

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF JANUARY 6, 2022  
TIME OF MEETING: 7:00 P.M.  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

\*\*\*\*\* AGENDA \*\*\*\*\*

Items on the agenda may be taken out of order.

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

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

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

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

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

**I. Call To Order**

**II. Roll Call**

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

**III. Public Comment**

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF JANUARY 6, 2022  
TIME OF MEETING: 7:00 P.M.  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

Hearing/  
Ordinance  
/Motion:

**PUBLIC HEARING – ORDINANCE NO. 2178-0122 APPROVING INCREASE IN SEWER CONNECTION CHARGES**

(The Board will hold a hearing to consider modifying the sewer connection charges to the following: \$3,201 per dwelling unit for single-family residential; \$2,093 per dwelling unit for multi-family residential; \$123.10 per fixture unit for non-residential and detached accessory dwelling units; and \$271.19 per fixture unit for all development within the San Pablo Avenue Specific Plan Area. At the conclusion of the public hearing, the Board will consider approval of Ordinance 2178-0122.)

**IV. Approval of Minutes**

Motion:

A. Approval of December 9, 2021 Board Meeting Minutes

(The Board will review and consider approving the minutes)

**V. Communications**

Info:

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

Info:

B. Written communications

1. KIDS for the BAY Watershed Action Program Update

Info:

**VI. Reports of Staff and Officers**

A. Attorney's Report

B. Manager's Report

1. Director's Contact Info

2. Private Sewer Lateral Loan Program

3. EBMUD Wastewater Virtual Tour

4. 2022 California Association of Sanitation Agencies (CASA) Conferences

- January 19-21, 2022 – Winter Conference, Palm Springs, CA
- February 29 - March 1, 2022 – Washington DC Forum
- August 10-12, 2022 – 67th Annual Conference, Squaw Creek, CA

5. 2022 California Special Districts Association (CSDA) Conference

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
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TIME OF MEETING: 7:00 P.M.  
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- August 22-25, 2022 – Annual Conference, Palm Springs, CA

**VII. Business**

Info/Motion

A. Review of Resolution No. 2157-0221 Extending Emergency Paid Sick Leave and Emergency Family and Medical Leave for Stege Sanitary District Employees

(The Board will review and consider rescinding the resolution)

Info:

B. Draft Long Range Planning Agenda

(The Board will consider the draft agenda)

Resolution/Motion:

C. Resolution No. 2179-0122 Finding that there is a Proclaimed State of Emergency; Finding that Meeting in Person Would Present Imminent Risks to the Health or Safety of Attendees as a Result of the State of Emergency; and Authorizing Remote Teleconferenced Meetings of the Stege Sanitary District for the 30 Day Period Beginning January 6 Pursuant to AB 361

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

**VIII. Approval of Checks**

Info/Motion:

A. Checks for January 6, 2022 - Fund No. 3418 & 3423

(The Board will consider approving the checks)

Info:

**X. Future Agenda Items**

**January 27, 2022**

CLOSED SESSION – Manager Performance Evaluation

Board Governance Manual Approval

Long Range Planning Workshop Agenda

Quarterly Financial Statements

SPASPA Status Report

CASA Conference – Attendee Reports

+AB 361 – 30 Day Virtual Meeting Extension

**February 17, 2022**

Long Range Planning Workshop Agenda

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF JANUARY 6, 2022  
TIME OF MEETING: 7:00 P.M.  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

District Performance Report  
Board Training Summary  
CASA Conference  
Form 700  
*+AB 361 – 30 Day Virtual Meeting Extension*

**CLOSED SESSION**

**Conference with Legal Counsel—Anticipated Litigation**

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

Number of Potential Cases: 5

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

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

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

Mosher – Government Tort Claim filed: 8/11/2021

Shimoni – Government Tort Claim filed: 10/25/2021

**XI. Adjournment**

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on January 27, 2022 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, CA.)

STEGE SANITARY DISTRICT

**NOTICE OF PUBLIC HEARING CONCERNING PROPOSAL TO  
AMEND THE DISTRICT CODE OF THE STEGE SANITARY  
DISTRICT TO MODIFY SEWER CONNECTION CHARGES AND  
THE SEWER CAPACITY CHARGE TO FUND IMPROVEMENTS  
REQUIRED TO SERVE DEVELOPMENT WITHIN THE SAN  
PABLO AVENUE SPECIFIC PLAN AREA OF THE STEGE  
SANITARY DISTRICT**

NOTICE IS HEREBY GIVEN as follows:

The Directors of the Stege Sanitary District are considering a proposal to modify the sewer connection charges to the following: \$3,201 per dwelling unit for single-family residential; \$2,093 per dwelling unit for multi-family residential; \$123.10 per fixture unit for non-residential and detached accessory dwelling units; and \$271.19 per fixture unit for all development within the San Pablo Avenue Specific Plan Area. Data indicating the cost required to provide the service for which the proposed charges are levied and the revenue sources anticipated to provide the service is available on file at 7500 Schmidt Lane, El Cerrito, California.

Prior to adoption of an ordinance to effect the proposed sewer connection charges, the District Board will hold a public hearing at which any interested person is invited to attend and address the Board concerning the proposal. The time, date and place of the public hearing is as follows:

**Date: Thursday, January 6, 2022**  
**Time: 7:00 P.M. Regular Board of Directors' Meeting**  
**Place: Board Meeting Room, 7500 Schmidt Lane, El Cerrito, California**

At the conclusion of the public hearing, the Board will consider the proposed Ordinance and may take action at that time.

Dated: December 15, 2021



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REX DELIZO  
STEGE SANITARY DISTRICT  
Secretary

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## ORDINANCE NO. 2178-0122

ORDINANCE AMENDING CHAPTER 7, SECTION 7.3 OF THE STEGE SANITARY  
DISTRICT ORDINANCE CODE – SEWER CONNECTION CHARGES

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

- A. The Stege Sanitary District (“District”) imposes a sewer capacity, or “connection” charge on all developments and connections to its system within its service territory. This charge allows new development to buy into a fair share of the District’s existing system. The District uses these funds to acquire, construct, install, and replace existing capital facilities and other assets.
- B. The District also imposes an additional sewer capacity charge, based on anticipated development within the San Pablo Avenue Specific Plan Area (“SPASPA”), to fund sewer system improvements that will be required to serve development in the SPASPA.
- C. The District retained Lechowicz & Tseng Municipal Consultants to conduct a Connection Charge and SPASPA Impact Fee Study (“Fee Study”) to examine the District’s capital costs of facilities needed to serve new development and recover the proportional share of general District facilities, a copy of which is on file with the District.
- D. The Fee Study recommends that the District annually review and potentially update its rates and charges to accurately recover the capital costs of facilities based on the change in the Engineering News Record’s Construction Cost Index (“ENR-CCI”).
- E. The San Francisco ENR-CCI is 13,171.76 for November 2020 and 14,421.03 for November 2021; an increase of 9.5% (NOV 2020 - NOV 2021).
- F. At the Board meeting held on December 9, 2021, instead of the 9.5% ENR-CCI increase, the District Board approved the preparation of an Ordinance updating the connection charge based on a 5% increase of capital assets as stated in the Fiscal Year 2020-21 Financial Audit Report prepared by Certified Public Accountants, Chavan and Associate.
- G. The District’s sewer connection fees are established in accordance with Government Code section 66013.

- H. The District held a properly noticed public hearing regarding the proposed sewer connection charge and SPASPA capacity charge on January 9, 2022.
- I. The District finds that the purpose of the sewer connection charge and SPSPA capacity charge established in this Ordinance is to reimburse the District for costs which have been paid for existing wastewater collection facilities and will be paid for a reasonable share of the cost of future facilities and provide funds for capital projects necessary to maintain service, including service to new connections, within the District and SPASPA.

In consideration of the foregoing findings and determinations,

IT IS ORDAINED by the District Board as follows:

1. Section 7.3.5 of the District Ordinance Code is amended to read as follows, with additions in underline and deletions in strikethrough text:

### **7.3.5 Schedule/Determination of Charges.**

**7.3.5.1 District-Wide Schedule.** The applicable connection charges and connection charge rates for new connections and increased discharges to the District’s system shall be as follows:

#### **Sewer Connection/Capacity Charge – District-Wide**

<b>Land Use</b>	<b>Equivalent Fixture Units per Dwelling Unit</b>	<b>Average Gallons per Day per Equivalent Fixture Unit</b>	<b>Cost per Equivalent Fixture Unit</b>	<b>Sewer Capacity Charge</b>
Single Family Residential	26	5	\$ <del>417.24</del> <u>123.10</u>	\$ <del>3,0483,201</del> per dwelling unit
Multi-Family Residential	17	5	\$ <del>417.24</del> <u>123.10</u>	\$ <del>4,9932,093</del> per dwelling unit
Non-residential	NA	5	\$ <del>417.24</del> <u>123.10</u>	\$ <del>417.24</del> <u>123.10</u> per fixture unit

**7.3.5.2 San Pablo Specific Plan Area Schedule.** In July-September 2017, a special study was completed to help plan for future developments in the San Pablo Specific Plan Area (SPSPA) in the City of El Cerrito (“Sewer Capacity Charge for the San Pablo Avenue Specific Plan Area,” September 12, 2017, Urban Economics.) and an additional updated connection fee study was conducted in April 2019 (“Connection Charge and SPSPA Impact Fee Study”) Without pipe upsizing, the anticipated development in the SPSPA would surcharge existing facilities. An additional capacity charge will fund sewer capacity improvements needed to serve projected growth within the SPSPA. For new connections and increased discharges in the SPSPA, residential and



nonresidential developments will pay the sewer connection/capacity charge as shown in the table below. For SPSPA developments, these charges must be paid in addition to the rates listed above in section 7.3.5.1.

### Sewer Connection/Capacity Charge – San Pablo Avenue Specific Plan Area

Land Use	Cost per Equivalent Fixture Unit
Residential	\$ <del>258.28</del> 271.19
Nonresidential	\$ <del>258.28</del> 271.19

**7.3.5.3 Accessory Dwelling Units.** Consistent with state law, the District will neither require a new or separate connection for Attached Accessory Dwelling Units, nor charge a connection charge for such units. The District will require the payment of a connection charge for Detached Accessory Dwelling Units described in the following table:

Land Use	Cost per Equivalent Fixture Unit
Attached Accessory Dwelling Unit/Junior Accessory Dwelling Unit	\$ 0
Detached Accessory Dwelling Unit	\$ <del>417.24</del> 123.10

7.3.5.3.1 For purposes of this subsection, the following terms mean:

“Accessory Dwelling Unit” means an attached or detached residential dwelling unit that provides complete independent living facilities for one or more persons. It includes permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family dwelling.

“Attached Accessory Dwelling Unit” means an Accessory Dwelling Unit that is constructed and contained within the existing space of the single-family residence or accessory structure and has an independent exterior access from the existing residence.

“Detached Accessory Dwelling Unit” means an Accessory Dwelling Unit that is constructed either to expand the envelope of the existing single-family residence or accessory structure, or to be a new accessory structure on the parcel.

“Junior Accessory Dwelling Unit” means a unit that does not exceed 500 square feet in size and is contained entirely within an existing single-family structure.

3. The District finds that the purpose of this Ordinance is to reimburse the District for costs which have been paid for existing wastewater collection facilities and will be paid for a reasonable share of the cost of future facilities and provide funds for capital projects necessary to maintain service, including service to new connections, within the existing District service area. Thus, the adoption of this Ordinance is statutorily exempt from the provisions of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Section 15273(a).

4. Notice of the proposed new charges was published on December 22, 2021 and December 29, 2021. This Ordinance is effective upon the expiration of one week from the date of publication of a summary of the Ordinance, as prescribed by California Health and Safety Code Section 6490.

\* \* \* \* \*

STATE OF CALIFORNIA)  
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Ordinance No. 2178-0122 was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 6<sup>th</sup> day of January 2022 by a X-X vote as follows:

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

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

ATTEST:

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REX DELIZO, Secretary  
Stege Sanitary District

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF DECEMBER 9, 2021  
 TIME OF MEETING: 2:00 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 2:00 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  
 Paul Pham, Chavan and Associates  
 (for Item VII.A)  
 Kary Richardson, Administrative Supervisor  
 (for Items VII.A, VIII and IX)
- \*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:** Miller commented that a reduced version of the Shadi Holiday Display in El Cerrito will be set up on December 12<sup>th</sup>. There was no other public comment.

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

**VII. Business**

**A. Fiscal Year 2021-2022 Financial Audit/Financial Reporting**

The auditor, Paul Pham of Chavan and Associates, gave an overview of the audit of the District’s finances for Fiscal Year 2021-22, gave it a clean “unmodified” opinion, and answered several questions.

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF DECEMBER 9, 2021  
 TIME OF MEETING: 2:00 P.M.  
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

MOTION: By Merrill, seconded by Gilbert-Snyder, to accept the Fiscal Year 2021-22 Financial Audit Report with minor amendments

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

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

**VIII. Financial Statements – November 2021**

- A. Monthly Investment, Cash, Receivables Report
- B. Monthly Operating Statement
- C. Pension and Other Post-Employment Benefits (OPEB) Unfunded Actuarial Liability (UAL) Report

The Manager and Administrative Supervisor, Kary Richardson, reviewed the financial statements with the Board.

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

**IX. Approval of Checks**

- A. Checks for December 9, 2021 - Fund No. 3418 & 3423

MOTION: By Christian-Smith, seconded by Merrill, to pay the bills, Check Nos. 27369 through 27400 in the amount of \$184,486.42

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF DECEMBER 9, 2021  
TIME OF MEETING: 2:00 P.M.  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

ABSENT: None

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

**IV. Approval of Minutes**

A. Approval of November 11, 2021 Board Meeting Minutes

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve the minutes of the November 11, 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

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

B. Written Communications

There were no items to consider.

**VI. Reports of Staff and Officers**

A. Attorney's Report:

Kokotaylo reported on AB 654 that modifies employee notice and reporting requirements for COVID-19 exposures in the workplace.

B. Manager's Report:

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF DECEMBER 9, 2021  
TIME OF MEETING: 2:00 P.M.  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

1. Monthly Maintenance Summary Report  
The Manager reported no significant issues with last month's maintenance activities.
2. Monthly Report of Sewer Replacements and Repairs  
The Manager reported on the payment of one invoice in November.
3. Consent Decree Quarterly Report  
The Manager reported the District continues to be on track to achieve the Consent Decree annual minimum requirements.
4. Emergency Contact Update  
The Manager requested Directors' update their emergency contact information.
5. 2022 California Association of Sanitation Agencies (CASA) Conference  
The Manager reported on the upcoming CASA conferences.
6. 2022 California Special Districts Association (CSDA) Conference  
The Manager reported on the upcoming CSDA annual conference.

**VII. Business**

A. Fiscal Year 2020-21 Financial Audit Report

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

B. Connection Charge Calculation Report

The Board reviewed and discussed the report that indicated a +9.5% increase of the Engineering News Record's Construction Cost Index (ENR-CCI) since NOV 2020.

MOTION: By Merrill, seconded by Gilbert-Snyder, to prepare an Ordinance updating the connection charge based on a +5% increase of capital assets as stated in the Fiscal Year 2020-21 Financial Audit Report prepared by Certified Public Accountants, Chavan and Associates

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
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ABSTAIN: None

ABSENT: None

C. 2021 Board Meeting Calendar

The Board reviewed and adopted the Board Meeting Calendar for 2022.

MOTION: By Gilbert-Snyder, seconded by Christian-Smith, to adopt the Board Meeting Schedule for Calendar Year 2022

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

NOES: None

ABSTAIN: None

ABSENT: None

D. Resolution No. 2174-1221 Finding that there is a Proclaimed State of Emergency; Finding that Meeting in Person Would Present Imminent Risks to the Health or Safety of Attendees as a Result of the State of Emergency; and Authorizing Remote Teleconferenced Meetings of the Stege Sanitary District for the 30 Day Period Beginning December 9 Pursuant to AB 361

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

MOTION: By Christian-Smith, seconded by Gilbert-Snyder, to approve Resolution No. 2174-1221 Finding that there is a Proclaimed State of Emergency; Finding that Meeting in Person Would Present Imminent Risks to the Health or Safety of Attendees as a Result of the State of Emergency; and Authorizing Remote Teleconferenced Meetings of the Stege Sanitary District for the 30 Day Period Beginning December 9 Pursuant to AB 361



STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF DECEMBER 9, 2021  
 TIME OF MEETING: 2:00 P.M.  
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

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

E. Ordinance No. 2175-1221 Adding Section 4.8, Lateral Replacement Loan Program to the Stege Sanitary District Ordinance Code

The Board reviewed and approved the PSL Loan Program Ordinance.

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve of Ordinance No. 2175-1221 Adding Section 4.8, Lateral Replacement Loan Program to the Stege Sanitary District Ordinance Code, as amended

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

F. Approval of Plans and Specifications – Standard Sewer Rehabilitation Project No. 22201

The Board reviewed the plans and specifications for the next capital improvement program standard pipe bursting project that requires Board approval before the District can issue a public call for bids.

MOTION: By Merrill, seconded by Miller, to approve of Plans and Specifications – Standard Sewer Rehabilitation Project, Stege Sanitary District Project No.22201 and authorize staff to advertise and bid the project

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
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VOTE: AYES: Christian-Smith, Gilbert-Snyder, Merrill, Miller,  
 O’Keefe  
 NOES: None  
 ABSTAIN: None  
 ABSENT: None

G. Resolution No. 2176-1221 Making Findings and Directing Filing of Notice of Exemption, Pursuant to California Environmental Quality Act (CEQA), Standard Sewer Rehabilitation Project – July 2022, Project No. 22201

The Board reviewed the staff’s findings that this project is exempt from further assessment since it is the replacement of existing utility structures where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced

MOTION: By Merrill, seconded by Miller, to approve of Resolution No. 2176-1221 Making Findings and Directing Filing of Notice of Exemption, Pursuant to California Environmental Quality Act (CEQA), Standard Sewer Rehabilitation Project – July 2022, Project No. 22201

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

H. Resolution No. 2177-1221 Accepting Completion of Work and Filing Notice of Completion for the Redundant Sanitary Sewer Forcemain Project, Burlingame and Canon Pump Stations Project No. 21202

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
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The Board reviewed and approved the resolution to file the Notice of Completion for Project No. 21202.

MOTION: By Christian-Smith, seconded by Merrill, to approve Resolution No. 2177-1221 Accepting Completion of Work and Filing Notice of Completion for the Redundant Sanitary Sewer Forcemain Project, Burlingame and Canon Pump Stations Project No. 21202

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

**VIII. Financial Statements – November 2021**

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

**IX. Approval of Checks**

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

**X. Future Agenda Items**

**January 6, 2022**

Board Governance Manual Review  
 Long Range Planning Workshop Agenda  
 District of Distinction Board Training Summary  
 Director’s Contact Info  
 CASA Conference  
*+AB 361 – 30 Day Virtual Meeting Extension*

**January 27, 2022**

CLOSED SESSION – Quarterly Claims Reports

## STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF DECEMBER 9, 2021

TIME OF MEETING: 2:00 P.M.

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

CLOSED SESSION – Manager Performance Evaluation

Board Governance Manual Approval

Long Range Planning Workshop Agenda

Quarterly Financial Statements

SPASPA Status Report

CASA Conference – Attendee Reports

*+AB 361 – 30 Day Virtual Meeting Extension***NOMINATION AND ELECTION OF OFFICERS**

Nomination and Election of Officers - 2022

MOTION: By Miller, seconded by Gilbert-Snyder, to nominate and elect Director Merrill for President and Director Christian-Smith for Vice President of the Stege Sanitary District Board of Directors for 2022

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

**XI. Adjournment**

The meeting was adjourned at 4:34 P.M. The next meeting of the District Board of Directors will be held on Thursday, January 6, 2022 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

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Rex Delizo  
STEGE SANITARY DISTRICT  
Secretary



# KIDS for the BAY

A Project of Earth Island Institute

1771 Alcatraz Avenue, Berkeley, CA 94703

Tel: (510) 734-3835

Email: [info@kidsforthebay.org](mailto:info@kidsforthebay.org)

[www.kidsforthebay.org](http://www.kidsforthebay.org)

Mandi Billinge, Executive Director/Founder

December 15, 2021

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

Dear Rex,

I am pleased to report that two teachers in El Cerrito have committed to participate in KIDS for the BAY's Watershed Action Program (WAP) during the 2021-2022 school year. Third grade teachers Karley Umoru and Jennifer Kelso from Fairmont Elementary School have committed to bring hands-on environmental science education and environmental action into their classrooms. Principal Heather Best of Fairmont Elementary has signed the program contract along with both teachers, indicating their support for the program at their school. I have enclosed a copy of the signed program contract.

Our partner schools are back to in-person learning this fall and we are delivering programs in the classroom and in outdoor spaces on our school campuses. We are thrilled that so many teachers have registered for our programs, and that we have already made many school visits to teach engaging environmental education lessons this school year. Our students and teachers are very happy to once again welcome us to their schools and engage in exciting, hands-on learning in person.

A KIDS for the BAY Educator will begin teaching the WAP at Fairmont Elementary in early 2022. Our students will be diving into hands-on watershed science activities in the classroom, connecting with their local environment in watershed scavenger hunts outside, and conducting school campus and neighborhood trash cleanup projects to prevent litter from entering the storm drain system. We hope that by this spring we will be able to lead a nature-based walking field trip, or a bus field trip to either Berkeley Marina or Keller Beach (pending school district restrictions), where students will study and explore a special bay habitat. The Environmental Action Projects are still to be determined, but will hopefully be centered around a creek restoration project that will be done in partnership with Friends of Five Creeks.

I hope you enjoy reading our Annual Report, which we sent out by email a few weeks ago. This can also be found on our website: [kidsforthebay.org/impact/annual-reports/](http://kidsforthebay.org/impact/annual-reports/). The Annual Report shares some of our success stories adapting to delivering our programs via distance learning to support our students and teachers throughout the pandemic. As an organization, KIDS for the BAY has shown resilience, flexibility and creativity during these changing times. We successfully delivered programs to **2,385 students** and partnered with **93 teachers last school year in distance learning**. Our staff worked

Everyone is an Environmentalist!

diligently to create high quality Zoom lessons which included experiments, and investigations that could easily be done at home. Many students did not have access to basic educational supplies, so we distributed supplies to students with the help of our teachers. Outdoor activities were also encouraged to help students connect with nature in their local watershed, and take much-needed screen time breaks. KftB student rangers collectively cleaned up a total of **613 gallons of trash** from their local neighborhood watershed environments, working together in family 'quaranteams' led by KftB students. By effectively partnering with our teachers and families, we significantly increased our students' access to equitable, engaging learning opportunities. KIDS for the BAY is thrilled to now be back in person in classrooms and outdoor spaces, and we will continue to adapt as needed to deliver environmental education programs to our partner schools throughout these changing times.

Our school teachers and principals continue to appreciate the opportunity to partner with KIDS for the BAY in environmental science education programs! Some of their quotations are included below:

"My students were so excited every time KftB Educator Ms. Jamie visited our Zoom classroom! As soon as I announced that Ms. Jamie was here, all my students suddenly started sitting up and turning their video cameras on, excited to participate!"

Dr. Clifford Thompson, Fifth Grade Teacher, King Elementary School, Richmond

"Making the educational poster was a great project for students who are in distance learning. They realized that they could do something to educate others about the environment by sharing what they had learned."

Roxanne Johnigan, Fifth Grade Teacher, Marsh Elementary School, Antioch

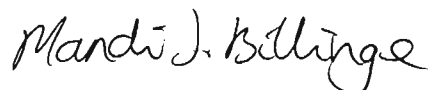
"I deeply believe in the necessity of kids thinking about water at a young age. I believe in the power of influencing families to take environmental action and connect with nature as well. Students should be naturally aware of water and their environment, and this program helps them understand that natural connection."

Chris Scharfenkamp, Fifth Grade Teacher, Lorin Eden Elementary School, Hayward

I have also enclosed the 2020/21 Watershed Action Program Year in Review Flyer, which highlights our accomplishments from last school year. Please take a moment to review the enclosed documents, and if you have any questions do not hesitate to contact me. In the spring of 2022, I will be updating you on the progress of the WAP with an Interim Report.

Thank you so much for supporting our work to develop the next generation of resilient, creative, and inspired Environmentalists!

Sincerely,



Mandi Billinge  
Executive Director/Founder

# KIDS for the BAY

## Watershed Action Program Contract

SCHOOL Fairmont Elementary School

TEACHER(S): Jennifer Kelso, Karley Umoru

I am making a commitment to:

1. **participate** in the KIDS for the BAY Program with my students and a KftB Program Instructor, including each classroom lesson, a one-day field trip, and one action project.
2. **be present and actively involved** in all KIDS for the BAY classroom activities and lessons. Teachers are legally responsible for their students and must remain with their students during all lessons and activities. I will reschedule any lessons if there will be a substitute teacher.
3. make classroom time available to teach my **preparation and follow-up activities** for each lesson.
4. choose one action project with my class to plan and complete. A choice of action projects is listed in the curriculum binder.
5. **ensure that my students complete all activities** pertaining to this program and save all completed work to be collected by KftB.
6. secure volunteers to help supervise the field trip.
7. make time for two meetings with KftB staff.
8. observe and learn the program this school year and teach the Blue Watershed Classroom follow up curriculum with my students each school year thereafter with support from KftB.
9. complete the KIDS for the BAY evaluation process (*required: Google Form evaluation completion and acquisition of student thank-you letters to our funders*).

I will follow all field trip permission, insurance, and safety procedures of my school district. These procedures are the responsibility of the teacher and the school district and not of KIDS for the BAY. In addition, I will follow safety guidelines of KIDS for the BAY.

KftB materials are for teachers participating in KftB programs only. I will not reproduce or distribute KftB materials for any other purpose.

I will make every effort to raise the \$50.00 program fee to be paid by Lesson #1 of the program.

TEACHER Jennifer Kelso DATE: 12/7/21

TEACHER Karley Umoru DATE: 12/7/21

Approved by

PRINCIPAL Heather Best DATE: 12/08/21

KftB Instructor Shay Hart DATE: 12/10/21







# KIDS for the BAY

## Watershed Action Program 2020 - 2021 Year in Review

### In the 2020-2021 School Year:

- **528 Student Environmentalists** connected with nature and took action to improve the health of their watershed.
- Students cleaned up **9,793 pieces of trash (195 gallons)** from the watershed during over **300 independent litter cleanups** at home!
- Students completed **1,848 environmental stewardship hours** to improve the health of their local watershed from their homes.
- **109 students filmed videos** to teach their schools and families about using the Five Rs (Reduce, Reuse, Recycle, Rot and Refuse) to protect their local and global environment.
- 419 students created and presented **environmental posters to inspire their peers** and families to help the environment.
- 20 teachers **received professional development support** to bring hands-on science lessons to their students at home and in class.



**"Making the educational poster was a great project for students who are distance learning. They realized that they could do something to educate others about the environment by sharing what they had learned. I think we learned just as much through this online program as when we were in the classroom!"**

Roxanne Johnigan, Fifth Grade Teacher, Marsh Elementary, Antioch

## Everyone is an Environmentalist!

## Virtual Lessons and At-Home Activities

**“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

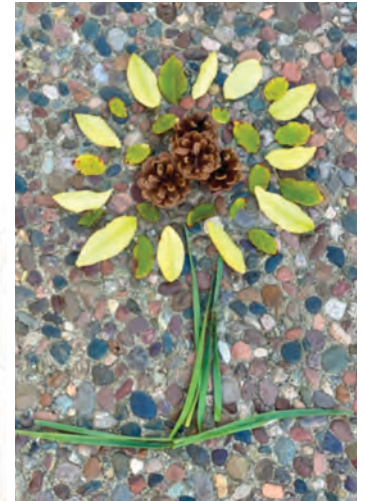
### Student food web connections

Group 1

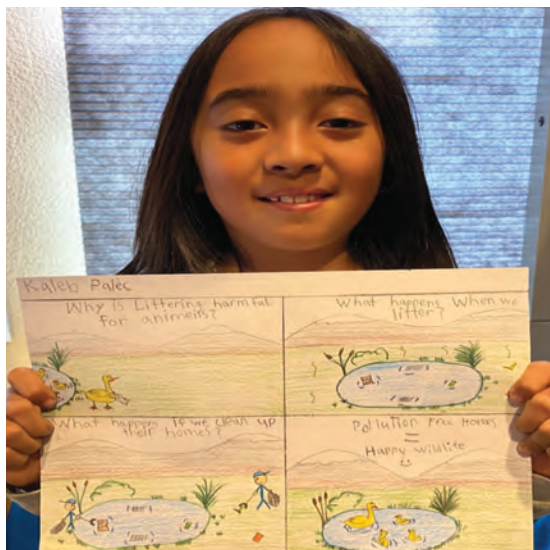
Use the pen icon to draw organisms in each box to demonstrate how energy is transferred in a food chain.



### Student nature art



## Environmental Action Projects



**“I want to be a leader and help improve the environment. I’ll try to make it better by doing stuff like not littering, and also teaching others to care for the environment!”**

Seerat, Fifth Grade Student, Lupine Hills Elementary, Hercules

### Student leader videos



## Distance Learning Field Trips

Let's explore some avian adaptations!



**1: Double Crested Cormorant**



**2: Western Sandpiper**

Can you identify the birds by their call?

Our Field Trips this year focused on bringing interactive nature games and habitat connections to students at home. Students created food webs and identified unique adaptations for organisms in creek, bay, and ocean habitats. Pairing birds with their calls was a favorite student activity.

**Everyone is an Environmentalist!**



## STEGE SANITARY DISTRICT

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

*District Counsel:*  
Kristopher Kokotaylo

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

### STEGE SANITARY DISTRICT Private Sewer Lateral (PSL) Replacement No-Interest Loan Program

The Private Sewer Lateral (PSL) Replacement Loan Program is designed to encourage property owners to protect and preserve the environment by offering a no-interest deferred payment loan of up to \$10,000 to replace PSLs. The PSL loans are offered on a "first-come, first-served" basis to the extent of available funding. Repayment of the loans will be over a period not to exceed ten (10) years, have no pre-payment penalty, and will be collected through the annual property tax bills issued by the County.

The following requirements are necessary to apply for the PSL Loan Program:

1. PSL must be associated with property served by the Stege Sanitary District.
2. Submittal of a completed PSL Loan Program Application Form signed by the property owner.
3. Submittal of three (3) lateral replacement bid estimates from qualified contractors dated within 90 days from date of application.
4. If approved, submittal of a signed and notarized Contractual Assessment Agreement by the property owner.

District staff will review the application submittal and respond with approval or denial, typically within one week. If approved, the property owner will be required to submit a signed and notarized Contractual Assessment Agreement which will be recorded as a lien against the property. District staff will then provide the loan funding directly to the plumbing contractor based on the lowest qualified bid estimate up to \$10,000.

Thank you for doing your part to protect and preserve the environment by replacing your PSL.

STEGE SANITARY DISTRICT

(510) 524-4668

staff@steges.org

www.steges.org

**STEGE SANITARY DISTRICT**  
**Private Sewer Lateral (PSL) Loan Program**  
**APPLICATION FORM**

OWNER NAME	DATE SUBMITTED
SITE ADDRESS	
<input type="checkbox"/> EL CERRITO <input type="checkbox"/> KENSINGTON <input type="checkbox"/> RICHMOND	
PHONE NUMBER	E-MAIL ADDRESS

CONTRACTOR NAME	REQUESTED LOAN AMOUNT
-----------------	-----------------------

Submit the following:

- This completed PSL Loan Program Application Form signed by the property owner.
- Three (3) lateral replacement bid estimates from qualified contractors dated within 90 days from date of application.

By signing this application, I certify that I am the legal owner of the property described herein and am aware submission of this form does not constitute loan approval. I have read the documentation discussing the requirements for the Private Sewer Lateral Loan Program. I am aware that if the loan is approved and in order to have funds released, I will be required to submit a signed and notarized **Contractual Assessment Agreement** which will be recorded as a lien against the property.

OWNER SIGNATURE \_\_\_\_\_

OFFICE USE ONLY: <input type="checkbox"/> OWNER <input type="checkbox"/> LOCATION <input type="checkbox"/> 3 BIDS <input type="checkbox"/> NOTARIZED AGREEMENT			
LOAN: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	BY:	DATE:	
NOTES:			

## Wastewater treatment plant tours

**EBMUD's Treatment Plant treats sewage to meet stringent state and federal standards before recycling it or releasing it to the Bay.**

### Sign up for a virtual tour

Have you ever wondered about what happens after you flush? Since 2016, EBMUD has demystified the fascinating and critically important world of wastewater through tours of its Main Wastewater Treatment Plant located in West Oakland. When the pandemic struck in March 2020, EBMUD quickly mobilized to replace in-person tours with virtual tours from the safety and comfort of home. Now, the transformed Virtual Tour Program has reached a broader, larger, and multilingual audience, all while retaining the same key messages about how wastewater treatment protects public health and the San Francisco Bay.

Conducted through Zoom, the virtual tour is a one-hour interactive PowerPoint presentation that covers a range of topics, including the water cycle, the natural vs. built environment, types of wastewater, contaminants, pollution prevention, history of wastewater treatment, wastewater treatment fundamentals, and beneficial reuse. The virtual tour is strategically designed for non-technical audiences around the high-school level; however, it is customized as needed for special tour requests.

Register

Register for an upcoming virtual tour by clicking on a link below and signing up with your contact information:

<https://www.ebmud.com/wastewater/collection-treatment/wastewater-treatment-plant-tours/>

- [Tuesday Nov 23, 2021 6-7 PM](#)
- [Thursday Dec 16, 2021 6-7 PM](#)
- [Thursday Jan 27, 2022 6-7 PM](#)
- [Thursday Feb 24, 2022 6-7 PM](#)
- [Thursday Mar 24, 2022 6-7 PM](#)
- [Thursday Apr 28, 2022 6-7 PM](#)
- [Thursday May 26, 2022 6-7 PM](#)
- [Thursday June 23, 2022 6-7 PM](#)



REVIEW OF RESOLUTION 2157-0221 EXTENDING EMERGENCY PAID SICK LEAVE  
AND EMERGENCY FAMILY AND MEDICAL LEAVE FOR STEGE SANITARY  
DISTRICT EMPLOYEES

**ISSUE:**

The Board will review and consider rescinding a resolution voluntarily extending protections and relief offered by the Families First Coronavirus Response Act (FFCRA).

**FISCAL IMPACT:**

The fiscal impact will be to provide up to 2 weeks of paid sick leave and 10 weeks of expanded family and medical leave to eligible employees.

**STRATEGIC PLAN:**

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

WORK PLAN ITEM "h": Provide a safety and wellness program that promotes a safe work environment and good health

**BACKGROUND:**

At the 2/11/2021 Board Meeting, the Board approved Resolution 2157-0221 extending emergency paid sick leave ("EPSL") and emergency family and medical leave ("EFMLA") for Stege Sanitary District employees. Per the resolution, the District Manager is authorized to extend the availability of EPSL and EFMLA as the District Manager deems necessary based on the status of the COVID-19 virus and its continued community presence.

At the previous Board Meeting, the Board requested a review of the leave provided to employees under the Families First Coronavirus Response Act at a future Board meeting.

**RECOMMENDATION:**

Take no action.

**ALTERNATIVES:**

1. Rescind the resolution.
2. Instruct staff to prepare a new resolution ending the leave.

**ATTACHMENTS:**

- Resolution 2157-0221

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## RESOLUTION NO. 2157-0221

## RESOLUTION EXTENDING EMERGENCY PAID SICK LEAVE AND EMERGENCY FAMILY AND MEDICAL LEAVE FOR STEGE SANITARY DISTRICT EMPLOYEES

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

- A. The federal government enacted the Families First Coronavirus Response Act (“FFCRA”) on March 18, 2020.
- B. The FFCRA required employers to provide emergency paid sick leave (“EPSL”) and emergency family and medical leave (“EFMLA”) for qualifying employees through December 31, 2020.
- C. The Consolidated Appropriations Act was signed into law on December 27, 2020 and authorized employers to extend EPSL and EFMLA through March 31, 2021.
- D. Given the extraordinary health threat posed by COVID-19 and the need to limit its spread, the Board of Directors desires to continue providing EPSL and EFMLA through at least March 31, 2021.
- E. The Board of Directors desires to authorize the District Manager to extend the availability of EPSL and EFMLA if necessary based on the status of the COVID-19 virus and its continued community presence.

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

1. The above recitals are true and correct and hereby made a part of this resolution.
2. EPSL and EFMLA are extended for Stege Sanitary District employees through March 31, 2021.
3. The District Manager is authorized to extend the availability of EPSL and EFMLA as the District Manager deems necessary based on the status of the COVID-19 virus and its continued community presence.




\*\*\*\*\*


STATE OF CALIFORNIA)  
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 11<sup>th</sup> day of February 2021 by a 5-0 vote as follows:

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

  
BEATRICE O'KEEFE, President  
Stege Sanitary District  
Contra Costa County, California

ATTEST:

  
\_\_\_\_\_  
REX DELIZO, Secretary  
Stege Sanitary District

DRAFT LONG RANGE PLANNING AGENDA

**ISSUE:**

The Board will consider the draft long range planning agenda.

**FISCAL IMPACT:**

The fiscal impact to review the agenda is minimal.

**STRATEGIC PLAN:**

GOAL 2: Maintain and Improve Infrastructure

GOAL 3: Ensure Financial Stability and Efficiency

**BACKGROUND:**

The Board has a Long Range Planning Workshop scheduled for March 5, 2022. The draft agenda for the workshop is ready for review and input from the Board.

**RECOMMENDATION:**

Review the agenda and suggest any changes or additions.

**ALTERNATIVES:**

1. Cancel the Long Range Planning Workshop.
2. Take no action.

**ATTACHMENTS:**

Draft Long Range Planning Agenda

Stege Sanitary District  
**DRAFT Long Range Planning Workshop Agenda**  
 Saturday, March 5, 2022 @9:00am

TIME	TOPIC
9:00 AM	<i>Review of Agenda &amp; Last Action Plan</i>
9:15 AM	<b>Past 5 Years Expenditures Review [0.5 hr.]</b>
9:30 AM	The Board will review and discuss trends from the past 5 years.
9:45 AM	<b>Strategic Plan [0.5 hr.]</b>
10:00 AM	The Board will review and discuss the plan.
10:15 AM	<i>Break</i>
10:30 AM	<b>USEPA Consent Decree Progress and Planning [1.0 hr.]</b>
10:45 AM	The Board will review and discuss the progress
11:00 AM	and planning of the USEPA Consent Decree.
11:15 AM	
11:30 AM	<b>Self Assessment Of Governance - Questionnaire [0.5 hr.]</b>
11:45 AM	
12:00 PM	<i>Lunch</i>
12:15 PM	
12:30 PM	<b>San Pablo Ave. Specific Plan Area (SPASPA) Progress and Planning [1.0 hr.]</b>
12:45 PM	The Board will review and discuss the progress
1:00 PM	and planning of the San Pablo Ave. Specific Plan Area.
1:15 PM	
1:30 PM	<b>Self Assessment Of Governance - Review &amp; Discussion [0.75 hr.]</b>
1:45 PM	
2:00 PM	
2:15 PM	<i>Break</i>
2:30 PM	<b>Funding Pension Unfunded Accrued Liability [0.75 hr.]</b>
2:45 PM	The Board will review and consider funding pension UAL payments.
3:00 PM	
3:15 PM	<i>Wrap Up, Review, Action Items</i>

RESOLUTION NO. 2179-0122 FINDING THAT THERE IS A PROCLAIMED STATE OF EMERGENCY; FINDING THAT MEETING IN PERSON WOULD PRESENT IMMINENT RISKS TO THE HEALTH OR SAFETY OF ATTENDEES AS A RESULT OF THE STATE OF EMERGENCY; AND AUTHORIZING REMOTE TELECONFERENCED MEETINGS OF THE STEGE SANITARY DISTRICT FOR THE 30 DAY PERIOD BEGINNING JANUARY 6 PURSUANT TO AB 361

**ISSUE:**

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

**FISCAL IMPACT:**

The fiscal impact to continue to meet remotely is minimal.

**STRATEGIC PLAN:**

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

**BACKGROUND:**

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

AB 361 allows the following:

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

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

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

**RECOMMENDATION:**

Approve the resolution.

**ALTERNATIVES:**

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

**ATTACHMENTS:**

- Resolution No. 2179-0122

## RESOLUTION NO. 2179-0122

RESOLUTION FINDING THAT THERE IS A PROCLAIMED STATE OF EMERGENCY; FINDING THAT MEETING IN PERSON WOULD PRESENT IMMINENT RISKS TO THE HEALTH OR SAFETY OF ATTENDEES AS A RESULT OF THE STATE OF EMERGENCY; AND AUTHORIZING REMOTE TELECONFERENCED MEETINGS OF THE STEGE SANITARY DISTRICT FOR THE 30 DAY PERIOD BEGINNING JANUARY 6 PURSUANT TO AB 361

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

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

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

- P. The District shall ensure that it's meetings comply with the provisions required by AB 361 (2021) for holding teleconferenced meetings.

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

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

\* \* \* \* \*

STATE OF CALIFORNIA)  
COUNTY OF CONTRA COSTA)



I HEREBY CERTIFY that the foregoing Resolution was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 6<sup>th</sup> day of January 2022 by a X-X vote as follows:

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

---

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

ATTEST:

---

REX DELIZO, Secretary  
Stege Sanitary District

<b>2:45 PM</b>	<b>STEGE SANITARY DISTRICT</b>			
<b>12/28/2021</b>	<b>Check Report</b>			
<b>Accrual Basis</b>	<b>January 6, 2022</b>			
	<b>Name</b>	<b>Memo</b>	<b>Amount</b>	<b>Num</b>
<b>Jan 6, 22</b>				
	Aramark Uniform Services	Uniform Services	-578.62	27401
	CASA	DC Conference Merrill	-695.00	27402
	Chavan & Associates, LLP	2020-2021 Audit	-6,250.00	27403
	CSRMA	WC Audit Adj	-1,514.00	27404
	CWEA	Renewal Perez #313541	-192.00	27405
	Direct Line	Answering Service 11/01-30/21	-106.00	27406
	Dwain Blazej	Website Hosting	-600.00	27407
	E&J Truck and Equipment Repair LLC	Vehicle Maintenance	-2,181.18	27408
	EBMUD 12374900001	Office/Shop	-151.24	27409
	EBMUD 57132800001	Office/Shop	-635.28	27410
	Kato Plumbing.	Repairs 1321 Scott, 72 Norwood, 6838 Kenilworth & 711 Coventry	-16,150.00	27411
	Meyers Nave	Legal Service	-8,550.60	27412
	PG&E- #0607499583-5	Canon Pump Station	-109.99	27413
	Plaza Auto Service, Inc	Vehicle Maintenance	-642.43	27414
	Reserve Account	Postage	-200.00	27415
	SDRMA	Dental Jan 2022	-6.95	27416
	SWRCB	Waste Discharge Annual Fees	-3,326.00	27417
	WECO Industries, Inc.	Hoses & Nozzles	-2,465.08	27418
<b>Jan 6, 22</b>			<b>-44,354.37</b>	

# STEGE SANITARY DISTRICT

## BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JANUARY 2022	FEBRUARY 2022	MARCH 2022	APRIL 2022	MAY 2022	JUNE 2022
1/3 & 1/17 HOLIDAY	2/21 HOLIDAY			5/30 HOLIDAY	6/8 Safety and Recognition Awards Luncheon
CASA Winter Conf. Jan 19-21, Palm Springs	CASA Policy Forum Feb 28-Mar. 1, Wash, DC		AB 1234 Training (even years)	AB 1661 Training (odd years)	
1/6/2022 – 7:00 P.M.	2/17/2022 – 7:00 P.M.	3/5/2022 – <b>9:00 A.M.</b>	4/7/2022 – 7:00 P.M.	5/5/2022 – 7:00 P.M.	6/2/2022 – 7:00 P.M.
<ul style="list-style-type: none"> <li>• Board Governance Manual Review</li> <li>• Long Range Planning Workshop Agenda</li> <li>• Service Rate Discussion</li> <li>• District of Distinction (even years)</li> <li>• Director’s Contact Info</li> <li>• Board Training Summ.</li> <li>• CASA Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Actuarial Analysis of Retiree Health Benefits Report (even years)</li> <li>• Long Range Planning Workshop Agenda</li> <li>• Service Rate Discussion</li> <li>• Performance Report</li> <li>• Board Training Summ.</li> <li>• CASA Conference</li> <li>• Form 700</li> </ul>	<p style="text-align: center;"><b><u>9AM MEETING TIME</u></b></p> <ul style="list-style-type: none"> <li>• Long Range Planning Workshop</li> <li>– Past 5 yrs. Expenditures Review</li> <li>– Self-Assessment of Governance</li> <li>– Strategic Plan Review</li> </ul>	<ul style="list-style-type: none"> <li>• Service Rate Discussion/ Approval (&amp; 30-day Notice)</li> <li>• Board Training Summ.</li> </ul>	<ul style="list-style-type: none"> <li>• Appoint Labor Negot.</li> <li>• CLOSED SESSION – Conf. Labor Negot.</li> <li>• Draft Budget</li> <li>• Board Training Summ.</li> <li>• July 4<sup>th</sup> Fair Discussion</li> <li>• Review of Comparable Agencies</li> <li>• Diversity, Equity, and Inclusion</li> </ul>	<ul style="list-style-type: none"> <li>• Draft Budget</li> <li>• Review Directors’ Meeting Compensation</li> <li>• District Working Capital and Reserve Policy</li> <li>• Approve Project Plans and Specs (+CEQA)</li> <li>• July 4<sup>th</sup> Fair Discussion</li> <li>• CASA Conference</li> </ul>
1/27/2022 – 7:00 P.M.			3/17/2022 – 7:00 P.M.	4/21/2022 – 7:00 P.M.	5/19/2022 – 7:00 P.M.
<ul style="list-style-type: none"> <li>• CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval.</li> <li>• Board Governance Manual Approval</li> <li>• Long Range Planning Workshop Agenda</li> <li>• Service Rate Discussion</li> <li>• Quarterly Financial Statements</li> <li>• SPASPA Status Report</li> <li>• CSDA Conference Attendee Reports</li> <li>• Diversity, Equity, and Inclusion</li> </ul>		<ul style="list-style-type: none"> <li>• Auditor – RFP</li> <li>• California Employer’s Retiree Benefit Trust (CERBT)</li> <li>• Service Rate Discussion</li> <li>• Action Plan</li> <li>• Consent Decree Quarterly Report</li> <li>• Board Training Summ.</li> <li>• CASA Conference Attendee Reports</li> <li>• Form 700</li> <li>• Diversity, Equity, and Inclusion</li> </ul>	<ul style="list-style-type: none"> <li>• CLOSED SESSION – Quarterly Claims Rpt</li> <li>• Draft Budget</li> <li>• Employee Benefit Package Review</li> <li>• Service Rate Discussion/Approval (+ 30-day Notice)</li> <li>• July 4<sup>th</sup> Fair Discussion</li> <li>• Quarterly Financial Statements</li> <li>• SPASPA Status Report</li> </ul>	<ul style="list-style-type: none"> <li>• CLOSED SESSION – Manager Perf. Eval. – Conf. Labor Negot.</li> <li>• Resolution Ordering Board Election (even years)</li> <li>• Draft Budget</li> <li>• July 4<sup>th</sup> Fair Discussion</li> <li>• Service Rate Discussion/Approval (+ 30-day Notice)</li> </ul>	<ul style="list-style-type: none"> <li>• CLOSED SESSION – Counsel Perf. Eval.</li> <li>• Resolution Salary of District Manager</li> <li>• Resolution Employee Salary Ranges</li> <li>• Resolution Approve/Adopt Budget</li> <li>• Review and Approve Incentive Award</li> <li>• Adopt Incentive Award Goals &amp; Objectives</li> <li>• Connection Charge Review</li> <li>• July 4<sup>th</sup> Fair Discussion</li> <li>• CD Quarterly Report</li> <li>• CASA Conference</li> </ul>

# STEGE SANITARY DISTRICT

## BOARD OF DIRECTORS MEETING AGENDA CALENDAR

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