.	4/1/2021 – 7:00 P.M.	5/6/2021 – 7:00 P.M.	6/3/2021 – 7:00 P.M.
<ul style="list-style-type: none"> • Board Governance Manual Review • Long Range Planning Workshop Agenda • Service Rate Discussion • District of Distinction (even years) • Board Training Summ. • Director’s Contact Info • CASA Conference 	<ul style="list-style-type: none"> • Actuarial Analysis of Retiree Health Benefits Report (even years) • Long Range Planning Workshop Agenda • Service Rate Discussion • Performance Report • Board Training Summ. • CASA Conf. + Attendee Reports • Form 700 	<u>9AM Meeting Time</u> <ul style="list-style-type: none"> • Long Range Planning Workshop <ul style="list-style-type: none"> – Past 5 yrs. Expenditures Review – Self-Assessment of Governance – Strategic Plan Review 	<ul style="list-style-type: none"> • Service Rate Discussion/ Approval (& 30-day Notice) • Board Training Summ. • Diversity, Equity, and Inclusion 	<ul style="list-style-type: none"> • Draft Budget • Board Training Summ. • July 4th Fair Discussion • Review of Comparable Agencies • Diversity, Equity, and Inclusion 	<ul style="list-style-type: none"> • Draft Budget • Review Directors’ Meeting Compensation • District Working Capital and Reserve Policy • Approve Project Plans and Specs (+CEQA) • July 4th Fair Discussion • CASA Conference • Diversity, Equity, and Inclusion
1/21/2021 – 7:00 P.M.		3/18/2021 – 7:00 P.M.	4/15/2021 – 7:00 P.M.	5/20/2021 – 7:00 P.M.	6/17/2021 – 7:00 P.M.
<ul style="list-style-type: none"> • CLOSED SESSION <ul style="list-style-type: none"> – Quarterly Claims Rpt – Manager Perf. Eval. • Board Governance Manual Approval • Resolution for Disposal of Surplus Property • Quarterly Financial Statements • Long Range Planning Workshop Agenda • Service Rate Discussion • CASA Conference • SPASPA Status Report 		<ul style="list-style-type: none"> • Auditor – RFP • California Employer’s Retiree Benefit Trust (CERBT) • Consent Decree Quarterly Report • Service Rate Discussion • Board Training Summ. • Form 700 	<ul style="list-style-type: none"> • CLOSED SESSION <ul style="list-style-type: none"> – Quarterly Claims Rpt • Employee Benefit Package • Quarterly Financial Statements • Draft Budget • Service Rate Discussion/Approval (+ 30-day Notice) • July 4th Fair Discussion • SPASPA Status Report 	<ul style="list-style-type: none"> • CLOSED SESSION <ul style="list-style-type: none"> – Manager Perf. Eval. – Conf. Labor Negot. • Resolution Ordering Board Election (even years) • Connection Charge • Draft Budget • July 4th Fair Discussion • Service Rate Discussion/Approval (+ 30-day Notice) 	<ul style="list-style-type: none"> • CLOSED SESSION <ul style="list-style-type: none"> – Counsel Perf. Eval. • Resolution Approve/Adopt Budget • Resolution Salary of District Manager • Resolution Employee Salary Ranges • Review and Approve Incentive Award • Adopt Incentive Award Goals & Objectives • July 4th Fair Discussion • CD Quarterly Report • CASA Conference

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING AGENDA CALENDAR

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