

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF APRIL 1, 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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IV. Approval of Minutes

- Motion: A. Approval of March 18, 2021 Regular Board Meeting Minutes
(The Board will review and consider approval of the minutes)

Info/Motion: **V. Communications**

- A. Oral Communications
1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings
 - a. City & Community Meetings
- B. Written Communications

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

- A. Manager's Report

Info/Motion: **VII. Business**

- A. Salary Survey
(The Board will review and consider implementing the salary survey information)
- B. Diversity, Equity, and Inclusion
(The Board will have a discussion and consider DEI initiatives)

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

- A. Checks for April 1, 2021 - Fund No. 3418 & 3423
(The Board will be asked to approve the checks)

Info: **X. Future Agenda Items**

April 15, 2021

CLOSED SESSION – Quarterly Claims Report

Employee Benefits Package

Quarterly Financial Statements

Draft Budget

July 4th Fair Discussion

San Pablo Avenue Specific Plan Area Status Report

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF APRIL 1, 2021
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

+*CalPERS Retiree Health Resolution*

May 6, 2021

Draft Budget

July 4th Fair Discussion

Review of Comparable Agencies

Diversity, Equity, and Inclusion

XI. Adjournment

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on April 15, 2021 at 7:00 P.M., at the District Board Room, 7500 Schmidt Lane, El Cerrito, CA.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF MARCH 18, 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 7:08 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.

IV. Approval of Minutes

A. Approval of February 11, 2021 Regular Board Meeting Minutes

MOTION: By Gilbert-Snyder, seconded by Christian-Smith, to approve the minutes of the February 11, 2021 Regular Board Meeting

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

B. Approval of March 6, 2021 Long Range Planning Workshop Meeting Minutes

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF MARCH 18, 2021
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

MOTION: By Christian-Smith, seconded by Gilbert-Snyder, to approve the minutes of the March 6, 2021 Long Range Planning Workshop Meeting, as amended

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 Council Meeting and on an upcoming meeting scheduled for March 31st regarding development along San Pablo Avenue.

B. Written Communications

1. CASA Capitol Connects, Mar. 5, 2021

The Board considered the request to join multi-agency support letters for AB 818 (Bloom) Labeling of Non-Flushable Wipes and SB 323 (Caballero) Water and Sewer Fees Validation.

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve joining multi-agency support letters for AB 818 (Bloom) Labeling of Non-Flushable Wipes and SB 323 (Caballero) Water and Sewer Fees Validation, and, in addition, gave permission to the Manager to also draft and send a District support letter for AB 818 (Bloom) directly

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
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NOES: None

ABSTAIN: None

ABSENT: None

VI. Reports of Staff and Officers

A. Attorney's Report:

1. Uniform Construction Cost Accounting Act

Kokotaylo gave a report on the Uniform Construction Cost Accounting Act. The Board agreed to have staff work with Counsel to prepare an amendment to the District's purchasing policy to include provisions incorporating the Uniform Construction Cost Accounting Act for the Board to consider at a future Board meeting.

B. Manager's Report

1. Monthly Maintenance Summary Report

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

2. Monthly Report of Sewer Replacements and Repairs

The Manager reported no payments were made in February.

3. Consent Decree Quarterly Status Report

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

4. Draft Action Plan for 2020

The Manager reported on the Action Plan from the Long Range Planning Workshop held on March 6, 2021.

5. Canon Pump Station Alternative Consideration

The Manager reported on the cost to install individual pumps at each parcel served by the 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.

6. Summary of Business Agenda Items per Strategic Plan Goal

The Manager reported on the summary.

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The Manager reported that water and wastewater utility workers are currently included as part of the Phase 1B Emergency Services Workers COVID vaccine eligibility and reminded the Board that the deadline to file FORM 700s is April 1st.

VII. Business

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

The Board discussed whether to receive a disbursement from the California Employers' Retiree Benefit Trust (CERBT) to make retiree medical payments for Fiscal Year 2021-22.

MOTION: By Gilbert-Snyder, seconded by Miller, to pay the retiree medical payments directly in full without receiving a disbursement from the CERBT fund

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

NOES: None

ABSTAIN: None

ABSENT: None

B. RESOLUTION 2155-0321 AMENDING THE BOARD GOVERNANCE MANUAL OF THE STEGE SANITARY DISTRICT

The Board approved the resolution to amend the Board Governance Policy Manual after a discussion and an amendment to the manual regarding "serial" meetings.

MOTION: By Gilbert-Snyder, seconded by Merrill, to approve Resolution 2155-0321 Amending the Board Governance Manual of the Stege Sanitary District

VOTE: AYES: Christian-Smith, Gilbert-Snyder, Merrill, Miller

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NOES: O'Keefe
 ABSTAIN: None
 ABSENT: None

VIII. Financial Statements

A. Monthly Investment, Cash, Receivables Report

B. Monthly Operating Statement

The financial items were reviewed by the Board. The Board asked staff during the next review of the District's Working Capital and Reserve Fund Policy to include excess funding considerations toward I/I reduction.

IX. Approval of Checks

A. Checks for March 18, 2021 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by Miller, to pay the bills, Check Nos. 26987 through 27032 in the amount of \$752,992.56

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

NOES: None

ABSTAIN: None

ABSENT: None

X. Future Agenda Items

April 1, 2021

Diversity, Equity, and Inclusion

+*Salary Survey*

April 15, 2021

CLOSED SESSION – Quarterly Claims Report

Employee Benefits Package

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Draft Budget

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July 4th Fair Discussion
San Pablo Avenue Specific Plan Area Status Report
+*CalPERS Retiree Health Resolution*

XI. Adjournment

The meeting was adjourned at 8:51 P.M. The next meeting of the District Board of Directors will be held on Thursday, April 1, 2021 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary

SALARY SURVEY

ISSUE:

The Board will review and consider implementing the salary survey information.

FISCAL IMPACT:

To be determined.

STRATEGIC PLAN:

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

WORK PLAN ITEM “b”: Annually review employee salary and benefits and conduct a survey vs. comparable agencies at least every five (5) years

BACKGROUND:

Salary ranges were previously adjusted to equal the median and/or mean of a salary comparison survey every five years. The survey originally compared salaries and benefits to those of comparable positions at 11 comparable agencies which were chosen by Koff & Associates back in 2001. In subsequent years, an additional 2 comparable agencies were added by the Board to the survey since they were deemed similar in size and scope to the agencies on the list. In between the five year surveys, the ranges are adjusted each year by a cost-of-living adjustment based on the latest April CPI-W figures.

At the Board Meeting held on December 10, 2020, the Board approved eliminating the Flexible Benefit Plan contribution amount of \$1866 and corresponding cash out amount of \$1000 and, instead, paying for employee health care coverage up to the Kaiser rate or a cash in lieu amount of \$500, and increasing all employee salaries and salary ranges by \$1000. The flex plan will continue to be available for employees voluntarily choosing to contribute their own pre-tax dollars for eligible medical and dependent care expenses.

In order to maintain this salary range adjustment, future adjustments can be based on the median and/or mean of a comparison survey plus the \$1000, or based on a percentile (e.g. 85th) of the survey data.

At the Long Range Planning Workshop held on March 6, 2021, the Board reviewed and discussed the survey of comparable agencies’ salaries and the California Special District Association (CSDA) Salary & Benefits Survey Report. The Board asked staff to bring the item back for consideration in April to give Board Members extra time to process the information.

The California Public Employees' Retirement System (CalPERS), has requested all CalPERS employers list their compensation levels on one document, approved and adopted by the governing body, in accordance with California Code of Regulations section 570.5.

RECOMMENDATION:

Direct staff to prepare a resolution establishing salary ranges based on the salary survey and adjusted by the upcoming April CPI-W cost of living figures, when available, for consideration at an upcoming Board meeting.

ALTERNATIVES:

1. Take no action and provide staff further direction.

ATTACHMENTS:

- FY 2020-21 Monthly Salary Survey Data
- FY 2019-20 CSDA Salary & Benefits Survey Report

FY2020-21 Monthly Salary Survey Data (+\$1000)

Job Title	Number of Positions	Average Range		Median Range		Range + \$1000	
		Min	Max	Min	Max	Min	Max
Collection System Worker I	7	5,465	6,843	5,467	6,954	6,466	7,899
Collection System Crew Member I	1	6,097	7,512	6,097	7,512	7,097	8,512
Maintenance Worker I	3	5,483	7,289	5,493	7,361	6,488	8,325
Operator I	1	5,561	6,313	5,561	6,313	6,561	7,313
Senior Operator I	1	7,774	7,774	7,774	7,774	8,774	8,774
All CSW I Comparable Positions	13	5,703	7,028	5,561	7,165	6,632	8,097
				Current Salary Range		5,991	7,730
				Suggested		6,275	8,097
							+4.7%
Collection System Worker II	7	6,286	7,867	6,319	7,883	7,303	8,875
Maintenance Repair II	1	8,539	8,966	8,539	8,966	9,539	9,966
Maintenance Worker II	2	5,993	7,835	5,993	7,835	6,993	8,835
Operator II	1	6,372	7,152	6,372	7,152	7,372	8,152
Senior Operator II	1	8,164	8,164	8,164	8,164	9,164	9,164
All CSW II Comparable Positions	12	6,589	7,918	6,345	7,974	7,467	8,946
				Current Salary Range		6,642	8,570
				Suggested		6,933	8,946
							+4.4%
Collection System Worker III	5	6,956	8,808	7,133	8,670	8,045	9,739
Collection System Worker	1	5,781	7,747	5,781	7,747	6,781	8,747
Collection System Crew Member II	1	6,351	7,826	6,351	7,826	7,351	8,826
Collection System Crew Lead I	4	7,272	9,067	7,205	8,886	8,238	9,976
Operator III	1	8,570	8,570	8,570	8,570	9,570	9,570
All CSW III Comparable Positions	12	7,047	8,704	6,990	8,575	8,019	9,640
				Current Salary Range		7,146	9,220
				Suggested		7,471	9,640
							+4.6%
Maint Superintendent (CSW IV)	3	9,558	12,518	9,409	12,356	10,484	13,437
Collection System Manager	5	10,028	13,111	9,809	12,982	10,918	14,047
Plant Operations Supervisor	2	9,578	11,782	9,578	11,782	10,578	12,782
Maint Supervisor	2	9,873	12,272	9,873	12,272	10,873	13,272
Collection System Sup	4	9,399	11,469	9,258	11,253	10,329	12,361
Lead Maintenance Repair Worker	1	10,379	10,898	10,379	10,898	11,379	11,898
Supervisor Maintenance Lead	2	7,499	9,114	7,499	9,114	8,499	10,114
All Maint Super Comparable Positions	19	9,510	11,906	9,687	12,140	10,599	13,023
				Current Salary Range		9,409	12,140
				Suggested		10,093	13,023
							+7.3%
Tech/ Inspector	2	8,059	10,342	8,059	10,342	9,059	11,342
District Inspector	3	7,286	9,475	7,429	9,880	8,357	10,678
District Inspector II	1	7,285	9,764	7,285	9,764	8,285	10,764
Construction Inspector I	3	7,245	9,260	7,326	8,905	8,286	10,083
Construction Inspector II	1	7,602	9,242	7,602	9,242	8,602	10,242
Assist. Eng/Plan Checker	2	7,093	8,621	7,093	8,621	8,093	9,621
Engineering Tech	3	7,242	9,400	7,149	9,124	8,196	10,262
Field Engineer	1	7,459	9,996	7,459	9,996	8,459	10,996
All Tech/Insp Comparable Positions	16	7,373	9,458	7,444	9,774	8,409	10,616
				Current Salary Range		8,029	10,360
				Suggested		8,228	10,616
							+2.5%

FY2020-21 Monthly Salary Survey Data (+\$1000)

Job Title	Number of Positions	Average Range		Median Range		Range + \$1000	
		Min	Max	Min	Max	Min	Max
Senior Engineer	7	11,046	13,950	11,307	14,590	12,176	15,270
				Current Salary Range		11,307	14,590
				Suggested		11,834	15,270
							+4.7%
District Manager	6	19,620	20,156	18,931	19,234	20,275	20,695
General Manager	8	21,028	21,028	21,554	21,554	22,291	22,291
All Manager Comparable Positions	14	20,424	20,654	20,655	20,655	21,540	21,655
				Current Salary Range		19,167	19,167
				Suggested		-	-
Administrative Assistant	7	5,280	6,541	5,431	6,651	6,355	7,596
				Current Salary Range		5,417	6,990
				Suggested		5,887	7,596
							+8.7%
Administrative Supervisor	1	9,858	12,720	9,858	12,720	10,858	13,720
Senior Accountant	3	9,073	11,197	9,543	11,600	10,308	12,399
Finance Supervisor/Manager	5	10,605	13,821	10,374	14,467	11,489	15,144
Business Services Manager	2	10,665	13,113	10,665	13,113	11,665	14,113
Administrative Services Manager	4	11,162	14,578	11,001	14,686	12,081	15,632
Accountant	1	6,899	9,244	6,899	9,244	7,899	10,244
Director Administrative Services	2	11,402	14,277	11,402	14,277	12,402	15,277
District Secretary/Office Administrative	1	8,400	10,210	8,400	10,210	9,400	11,210
All Admin Sup Comparable Positions	19	10,220	13,051	10,374	13,020	11,297	14,035
				Current Salary Range		9,858	12,720
				Suggested		10,877	14,035
							+10.3%

List of Comparable Agencies Surveyed

<i>Castro Valley SD</i>	<i>Napa SD</i>	<i>West Bay SD</i>
<i>Central Marin SA</i>	<i>Novato SD</i>	<i>West County SD</i>
<i>Ironhouse SD</i>	<i>Oro Loma SD</i>	<i>West Valley SD</i>
<i>Las Gallinas Valley SD</i>	<i>Rodeo SD</i>	
<i>Mt. View SD</i>	<i>Ross Valley SD</i>	

FY2020-21 Monthly Salary Survey Data (Percentile)

Job Title	Number of Positions	Average Range		Median Range		85th Percentile	
		Min	Max	Min	Max	Min	Max
Collection System Worker I	7	5,465	6,843	5,467	6,954	5,914	7,232
Collection System Crew Member I	1	6,097	7,512	6,097	7,512	6,097	7,512
Maintenance Worker I	3	5,483	7,289	5,493	7,361	5,604	7,554
Operator I	1	5,561	6,313	5,561	6,313	5,561	6,313
Senior Operator I	1	7,774	7,774	7,774	7,774	7,774	7,774
All CSW I Comparable Positions	13	5,703	7,028	5,561	7,165	6,012	7,656
				Current Salary Range		5,991	7,730
				Suggested		5,991	7,730
							+0.0%
Collection System Worker II	7	6,286	7,867	6,319	7,883	6,698	8,589
Maintenance Repair II	1	8,539	8,966	8,539	8,966	8,539	8,966
Maintenance Worker II	2	5,993	7,835	5,993	7,835	6,150	8,032
Operator II	1	6,372	7,152	6,372	7,152	6,372	7,152
Senior Operator II	1	8,164	8,164	8,164	8,164	8,164	8,164
All CSW II Comparable Positions	12	6,589	7,918	6,345	7,974	7,539	8,635
				Current Salary Range		6,642	8,570
				Suggested		6,692	8,635
							+0.8%
Collection System Worker III	5	6,956	8,808	7,133	8,670	7,292	9,367
Collection System Worker	1	5,781	7,747	5,781	7,747	5,781	7,747
Collection System Crew Member II	1	6,351	7,826	6,351	7,826	6,351	7,826
Collection System Crew Lead I	4	7,272	9,067	7,205	8,886	7,954	9,668
Operator III	1	8,570	8,570	8,570	8,570	8,570	8,570
All CSW III Comparable Positions	12	7,047	8,704	6,990	8,575	7,812	9,348
				Current Salary Range		7,146	9,220
				Suggested		7,245	9,348
							+1.4%
Maint Superintendent (CSW IV)	3	9,558	12,518	9,409	12,356	10,344	12,848
Collection System Manager	5	10,028	13,111	9,809	12,982	11,059	14,877
Plant Operations Supervisor	2	9,578	11,782	9,578	11,782	10,153	12,099
Maint Supervisor	2	9,873	12,272	9,873	12,272	10,534	12,885
Collection System Sup	4	9,399	11,469	9,258	11,253	10,380	12,713
Lead Maintenance Repair Worker	1	10,379	10,898	10,379	10,898	10,379	10,898
Supervisor Maintenance Lead	2	7,499	9,114	7,499	9,114	7,897	9,598
All Maint Super Comparable Positions	19	9,510	11,906	9,687	12,140	10,673	13,123
				Current Salary Range		9,409	12,140
				Suggested		9,765	12,600
							+3.8%
Tech/ Inspector	2	8,059	10,342	8,059	10,342	8,080	10,355
District Inspector	3	7,286	9,475	7,429	9,880	7,842	9,933
District Inspector II	1	7,285	9,764	7,285	9,764	7,285	9,764
Construction Inspector I	3	7,245	9,260	7,326	8,905	7,541	10,118
Construction Inspector II	1	7,602	9,242	7,602	9,242	7,602	9,242
Assist. Eng/Plan Checker	2	7,093	8,621	7,093	8,621	7,763	9,436
Engineering Tech	3	7,242	9,400	7,149	9,124	7,489	10,183
Field Engineer	1	7,459	9,996	7,459	9,996	7,459	9,996
All Tech/Insp Comparable Positions	16	7,373	9,458	7,444	9,774	8,026	10,351
				Current Salary Range		8,029	10,360
				Suggested		8,029	10,360
							+0.0%

FY2020-21 Monthly Salary Survey Data (Percentile)

Job Title	Number of Positions	Average Range		Median Range		85th Percentile	
		Min	Max	Min	Max	Min	Max
Senior Engineer	7	11,046	13,950	11,307	14,590	12,149	14,957
				Current Salary Range		11,307	14,590
				Suggested		11,470	14,800
							+1.4%
District Manager	6	19,620	20,156	18,931	19,234	22,029	22,029
General Manager	8	21,028	21,028	21,554	21,554	23,128	23,128
All Manager Comparable Positions	14	20,424	20,654	20,655	20,655	23,206	23,206
				Current Salary Range		19,167	19,167
				Suggested		-	-
Administrative Assistant	7	5,280	6,541	5,431	6,651	5,639	6,854
				Current Salary Range		5,417	6,990
				Suggested		5,417	6,990
							+0.0%
Administrative Supervisor	1	9,858	12,720	9,858	12,720	9,858	12,720
Senior Accountant	3	9,073	11,197	9,543	11,600	10,158	12,062
Finance Supervisor/Manager	5	10,605	13,821	10,374	14,467	11,186	14,732
Business Services Manager	2	10,665	13,113	10,665	13,113	12,210	15,095
Administrative Services Manager	4	11,162	14,578	11,001	14,686	12,167	15,828
Accountant	1	6,899	9,244	6,899	9,244	6,899	9,244
Director Administrative Services	2	11,402	14,277	11,402	14,277	12,013	14,391
District Secretary/Office Administrative	1	8,400	10,210	8,400	10,210	8,400	10,210
All Admin Sup Comparable Positions	19	10,220	13,051	10,374	13,020	11,923	15,232
				Current Salary Range		9,858	12,720
				Suggested		10,773	13,900
							+9.3%

List of Comparable Agencies Surveyed

<i>Castro Valley SD</i>	<i>Napa SD</i>	<i>West Bay SD</i>
<i>Central Marin SA</i>	<i>Novato SD</i>	<i>West County SD</i>
<i>Ironhouse SD</i>	<i>Oro Loma SD</i>	<i>West Valley SD</i>
<i>Las Gallinas Valley SD</i>	<i>Rodeo SD</i>	
<i>Mt. View SD</i>	<i>Ross Valley SD</i>	




Administrative Salary & Benefits Survey

FY2019-20 Survey Results

Stege Sanitary District	My District's Data (Percentile)	Benchmarking Results			# of Responses
		25th Percentile	Median/ Selection Rate	75th Percentile	
Overview					
Approx. Pop./Cust. Served	35,000 (56th)	4,216	26,000	98,715	110
No. of Full Time Employees	10.00 (39th)	5.00	13.50	31.00	111
Total Operating Revenue	\$4,641,779 (58th)	\$1,218,626	\$3,309,546	\$9,388,828	109
Compensation Details: General Manager					
Annual Base Salary: Minimum	\$212,688 (78th)	\$98,160	\$145,000	\$203,703	78
Annual Base Salary: Maximum	\$212,688 (75th)	\$114,682	\$158,434	\$213,554	80
Number of FTEs in this Position	1.00 (50th)	1.00	1.00	1.00	85
Years in Position	7 (75th)	2	4	7	84
Compensation Details: Office/Administrative Services Manager					
Annual Base Salary: Minimum	\$108,159 (79th)	\$53,143	\$70,886	\$100,066	35
Annual Base Salary: Maximum	\$139,560 (86th)	\$68,988	\$90,044	\$118,205	36
Number of FTEs in this Position	1.00 (50th)	1.00	1.00	1.00	37
Years in Position	8 (53rd)	1	7	12	37
Compensation Details: Administrative Assistant					
Annual Base Salary: Minimum	\$55,242 (76th)	\$41,164	\$46,072	\$54,749	38
Annual Base Salary: Maximum	\$71,280 (68th)	\$46,609	\$61,030	\$77,295	38
Number of FTEs in this Position	1.00 (50th)	1.00	1.00	2.00	39
Years in Position	7 (65th)	2	4	8	38
Compensation Details: Engineering/District Engineer					
Annual Base Salary: Minimum	\$125,457 (28th)	\$122,809	\$131,220	\$158,532	19
Annual Base Salary: Maximum	\$161,880 (39th)	\$156,564	\$170,128	\$183,512	19
Number of FTEs in this Position	1.00 (50th)	1.00	1.00	1.00	19
Years in Position	7 (50th)	2	7	11	19
Compensation Details: Maintenance Supervisor					
Annual Base Salary: Minimum	\$102,858 (79th)	\$56,175	\$75,760	\$99,242	40
Annual Base Salary: Maximum	\$132,720 (85th)	\$69,525	\$95,730	\$125,088	41
Number of FTEs in this Position	1.00 (50th)	1.00	1.00	1.00	41
Years in Position	4 (26th)	4	11	15	40
Compensation Details: Maintenance Worker					
Annual Base Salary: Minimum	\$62,124 (88th)	\$39,151	\$46,122	\$52,150	44
Annual Base Salary: Maximum	\$97,920 (93rd)	\$50,471	\$66,395	\$77,314	44
Number of FTEs in this Position	4.00 (50th)	2.00	4.00	8.00	44
Years in Position	11 (79th)	3	6	10	44

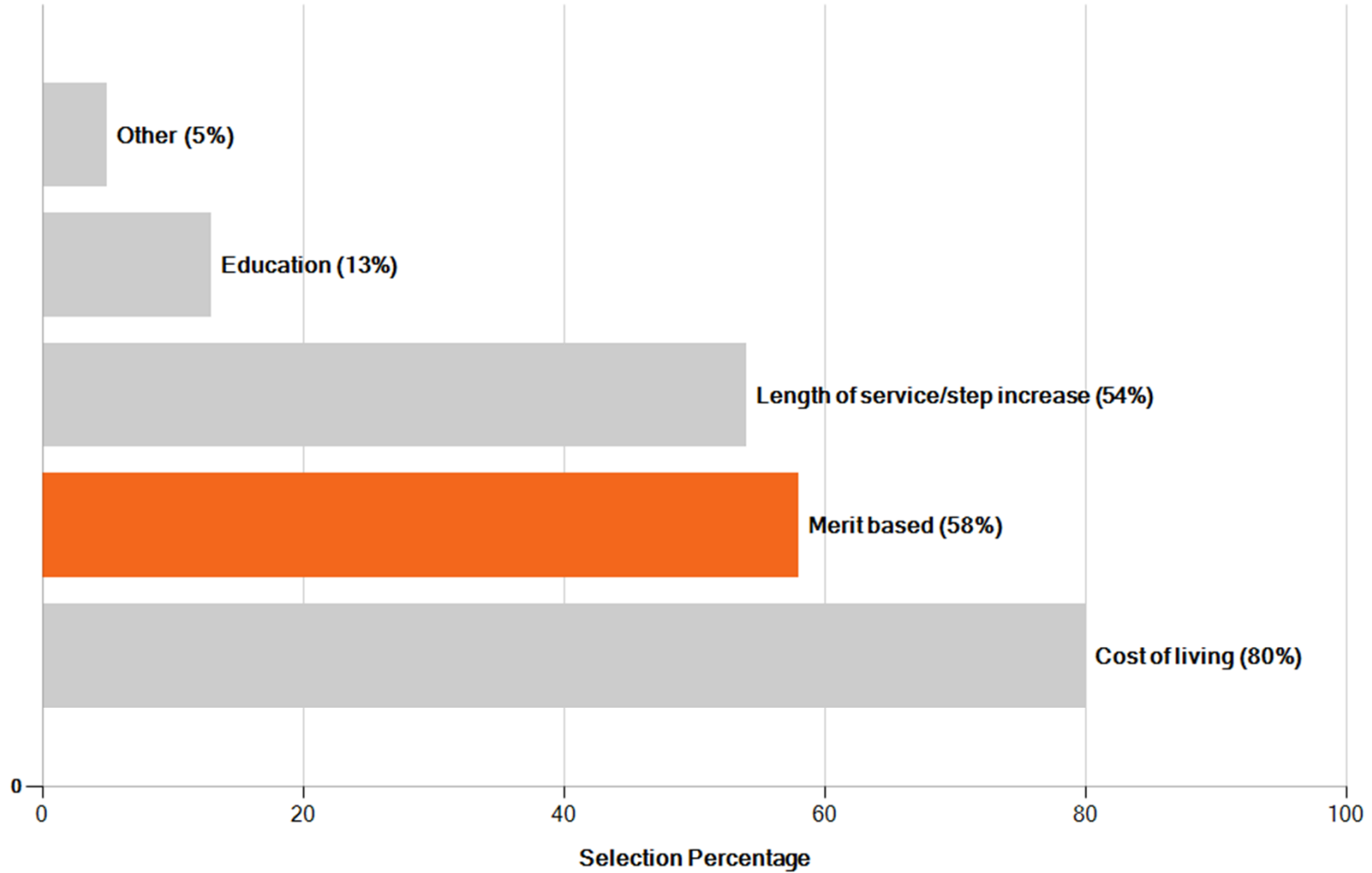


When reading the following charts:

- Numeric results are present in quartiles, values that divide a list of numbers into quarters.
 - 25th Percentile/first quartile = 25% of the data fall below this percentile.
 - 50th Percentile/median = The median represents the middle number where 50% of answers are lower and 50% are higher.
 - 75th Percentile/third quartile = 75% of the data fall below this percentile.
- On each column chart and horizontal bar graph, the answers you provided are indicated in orange. 

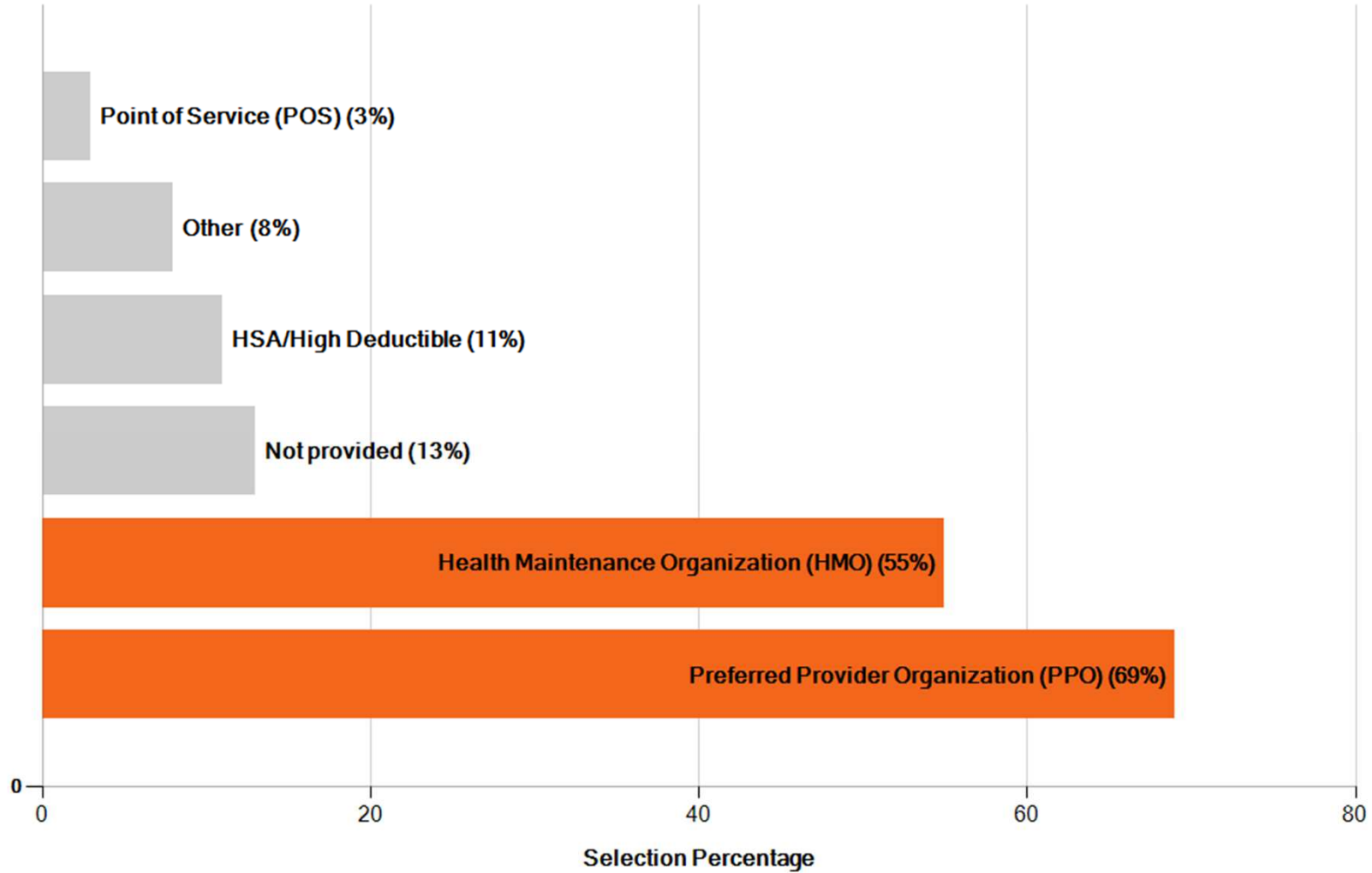


Salary Increases Granted to Staff



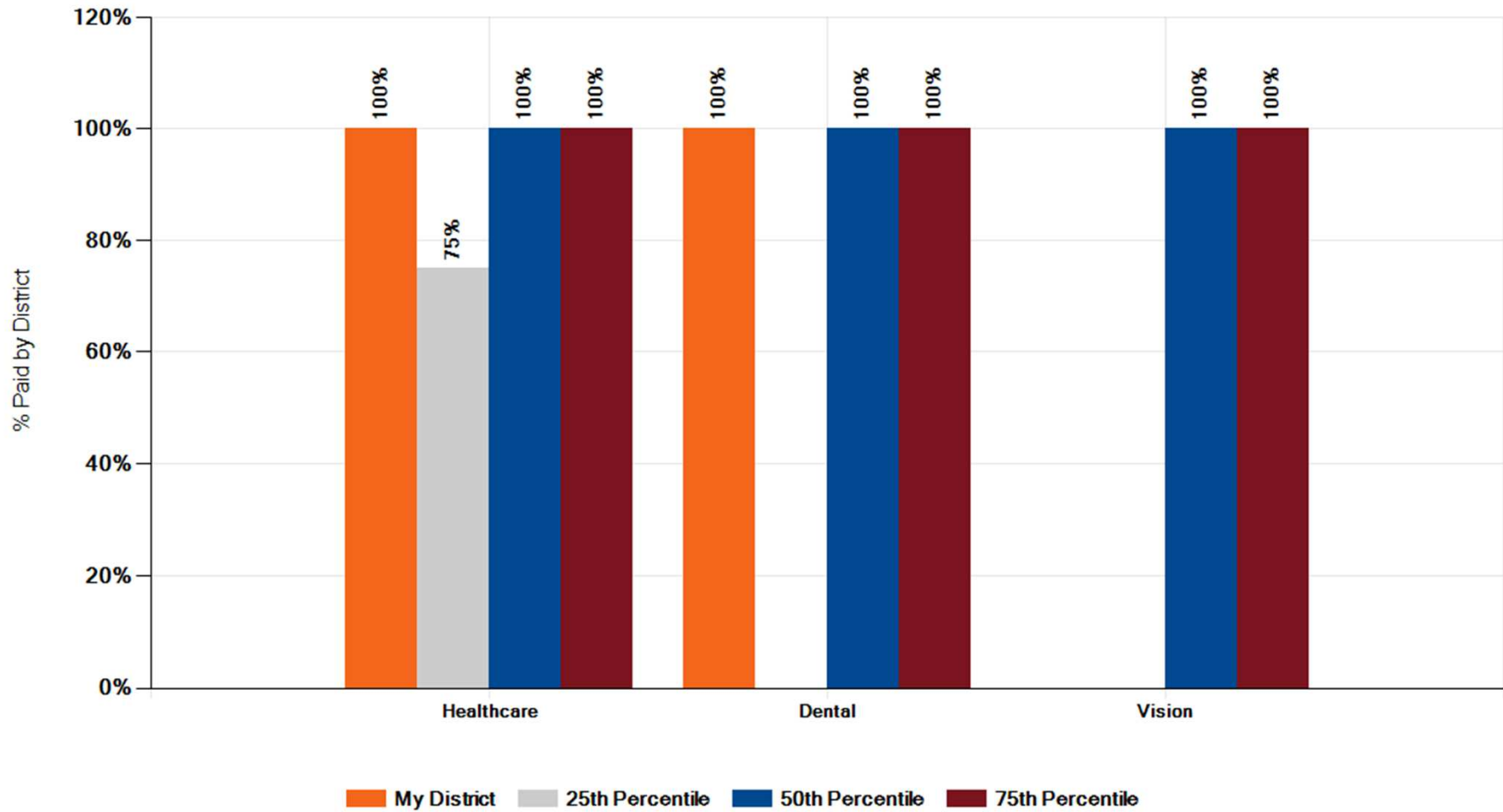


Healthcare Plans Provided



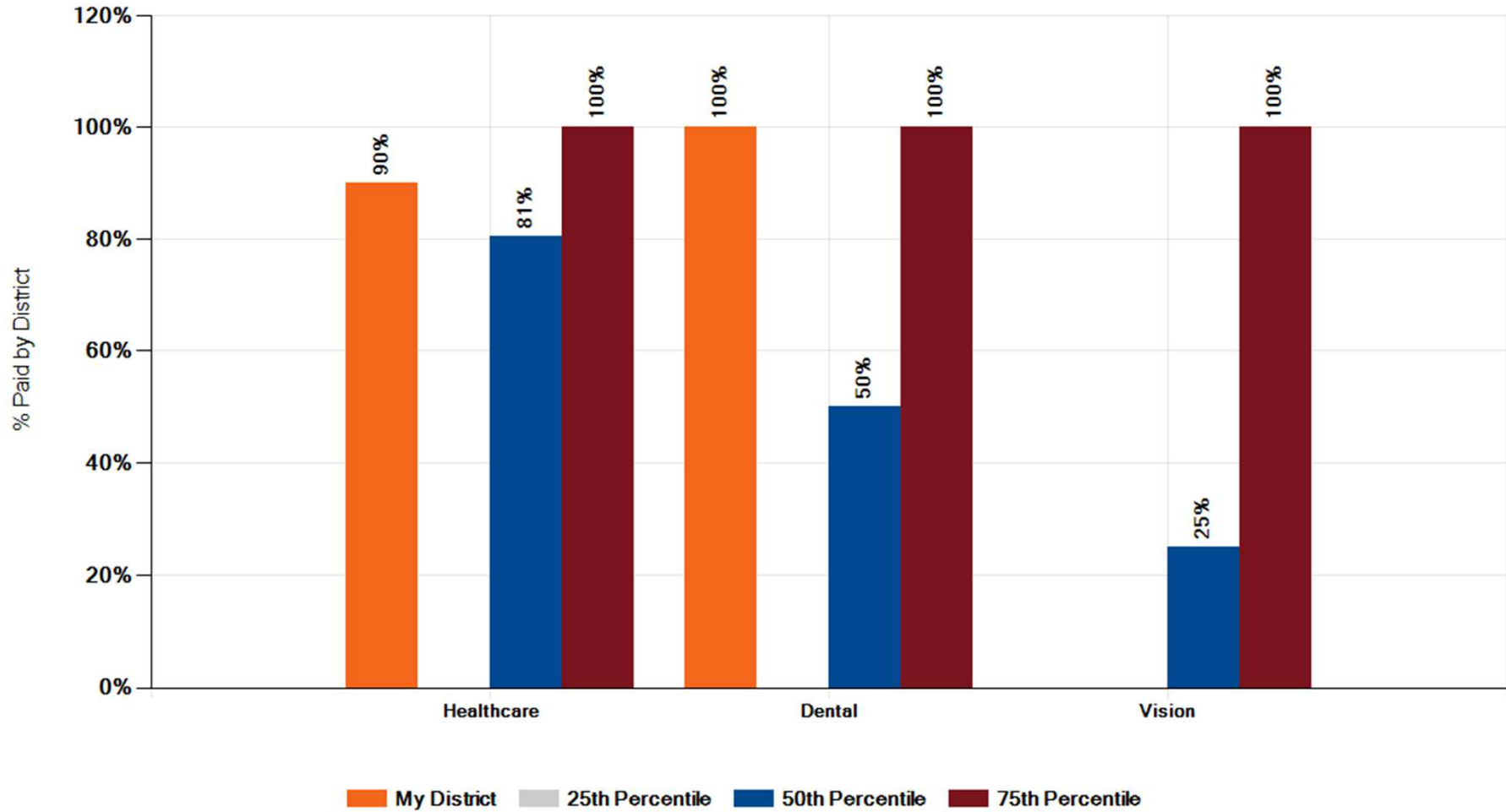


Employee Insurance Paid by District



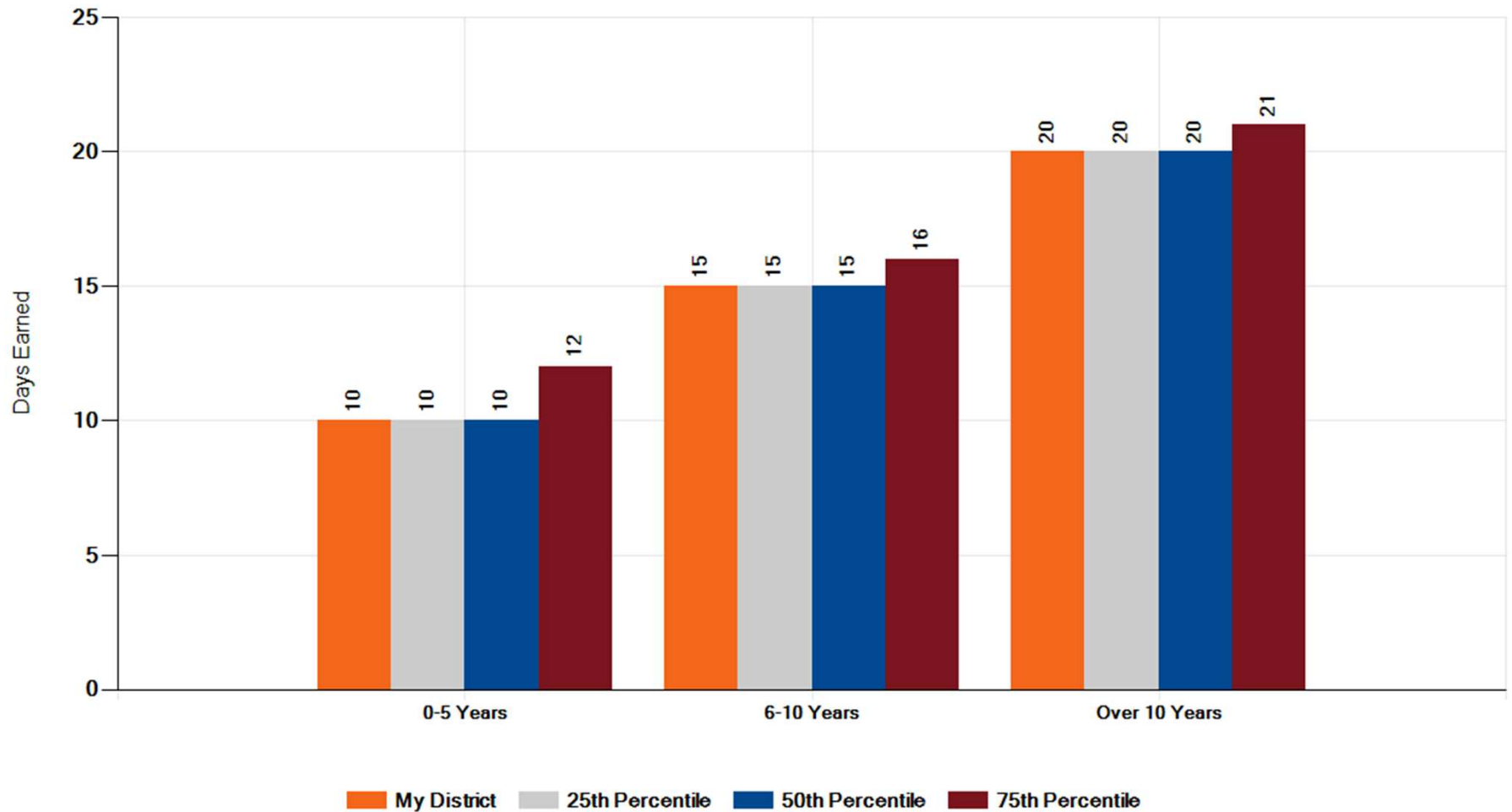


Dependent Insurance Paid by District



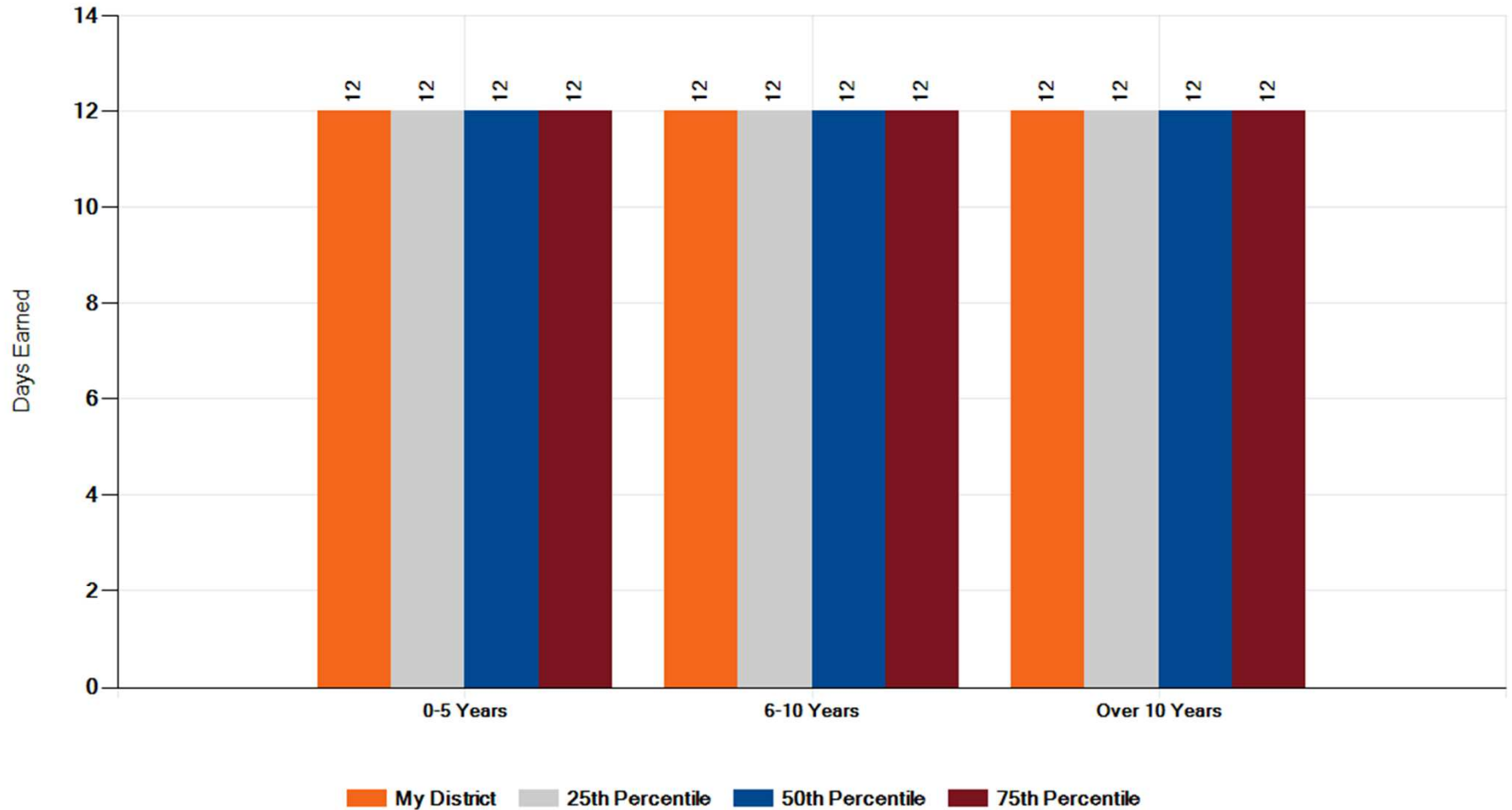


Vacation Days Earned Annually by Years of Service



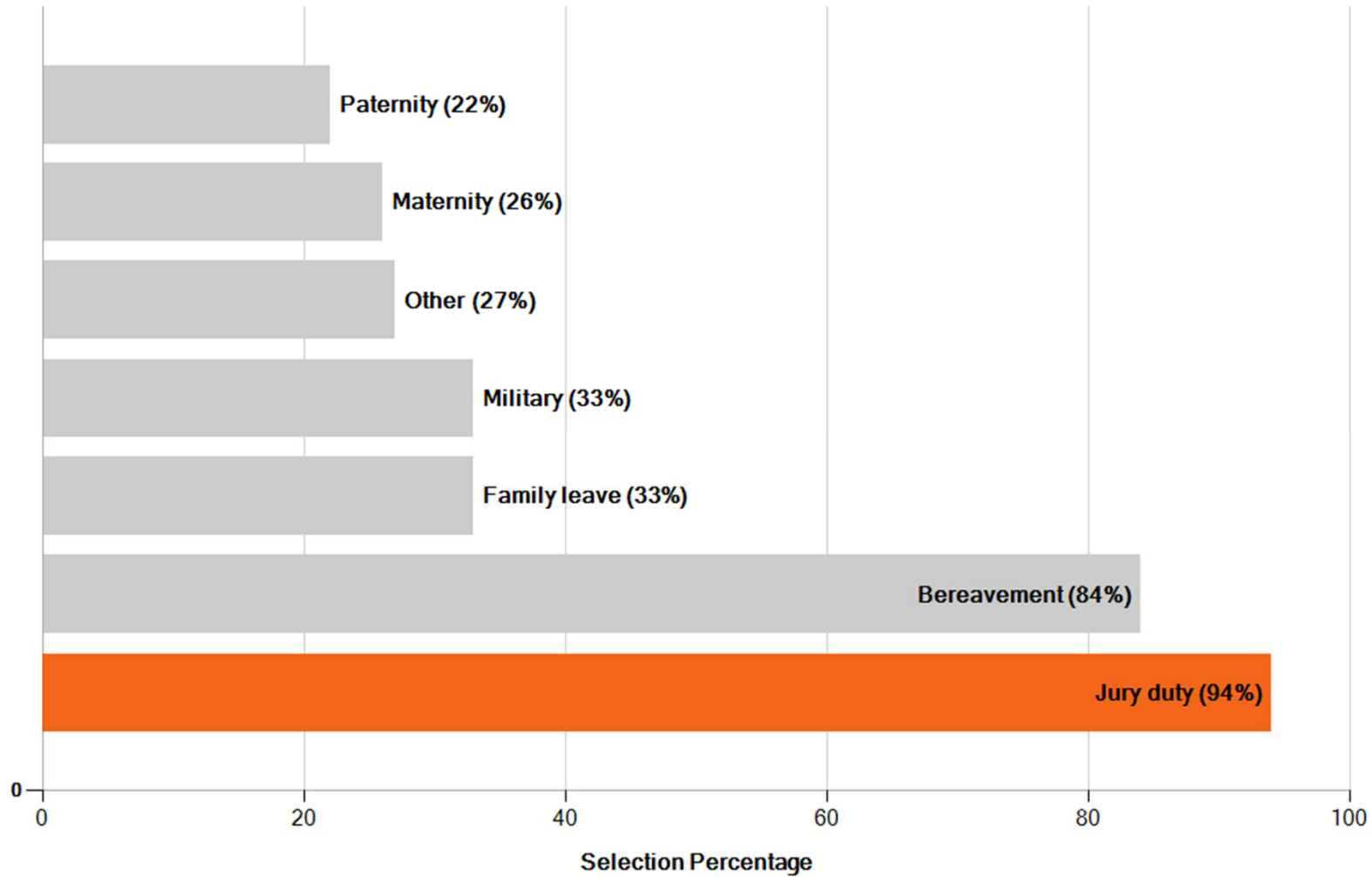


Sick Days Earned Annually by Years of Service



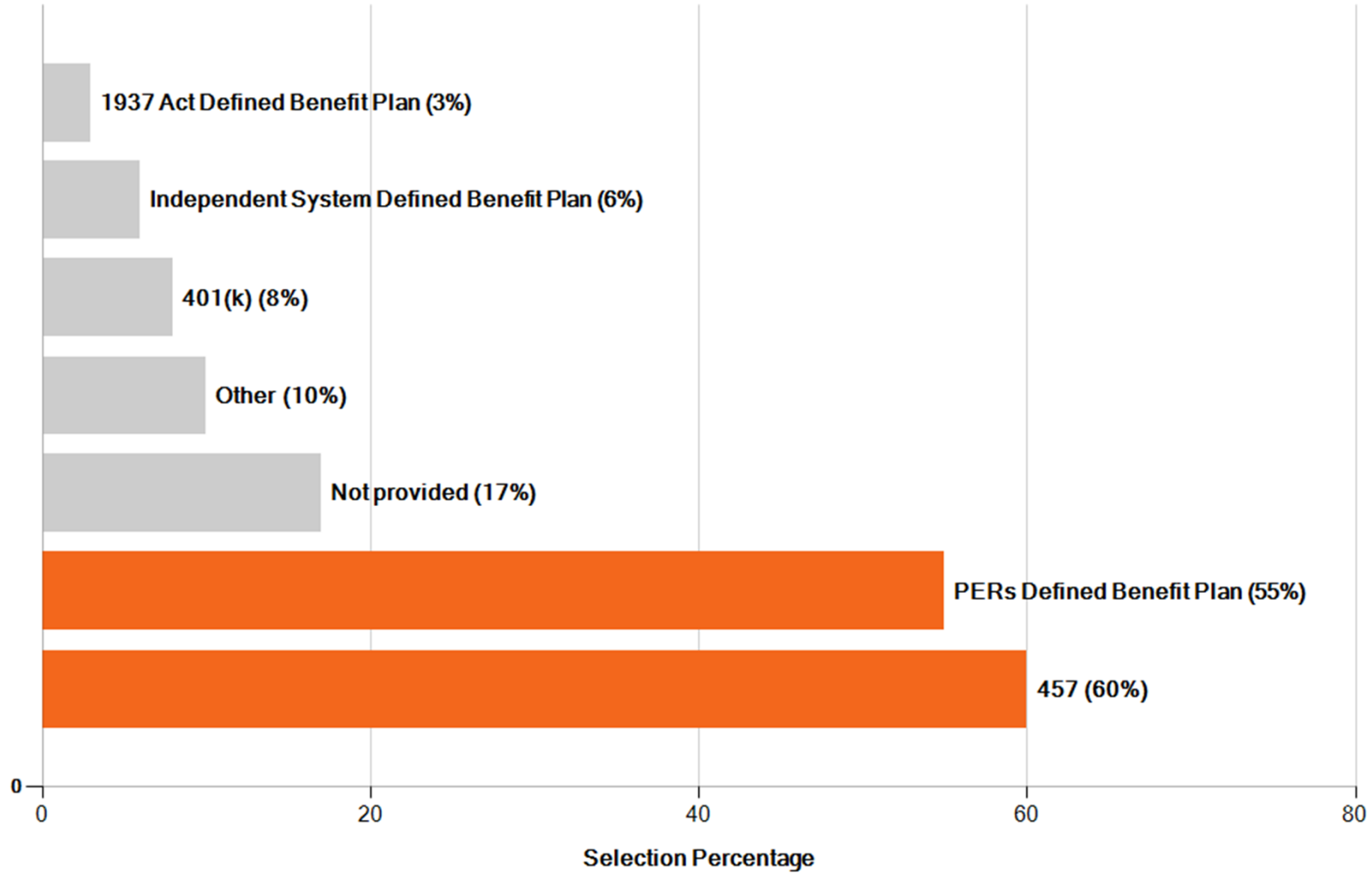


Other Paid Time Off Provided



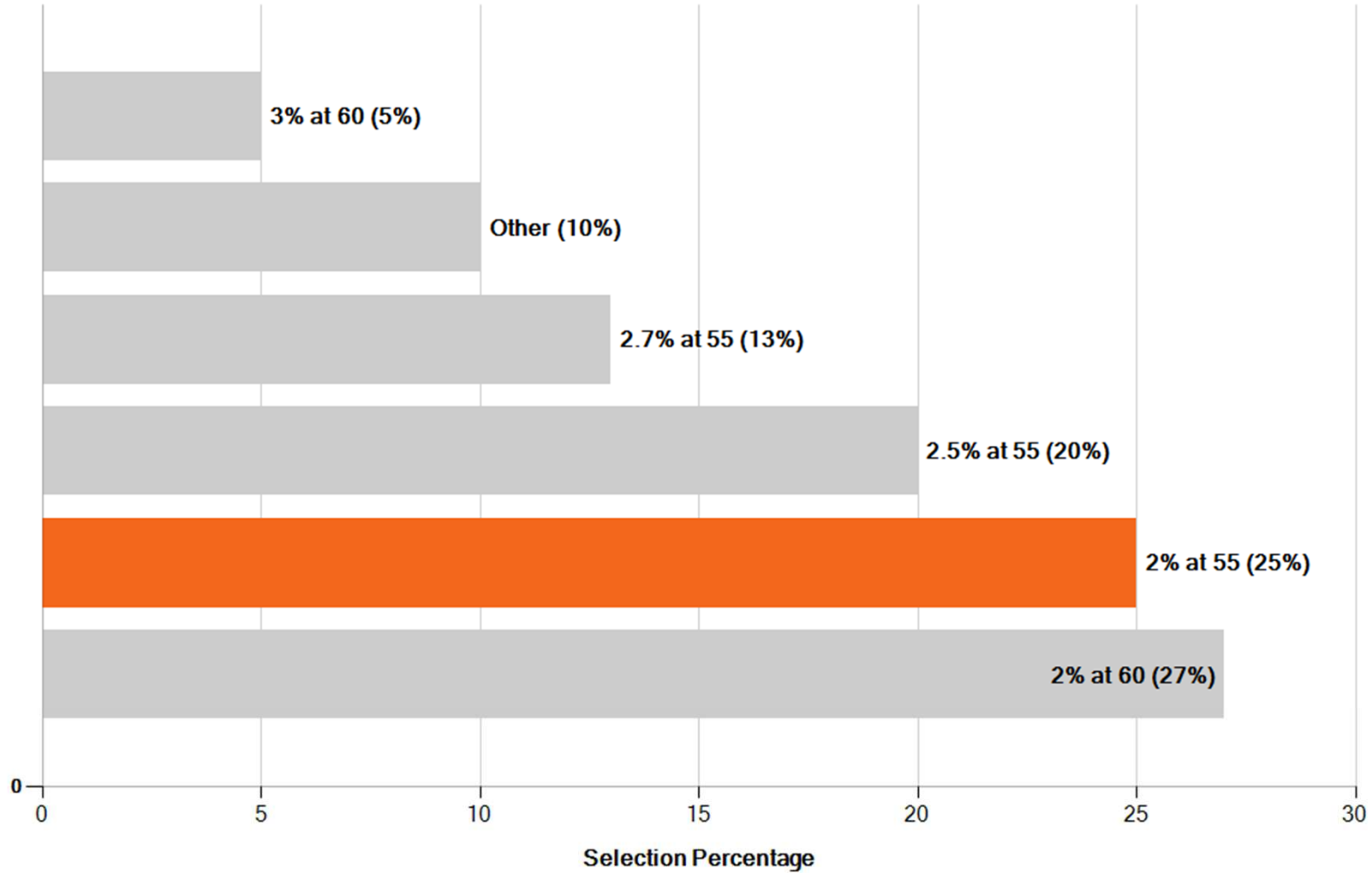


Retirement Plans Offered





PERS Retirement Plan Formula



DIVERSITY, EQUITY, AND INCLUSION (DEI)

ISSUE:

The Board will discuss and 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:

1. Please watch the 20-minute video titled "Allegories on Race and Racism" located at:

<https://www.youtube.com/watch/GNhcY6fTyBM>

2. For our conversation, come prepared to discuss the following:

- a. What parts of the stories stand out for you and why? What do you remember?
- b. What did the stories make you think about? What came to mind as you watched?
- c. Beyond race, if you think of the different flowers and different "pots" as different populations in our community, who is thriving and who is struggling? Why or why not?

3. What role, if any, does Stege have to play?

RECOMMENDATION:

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

ALTERNATIVES:

1. Take no action and provide staff further direction.

ATTACHMENTS:

None.

12:06 PM	STEGE SANITARY DISTRICT			
03/29/2021	Check Report			
Accrual Basis	April 1, 2021			
	Name	Memo	Amount	Num
Apr 1, 21				
	Aramark Uniform Services	Uniform Service	-270.10	27033
	Bay Alarm Company	Fire & Burglar Alarm	-9.31	27034
	CCP Industries	Gloves	-194.89	27035
	Clark Pest Control	Pest Control	-142.00	27036
	Olivero Plumbing	Test and certify RP valve	-135.00	27037
	Pastime Hardware	Maintenance Supplies	-20.59	27038
	TelePacific Communications	Office Phones	-1,082.92	27039
	U.S. Bank	Maintenance & Computer Supplies	-2,087.66	27040
	Xerox Financial Services	Copier Lease Payment 4/03-5/02	-277.47	27041
Apr 1, 21			-4,219.94	

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 	<u>2PM Meeting Time</u> <ul style="list-style-type: none"> • Fiscal Year Financial Audit • Resolution Certifying Election Results (even years) • Emergency Contact Update • Meeting Calendar • Consent Decree Quarterly Report • CASA Conference • Pension + OPEB UAL Reports • Nomination & Election of Officers
7/29/2021 – 7:00 P.M.		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 		