

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA  
FEBRUARY 1, 2024 @ 7:00 P.M.  
www.stegesano.org • staff@stegesano.org

\*\*\*\*\* 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.stegesano.org](http://www.stegesano.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.*

*The ability to participate and observe remotely as identified above is predicated on the technology being available and functioning without technical difficulties. Should the remote platform not be available, or become non-functioning, or should the Board of Directors otherwise encounter technical difficulties that makes that platform unavailable, the Board of Directors will proceed with business in person unless otherwise prohibited by law.*

*Public comment can be sent remotely by delivering a physical copy to **7500 Schmidt Lane, El Cerrito, CA 94530** or via email to [comments@stegesano.org](mailto:comments@stegesano.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 at least 15 minutes before the starting time of the meeting will be provided to the Board of Directors and will be added to the official record.*

*Public Comment during the meeting is limited to in-person participants and those comments timely received at least 15 minutes before the starting time of the meeting. Members of the public will not have the ability to comment via Zoom unless the Board of Directors is required to provide that opportunity due to a Director participating pursuant to AB 2449. In such a circumstance, the Chair will make an announcement at the beginning of the meeting. Those interested in commenting (if required per AB 2449) should raise their virtual hands to notify the host during the relevant agenda item.*

*Pursuant to AB 2449, Board Members may be attending this meeting via remote conferencing. In the event that any Board Member elects to attend remotely, all votes conducted during the meeting will be conducted by roll call vote.*

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**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)

**IV. Approval of Minutes**

Motion:

A. Approval of January 18 2024 Board Meeting Minutes

(The Board will review and consider approving the minutes)

Info:

**V. Communications**

A. Oral/Written Communications

1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings
  - a. California Association of Sanitation Agencies (CASA) Winter Conference - January 24-26, 2024, Palm Springs, CA
2. LAFCO Special District Election - Call for Nominations and Names of District Voting Delegates

Info:

**VI. Reports of Staff and Officers**

A. Committee Reports

B. Manager's Report

1. Stege Sanitary District Performance Report for Calendar Year 2023
2. Special District Leadership Foundation (SDLF) District of Distinction
3. Board Training Summary
4. 2024 California Association of Sanitation Agencies (CASA) Conferences
  - February 26-27 – Washington DC Forum
  - July 31-August 2 – Annual Conference, Monterey, CA

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5. 2024 California Special Districts Association (CSDA) Conference  
• September 9-12 – Annual Conference, Indian Wells, CA

**VII. Business**

- Info: A. Draft Long Range Planning Agenda  
(The Board will consider the draft agenda)

**VIII. Approval of Checks**

- Info/Motion: A. Checks for February 1, 2024 - Fund No. 3418 & 3423  
(The Board will consider approving the checks)

Info: **IX. Future Agenda Items**

**February 15, 2024**

Long Range Planning Workshop Agenda

Form 700

+*Canon Pump Station Rehabilitation Project*

+*Sewer Rate and Connection Charge Study*

**March 2, 2024 @ 9:00 AM**

Long Range Planning Workshop

**X. Adjournment**

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on February 15, 2024 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, CA.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF JANUARY 18, 2024  
 TIME OF MEETING: 7:00 P.M.  
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

\*\*\*\*\*MINUTES\*\*\*\*\*

**I. Call To Order:** President Gilbert-Snyder called the meeting to order at 7:00 P.M.

**II. Roll Call:** Present: Beach, Christian-Smith, Merrill, O’Keefe, Gilbert-Snyder  
 Absent: None  
 Others Present: Rex Delizo, District Manager  
 Kristopher Kokotaylo, District Counsel  
 Kary Richardson, Administrative Supervisor  
 Alison Lechowicz, Consultant

**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:** Merrill commented that his local church is spending \$114,000 on a private sewer lateral replacement to satisfy the requirements of the East Bay Regional Private Sewer Lateral Program. There was no other public comment.

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

**VII. Business**

**A. Sewer Rate and Connection Charge Study**

The Board considered and discussed the Sewer Rate and Connection Charge Study presentation with Alison Lechowicz of Lechowicz & Tseng Municipal Consultants. Lechowicz will incorporate the Board’s comments and suggestions and return with a draft report.

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

**IV. Approval of Minutes**

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF JANUARY 18, 2024  
 TIME OF MEETING: 7:00 P.M.  
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

A. Approval of December 7, 2023 Board Meeting Minutes

MOTION: Christian-Smith, seconded by Beach, to approve the minutes of the December 7, 2023 Board Meeting, as corrected and amended

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

**V. Communications**

A. Oral/Written Communications

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

Christian-Smith reported on her acceptance, on behalf of the District, of a certificate of appreciation at the City of El Cerrito’s State of the City Address on Tuesday, December 19, 2023. The certificate was recognition of the District’s participation as a “Stars and Stripes Sponsor” of the 2023 4<sup>th</sup> of July Festival.

**VI. Reports of Staff and Officers**

A. Attorney’s Report

1. Review of Claims Process

Kokotaylo gave a review of the District’s typical claims process, covered losses, and deductible limits.

Kokotaylo then briefly reported on upcoming Workplace Violence Prevention Plan requirements, and the recent increase of First Amendment audits, which involves a disruptive visitor entering a public building armed with a camera with the intent to film and distribute footage of reactions.

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
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B. Committee Reports

Gilbert-Snyder reported on a draft targeted outreach letter prepared by the Private Sewer Lateral (PSL) I/I Outreach Committee. The Committee will consider the feedback from the Board and return with a revised letter.

C. Manager's Report

1. Monthly Maintenance Summary Report

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

2. Monthly Report of Sewer Replacements and Repairs

The Manager reported on payments made in November and December.

3. San Pablo Avenue Specific Plan Area Status Report

The Manager reported on the status of the impact fee.

4. Director's Contact Info

The Manager asked the Directors to confirm their contact information.

5. Board Training Summary

The Manager reported on the Directors' training deadlines and upcoming training workshops.

6. Form 700

The Manager reported on the upcoming deadline to file Form 700s.

7. California Association of Sanitation Agencies (CASA)

The Manager reported on the upcoming conference dates for 2024.

8. California Special Districts Association (CSDA)

The Manager reported on the upcoming conference date for 2024.

**VII. Business**

A. Sewer Rate and Connection Charge Study

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

B. Draft Long Range Planning Agenda

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
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The Board reviewed and discussed the draft agenda for the upcoming long range planning workshop scheduled for Saturday, March 2, 2024. The Manager will return with an updated agenda taking into account the Board's revisions.

**VIII. Financial Statements**

- A. Monthly Investment, Cash, Receivables Report
- B. Monthly Operating Statement
- C. Cash on Hand vs. Target Reserves Chart
- D. Local Agency Investment Fund (LAIF) Quarterly Statement
- E. California Employer's Retiree Benefit Trust (CERBT) Quarterly Statement
- F. Private Sewer Lateral (PSL) Replacement Loan Program Quarterly Report
- G. Time Value Investments (TVI) Statement

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

**IX. Approval of Checks**

- A. Checks for January 18, 2024 - Fund No. 3418 & 3423

MOTION: By Merrill seconded by Christian-Smith, to pay the bills, Check Nos. 28476 through 28528 in the amount of \$115,419.65

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

**X. Future Agenda Items**

**February 1, 2024**

~~Actuarial Analysis of Retiree Health Benefits Report~~  
 Performance Report

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
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District of Distinction  
 Service Rate Discussion  
 Long Range Planning Workshop Agenda  
 Board Training Summary  
 CASA Conference  
 CASA Conference – Attendee reports

**February 15, 2024**

Long Range Planning Workshop Agenda  
 Form 700  
 +*Canon Pump Station Rehabilitation Project*  
 +*Sewer Rate and Connection Charge Study*

**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: 2

Ivry – Government Tort Claim filed: 9/5/2023

De Leon – Government Tort Claim filed: 8/21/2023

**Public Employment Performance Evaluation**

Gov. Code § 54957

Title: District Manager

The Board entered into closed session at 9:38 P.M. and returned to open session at 9:51 P.M. President Gilbert-Snyder announced the Board had taken no reportable actions.

**XI. Adjournment**



STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
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The meeting was adjourned at 9:51 P.M. The next meeting of the District Board of Directors will be held on Thursday, February 1, 2024 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California.

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Rex Delizo  
STEGE SANITARY DISTRICT  
Secretary


DRAFT



Lou Ann Teixeira  
Executive Officer

January 16, 2024

**TO:** Presiding Officer and District Clerk, Each Independent Special District in Contra Costa County

**FROM:** Lou Ann Teixeira, LAFCO Executive Officer 

**SUBJECT:** Special District Election - Call for Nominations and Names of District Voting Delegates

This is to advise all independent special districts that the term of one special district member on the Contra Costa Local Agency Formation Commission (LAFCO) will expire on May 6, 2024. Contra Costa LAFCO is currently accepting nominations for one regular special district member seat currently held by Michael McGill (Central Contra Costa Sanitary District). Commissioner McGill will seek re-appointment.

Pursuant to Government Code Section 56332 (Attachment 1) and the *Procedures for the Special District Selection Committee* (Attachment 2), I am announcing the election and calling for nominations for this seat to be submitted to the LAFCO office by **March 11, 2024** - please see attached 2024 Election Schedule (Attachment 3).

The following summarizes the process:

***Selection Committee:*** The Independent Special District Selection Committee (ISDSC) consists of the presiding officer (or their designee) of the legislative body of each independent special district. This group appoints the special district members of LAFCO.

Attached please find a list of the independent special districts eligible to vote in this election (Attachment 4). ***Important:*** Please review and update as necessary the attached list of district's presiding officers/voting delegates (must be a board member/trustee). Board action is not necessary to name your voting representative. Please provide/update this information no later than **March 11, 2024**.

***Nominations:*** Candidates must be nominated by a Special District Board resolution and must be a board member/trustee of an independent special district. The nomination should include the name of the nominee and the district they serve. The nominating resolution must be submitted to LAFCO by **March 11, 2024**. Each independent special district is entitled to nominate a maximum of one board member, either from its own district or from another district, if so desired. Prior to the election deadline, eligible nominated candidates may circulate a statement of qualifications.

***Note:*** At the end of the nomination period, if only one candidate is nominated for the seat, that candidate will be deemed appointed, and the election will be cancelled. If two or more candidates are nominated, the election process described below will ensue.

***Election Procedures:*** In mid-March 2024, a list of candidates and official ballots will be sent to each independent special district via email and U.S. Mail. Please ensure that the presiding officer/voting designee for your district casts a vote. Only the presiding officer, or their Board designee can vote; staff members/legal counsel are not authorized to vote.

In order to maximize voting participation and ensure a quorum, LAFCO will accept ballots via email and/or U.S. mail. No meeting of the Independent Special District Selection Committee will be held; the election will be conducted by email and U.S. mail. ***All ballots must be received via email or U.S. mail in the LAFCO office by 5:00 pm on April 19, 2024.***

***Majority Vote:*** For the *Selection Committee* to transact business, a quorum (50% plus one) of independent special districts must cast a vote. Each district is entitled to one vote. We encourage presiding officers or his/her designee to vote in order to assure a quorum. There is a total of 40 districts eligible to vote; thus, we need at least 21 districts to cast a vote to achieve a quorum.

The following is background information on LAFCO:

***Composition of LAFCO Commission:*** The LAFCO Commission consists of two city members, two county members, two special district members, one public member, and one alternate member in each category for a total of 11 Commissioners. Alternates generally attend Commission meetings, participate in the deliberations, and vote when a regular member in their category is absent or excused from voting. Commissioners are expected to represent the interests of the public as a whole when sitting on LAFCO.

***Obligations of Service on LAFCO:*** The Commission typically meets monthly on the second Wednesday. Meetings start at 1:30 p.m. and are generally over before 3:30 p.m. LAFCO meetings are held at 1025 Escobar Street, 1<sup>st</sup> Floor (Board Chambers) in Martinez. An agenda packet for each LAFCO meeting is made available to Commissioners approximately one week prior to the meeting.

Please contact the LAFCO office if you have questions or need additional information.

c: Each Member of the Commission

Enclosures

1. Government Code Section 56332
2. Procedures for the Special District Selection Committee
3. 2024 Election Schedule
4. List of Independent Special Districts Eligible to Vote in the 2024 Election

## Attachment 1

**Gov. Code 56332.** (a) The independent special district selection committee shall consist of the presiding officer of the legislative body of each independent special district. However, if the presiding officer of an independent special district is unable to participate in a meeting or election of the independent special district selection committee, the legislative body of the district may appoint one of its members as an alternate to participate in the selection committee in the presiding officer's place. Those districts shall include districts located wholly within the county and those containing territory within the county representing 50 percent or more of the assessed value of taxable property of the district, as shown on the last equalized county assessment roll. Each member of the committee shall be entitled to one vote for each independent special district of

which he or she is the presiding officer or his or her alternate as designated by the governing body. Members representing a majority of the eligible districts shall constitute a quorum.

(b) The executive officer shall call and give written notice of all meetings of the members of the selection committee. A meeting shall be called and held under one of the following circumstances:

(1) Whenever the executive officer anticipates that a vacancy will occur within the next 90 days among the members or alternate member representing independent special districts on the commission.

(2) Whenever a vacancy exists among the members or alternate member representing independent special districts upon the commission.

(3) Upon receipt of a written request by one or more members of the selection committee representing districts having 10 percent or more of the assessed value of taxable property within the county, as shown on the last equalized county assessment roll.

(4) Upon the adoption of a resolution of intention pursuant to Section 56332.5.

(5) Upon receipt of a written request by one or more members of the selection committee notifying the executive officer of the need to appoint a member representing independent special districts on an oversight board pursuant to paragraph (3) of subdivision (j) of Section 34179 of the Health and Safety Code.

(c) The selection committee shall appoint two regular members and one alternate member to the commission. The members so appointed shall be elected or appointed members of the legislative body of an independent special district residing within the county but shall not be members of the legislative body of a city or county. If one of the regular district members is absent from a commission meeting or disqualifies himself or herself from participating in a meeting, the alternate district member may serve and vote in place of the regular district member for that meeting. Service on the commission by a regular district member shall not disqualify, or be cause for disqualification of, the member from acting on proposals affecting the special district on whose legislative body the member serves. The special district selection committee may, at the time it appoints a member or alternate, provide that the member or alternate is disqualified from voting on proposals affecting the district on whose legislative body the member serves.

(1) The executive officer may prepare and deliver a call for nominations to each eligible district. The presiding officer, or his or her alternate as designated by the governing body, may respond in writing by the date specified in the call for nominations, which date shall be at least 30 days from the date on which the executive officer mailed the call for nominations to the eligible district.

(2) At the end of the nominating period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed. This paragraph shall be operative only if the written notice of the meeting provided pursuant to subdivision (b) discloses that, if nominations are received for only one candidate by the end of the nominating period, the candidate shall be deemed appointed and the meeting may be cancelled.

(d) If the office of a regular district member becomes vacant, the alternate member may serve and vote in place of the former regular district member until the appointment and qualification of a regular district member to fill the vacancy.

(e) A majority of the independent special district selection committee may determine to conduct the committee's business by mail, including holding all elections by mailed ballot, pursuant to subdivision (f).

(f) If the independent special district selection committee has determined to conduct the committee's business by mail or if the executive officer determines that a meeting of the special district selection committee is not feasible, the executive officer shall conduct the business of the committee by mail. Elections by mail shall be conducted as provided in this subdivision.

(1) The executive officer shall prepare and deliver a call for nominations to each eligible district. The presiding officer, or his or her alternate as designated by the governing body, may respond in writing by the date specified in the call for nominations, which date shall be at least 30 days from the date on which the executive officer mailed the call for nominations to the eligible district.

(2) At the end of the nominating period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed. If two or more candidates are nominated, the executive officer shall prepare and deliver one ballot and voting instructions to each eligible district. The ballot shall include the names of all nominees and the office for which each was nominated. Each presiding officer, or his or her alternate as designated by the governing body, shall return the ballot to the executive officer by the date specified in the voting instructions, which date shall be at least 30 days from the date on which the executive officer mailed the ballot to the eligible district.

(3) The call for nominations, ballots, and voting instructions shall be delivered by certified mail to each eligible district. As an alternative to the delivery by certified mail, the executive officer may transmit materials by electronic mail. All notices and election materials shall be addressed to the presiding officer, care of the clerk of the district.

(4) Nominations and ballots may be returned to the executive officer by electronic mail.

(5) Each returned nomination and ballot shall be signed by the presiding officer or his or her alternate as designated by the governing body of the eligible district.

(6) For an election to be valid, at least a quorum of the special districts must submit valid ballots. The candidate receiving the most votes shall be elected, unless another procedure has been adopted by the selection committee. Any nomination and ballot received by the executive officer after the date specified is invalid, provided, however, that if a quorum of ballots is not received by that date, the executive officer shall extend the date to submit ballots by 60 days and notify all districts of the extension. If ballots from a quorum of the districts have not been received at the end of the 60-day extension period, the executive officer shall extend the period to return ballots for a length of time at his or her discretion until a quorum is achieved, unless another procedure has been adopted by the selection committee. The executive officer shall announce the results of the election within seven days of the date specified.

(7) For a vote on special district representation to be valid, at least a quorum of the special districts must submit valid ballots to the executive officer by the date specified in the voting instructions, which date shall be at least 30 days from the date on which the executive officer mailed the ballot to the eligible district. If ballots from a quorum of the districts have not been received at the end of the 60-day extension period, the executive officer shall extend the period to return ballots for a length of time at his or her discretion until a quorum is achieved, unless another procedure has been adopted by the selection committee. By a majority vote of those district representatives voting on the issue, the selection committee shall either accept or deny representation. The executive officer shall announce the results of the election within seven days of the date specified.

(8) All election materials shall be retained by the executive officer for a period of at least six months after the announcement of the election results.

(g) For purposes of this section, "executive officer" means the executive officer or designee as authorized by the commission.

## **CONTRA COSTA COUNTY SPECIAL DISTRICTS Procedures for the Special District Selection Committee**

The California Government Code, specifically Section 56332, sets forth requirements for the Independent Special Districts Selection Committee ("Selection Committee"). The procedures contained herein are intended to supplement the code and provide local rules relating to the selection of special district members to the Contra Costa Local Agency Formation Commission (LAFCO).

### Selection Committee Purpose

The purpose of the Selection Committee is to appoint the regular and/or alternate special district members to the Contra Costa LAFCO whenever a term expires or a vacancy exists for the regular and/or alternate special district member seats. The term of office of each LAFCO member is four years and until the appointment and qualification of his or her successor (Gov. Code §56334).

### Selection Committee Membership

The Selection Committee is comprised of the presiding officer of the legislative body of each independent special district. If the presiding officer is unable to participate in the Committee meeting, the district may appoint one of its other board members to attend the meeting (Gov. Code §56332).

### Selection Committee Meetings

The LAFCO Executive Officer will notify all independent special districts of a vacancy or impending vacancy in the position of regular or alternate special district member and will schedule a meeting of the Selection Committee.

To the extent possible, Selection Committee meetings will be scheduled in conjunction with meetings of the Contra Costa Special Districts Association as a convenience to members and for efficiency.

The Executive Officer will provide an election schedule to all independent special districts prior to the Selection Committee meeting.

All meetings of the Selection Committee are open meetings and comply with all applicable provisions of the Ralph M. Brown Act.

### Quorum

Each presiding officer (or appointed alternate board member) attending the Selection Committee meeting are required to register their attendance. Members representing a majority of the eligible districts shall constitute a quorum for the conduct of the Selection Committee business. No meeting will be convened prior to establishing a quorum. The Committee shall act by majority vote of the quorum, or if more than a quorum is present at the meeting, by majority vote of those members in attendance.

### Nomination Procedures

Members of governing boards of independent special districts may be nominated to serve as a regular or alternate special district member of the Contra Costa LAFCO (Gov. Code §56332).

Each independent special district is entitled to nominate a maximum of one board member per vacancy (i.e., for each regular and each alternate seat) from any district. Districts are required to make nominations by adoption of a Board resolution.

Upon selection of a nominee, the presiding officer of the district shall provide written notification of the nomination, including a copy of the Board resolution, to the LAFCO Executive Officer.

All nominations received in sufficient time prior to a Selection Committee meeting will be copied and distributed to the presiding officer of each independent special district.

Nominations may be made from the floor at the Selection Committee meeting, but only if no prior nominations by resolution were submitted by any of the independent special districts.

#### Balloting Process

Each nominee will be afforded an opportunity to make a brief statement (maximum of five minutes) at the Selection Committee meeting. Following these presentations, members of the Selection Committee may discuss the appointment prior to the vote being taken.

Nominees are selected based on the following process:

- A ballot listing all known nominees will be prepared and provided to the Selection Committee members. Each ballot will have opposite the nominee's name a box to record the vote. In the event that no prior nominations by resolution are submitted, a ballot containing blank lines to vote for nominees who are put forth from the floor at the Selection Committee meeting will be distributed at the meeting.
- Each ballot will have a line for the name of the special district that is casting the vote and a line for the name of the voting delegate. The ballot will not be counted if the name of the special district and voting delegate are not included.
- After votes are tallied, each delegate's vote will be announced during the meeting.

#### Selection of LAFCO Members

The person selected to serve must receive a majority of the votes cast in the election.

If there are more than two nominees for a single seat and no individual receives the majority of the total votes cast in the first ballot there shall be a run-off election between the two nominees who received the greatest number of votes.

If there are only two nominees for a single seat and each receives an equal number of votes, the selection to serve on LAFCO shall be done by a "straw draw" unless one of the two candidates chooses to relinquish the position.

If, as a result of an election, the Alternate Special District member on LAFCO is chosen as a Regular Special District Member, another election shall be held at a subsequent Selection Committee meeting to fill the vacancy in the Alternate Member position.

#### Alternate Nominating and Balloting Process

In the event that the LAFCO Executive Officer determines that securing a quorum of Selection Committee members for a meeting is not feasible, the Executive Officer may conduct the business of the Selection Committee in writing (Gov. Code §56332).

01/16/24

**2024 SPECIAL DISTRICT SELECTION COMMITTEE ELECTION SCHEDULE**

<b><u>Date/Deadline</u></b>	<b><u>Task</u></b>
<b>1/16/24</b>	LAFCO sends letter announcing upcoming election, election schedule, and calls for nominations and names of district voting delegates (must be a Board member)
<b>2/12/24</b>	LAFCO sends reminder
<b>3/11/24</b>	District deadline for submitting names of voting delegates and nominating resolutions

**IF AN ELECTION IS NEEDED, THE FOLLOWING SCHEDULE WILL APPLY:**

<b>3/18/24</b>	LAFCO transmits list of candidates and ballots to voting delegates (email and US mail)
<b>4/8/24</b>	LAFCO sends reminder to return completed ballots to the LAFCO office by <b><u>April 19, 2024</u></b> .
<b>4/19/24</b>	Election date/deadline for returning ballots
<b>4/26/24</b>	LAFCO must make election results available within 7 days of election [Gov. Code §56332(f)(6)]



<b>INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE</b>			
<b>DISTRICT</b>	<b>NAME</b>	<b>TITLE</b>	<b>ALTERNATE</b>
ALAMO-LAFAYETTE CEMETERY DIST	Mary McCosker	Chair	Carolyn Thiessen, Trustee
AMBROSE REC & PARK DIST	Trina Hudson	Chair	Mae Torlakson, Vice Chair
B-B-K-U CEMETERY DIST	Patricia Bristow	Chair	Emil Geddes, Trustee
BETHEL ISLAND MID	Bruce Smith	Board President	Anthony Berzinas, VP
BYRON SANITARY DISTRICT	Danny Hamby	Chair	Mike Nisen, Vice Chair
CASTLE ROCK COUNTY WATER DISTRICT	Dan Moylan		Joe Atturio
CENTRAL CONTRA COSTA SANITARY DIST	Mariah Lauritzen	President	Mike McGill, Pres Pro Tem
CONTRA COSTA MOSQUITO & VECTOR CONTROL	Darryl Young	President	Peter Pay, Vice Pres
CONTRA COSTA RESOURCE CON DIST	Walter Pease	President	Igor Skaredoff
CONTRA COSTA WATER DISTRICT	Ernesto Avila	President	Antonio Martinez, Vice Pres
CROCKETT COMMUNITY SERVICES DISTRICT	Luigi Barassa	President	Kent Peterson
DIABLO CSD	Kathy Urbelis	President	Matthew Cox, Vice Pres
DIABLO WATER DISTRICT	Marilyn Tiernan	President	Scott R. Pastor, Vice Pres
TOWN OF DISCOVERY BAY CSD	Michael Callahan	President	Carolyn Graham, Vice Pres
EAST CONTRA COSTA IRRIGATION DISTRICT	Glenn Stonebarger	President	Mark Dwellley, Vice Pres
GREEN VALLEY REC & PARK DIST	Adam Glimme	Board Member	Gina Glimme, Board Member
IRONHOUSE SANITARY DIST	Chris Lauritzen	President	Susan Morgan, Vice Pres
KENSINGTON FIRE PROTECTION DISTRICT	Julie Stein	President	Daniel Levine, Vice Pres
KENSINGTON POLICE PROT & CSD	David Spath	President	Alexandra Acquino-Fike, VP
MORAGA-ORINDA FIRE DIST	Mike Roemer	President	Greg Hasler, Vice Pres
MT. VIEW SANITARY DIST	Julie Halsne	President	Gregory T. Pyka, Vice Pres
PLEASANT HILL REC & PARK DISTRICT	Sandy Vinson	Chair	Quy Tran, Vice Chair
RECLAMATION DIST (RD) 799	Jim Price		Richard Kent, Vice Pres
RD 800	Robert Lyman		David Harris, Secretary
RD 830	Chad Davisson		Domenic Cianfichi
RD 2024 *	Don Wagenet		John Jackson, Thomas Robinson, Don Wagenet
RD 2025	David Forkel		Russell Ryan, Randall Neudeck
RD 2026*	David A. Forkel		Russell Ryan, Randall Neudeck
RD 2059	Rob Davies		William Hall
RD 2065*	Coleman Foley		Thomas Baldocchi, Sr., Thomas Baldocchi, Jr.
RD 2090*	Jake Messerli	Chair	Paul Phillips
RD 2117*	Joyce Speckman		Sandra Speckman Kiefer
RD 2122	Katherine Wadsworth		Shaun Rohrer, Emma Mendosa
RD 2137*	Randall Mager	Board member	Pamela A. Forbus, Attorney
RODEO-HERCULES FIRE PROTECTION DIST	Marie Bowman	Chair	Delano Doss, Vice Chair
RODEO SANITARY DISTRICT	Janet Callaghan	President	Maureen Brennan, Vice Pres
SAN RAMON VALLEY FIRE PROTECTION DIST	H. Jay Kerr	President	Matthew J. Stamey, Vice Pres
STEGE SANITARY DISTRICT	Paul Gilbert-Snyder	President	Beatrice O'Keefe, Vice Pres
WEST COUNTY WASTEWATER DIST	David Alvarado	President	Arto Rinteela, Vice Pres

**PLEASE REVIEW AND UPDATE AS NEEDED**

**Attachment 4**

# **STEGE SANITARY DISTRICT**

## **Calendar Year 2023 Performance Report**



**JANUARY 2024**

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# STEGE SANITARY DISTRICT

## Calendar Year 2023 Performance Report

The Stege Sanitary District Performance Report gives a good sense of how well the District is performing its mission “to protect public health and the environment for the communities we serve through planning and operation of a safe, efficient, and economical wastewater collection system.” This report is prepared by the District Manager for use by the District’s Board of Directors to help evaluate the value and effectiveness of the service being delivered to the customers of the District.

### **Awards & Recognition**

District of Distinction: The Stege Sanitary District is currently accredited as a District of Distinction through the Special District Leadership Foundation (SDLF). The District of Distinction accreditation is one of the most prestigious local government awards in the state of California and clearly validates the District’s commitment to good governance and to ethical and sound operating practices. The District has been re-accredited as a District of Distinction since 2009.

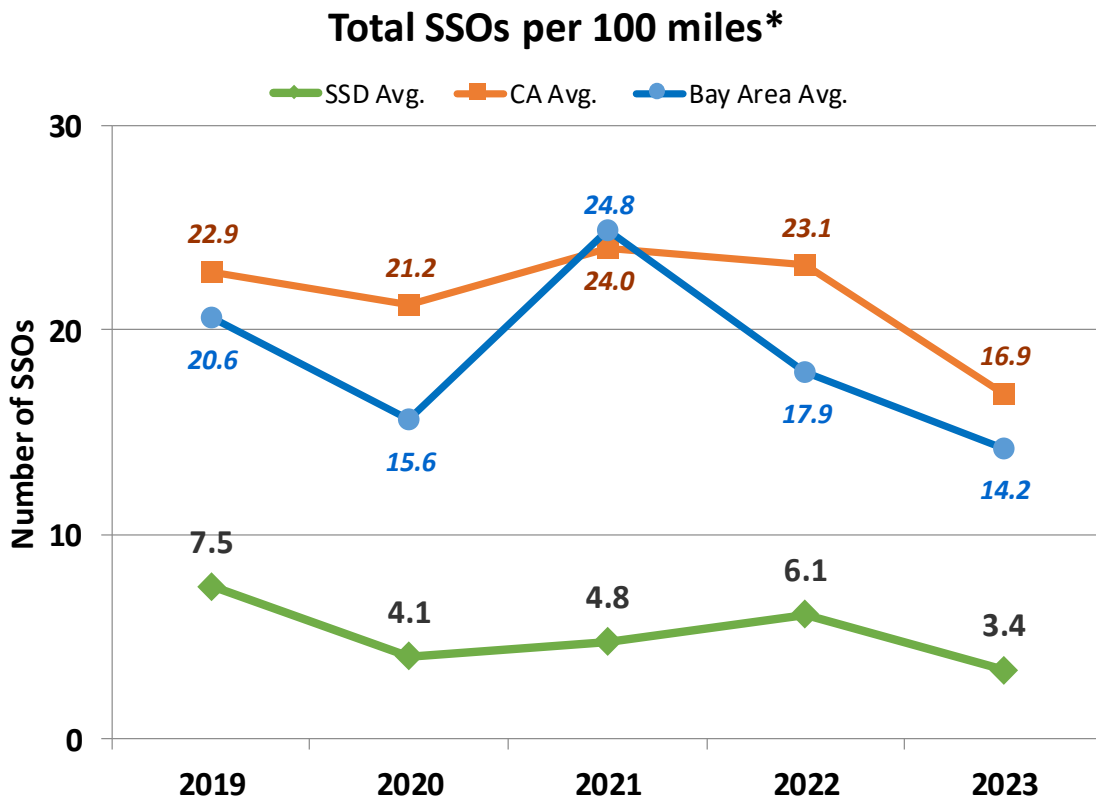
Transparency Certificate of Excellence: The Stege Sanitary District is a current holder of the SDLF District Transparency Certificate of Excellence. The certificate, covering three main subject areas including basic transparency, website access, and outreach activities, highlights the core components necessary to engage and make information available to the public. The certificate demonstrates the District’s commitment to engaging the public and creating greater awareness of District activities. The District has been a holder of this certificate since 2013.

Recognition in Special District Governance: District Manager, Rex Delizo, is a recipient of the SDLF Recognition in Special District Governance. This recognition demonstrates to constituents and colleagues the extent of their commitment and dedication to providing the best possible service to the communities they serve by acknowledging they have taken the time and made the effort to get core governance training and continuing education.

### Sanitary Sewer Overflows (SSOs)

The District’s ultimate goal is to maintain the sewer collection system so that there are no sanitary sewer overflows (SSOs). While the ultimate goal is to prevent all SSOs, the District would like to have the number of SSOs well below the industry average of the State and San Francisco Bay Area Region.

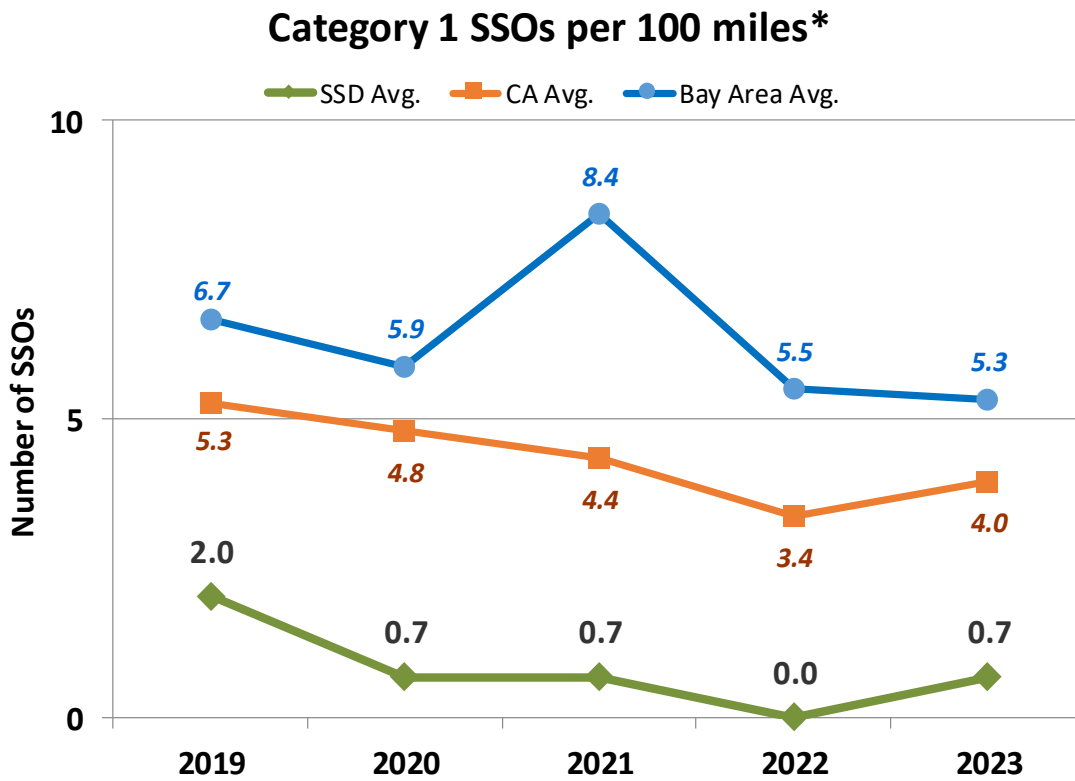
**TABLE 1**



\*Per California Integrated Water Quality System (CIWQS) website on 1/2024

Particularly important is preventing SSOs from reaching a creek, river or other body of water, or not fully recovering SSOs that reach a storm drain. All of these instances are considered “Category 1” SSOs by the State Water Resources Control Board (SWRCB). While the ultimate goal is to prevent all SSOs, the District would like to have the number of “Category 1” SSOs well below the industry average of the State and San Francisco Bay Area Region.

**TABLE 2**



\*Per California Integrated Water Quality System (CIWQS) website on 1/2024

When an SSO occurs, the District’s goal is to restore flow within the system, contain the spill, return it back to the system, and mitigate the effects of the overflow. The fundamental goal is to convey all of the collected sewage to the East Bay Municipal Utility District (EBMUD) Wastewater Treatment Plant.

**TABLE 3**

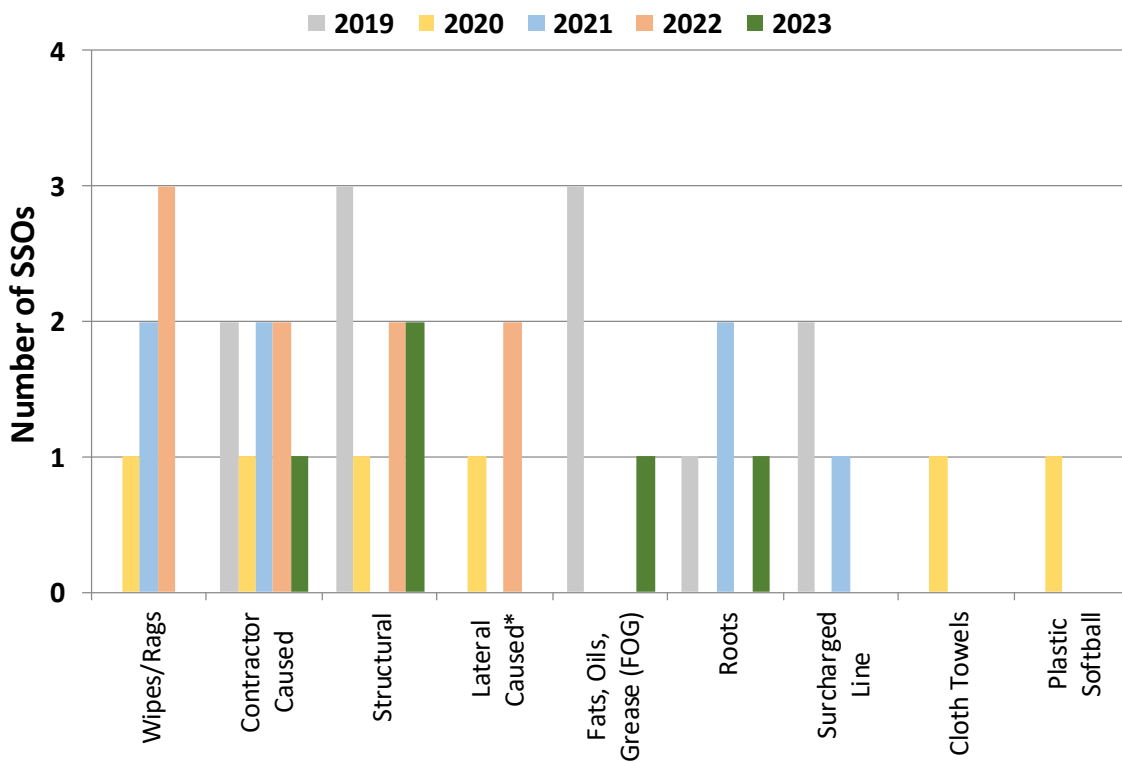
YEAR	VOLUME OF SEWAGE (GALS)	
	COLLECTED	SPILLED AND NOT RECOVERED
2019	1,668,940,000	12,463
2020	1,130,134,000	230
2021	1,046,100,000	14,109
2022	923,600,000	3,590
2023	1,347,200,000	10,660

**ASSESSMENT:** As shown in Tables 1 and 2, the number of SSOs are similar to past years and continues to be well below the industry average for the State and San Francisco Bay Area Region. As shown in Table 3, the volume of SSOs continues to be far below the volume of annual sewage successfully collected and transported.

Staff assesses each SSO to determine the cause in order to take the necessary steps to prevent a reoccurrence. Different causes result in different responses including increasing maintenance frequency, adaptive cleaning, point repairs, line rehabilitation, increasing pipe size, and/or targeted public education, outreach and/or enforcement.

**TABLE 4**

**Causes of Sanitary Sewer Overflows**



*\*Lateral caused SSOs are caused by defective laterals and/or property owners pushing roots, wipes and/or other debris into the main sewer causing a stoppage.*

**ASSESSMENT:** Table 4 shows that in 2023 there were 5 SSOs due to a variety of different causes. The contractor caused SSO was due to a utility company damaging a main sewer line during utility repairs. The SSOs due to structural problems were promptly repaired to prevent a reoccurrence. The SSO due to a buildup of fats, oils, and grease (FOG) was sent to EBMUD’s FOG program for further investigation, public education, and targeted outreach on proper handling and disposal of FOG. The main line that experienced the SSO due to roots was added to our chemical root control program to prevent a reoccurrence.

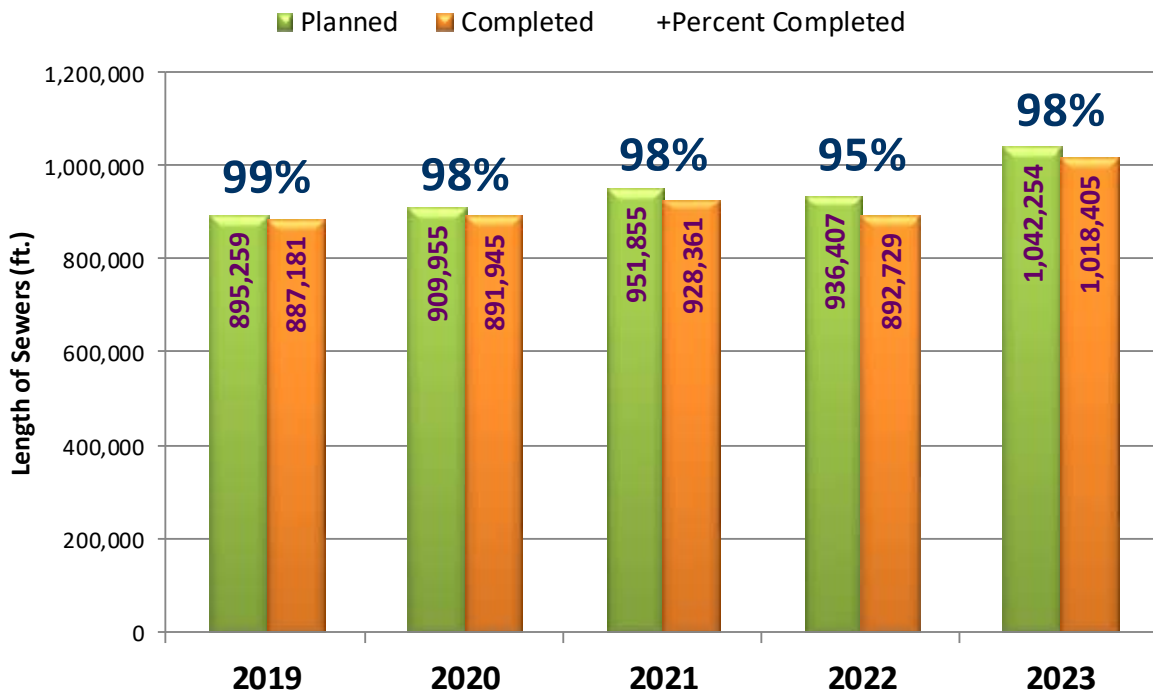


### Sanitary Sewer Maintenance

The District’s goal is to maintain **100%** of the sewer mains scheduled over the course of a year through a combination of hydro-flushing, rodding, and/or closed-circuit television (CCTV) inspection. Note that the District uses a dynamic schedule to assign an appropriate maintenance frequency to each individual line. Revisions and modifications are made regularly as maintenance staff are continuously evaluating line conditions and updating frequencies as they clean and inspect lines.

**TABLE 5**

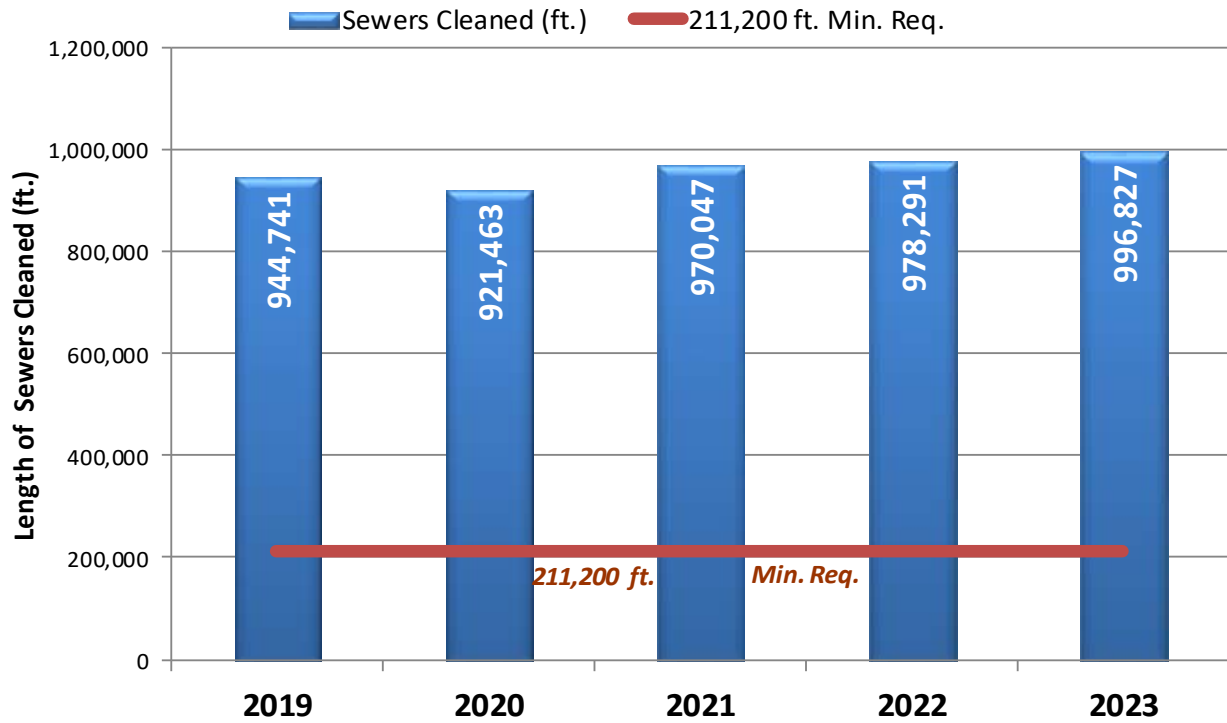
### Sanitary Sewer Maintenance Planned vs. Completed



The minimum requirement, per the U.S. Environmental Protection Agency Consent Decree Case Nos. C 09-00186-RS and C 09-05684-RS (USEPA Consent Decree), is to clean a total of at least **211,200 feet** of sewer mains per year, planned or unplanned, including repeats.

**TABLE 6**

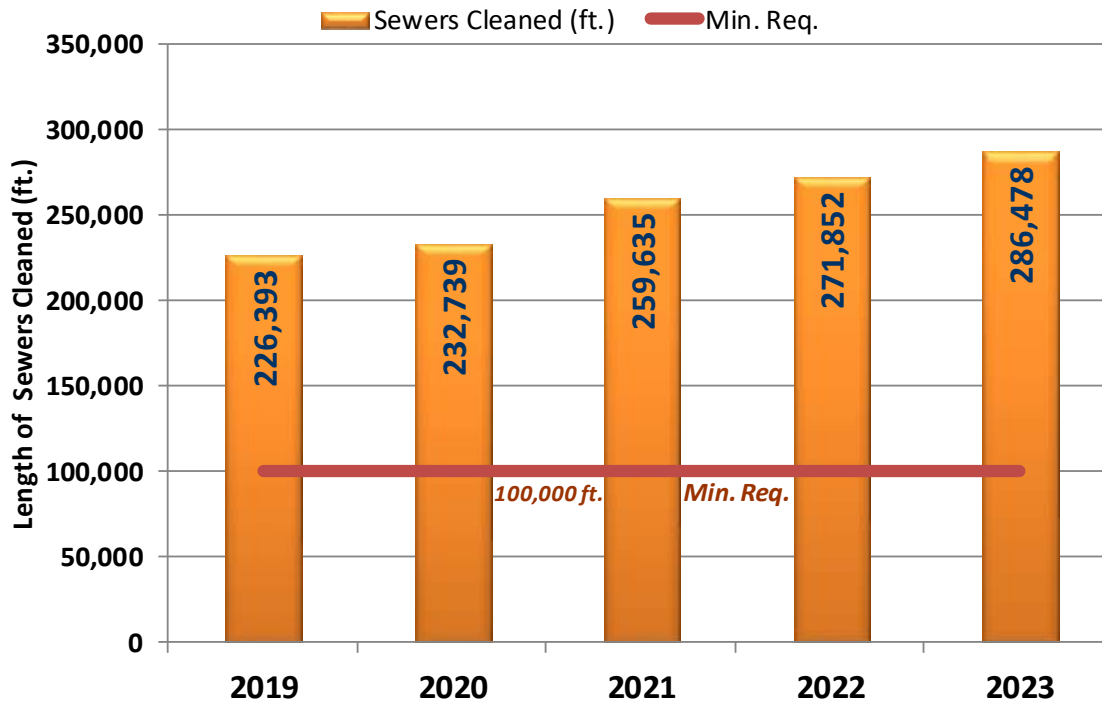
### Sanitary Sewer Cleaning



The minimum requirement, per the USEPA Consent Decree, for “hot spot” lines (six month or less interval), is to clean 100,000 feet of sewer mains per year, planned or unplanned, including repeats.

TABLE 7

**Sanitary Sewer Hot Spot Cleaning**



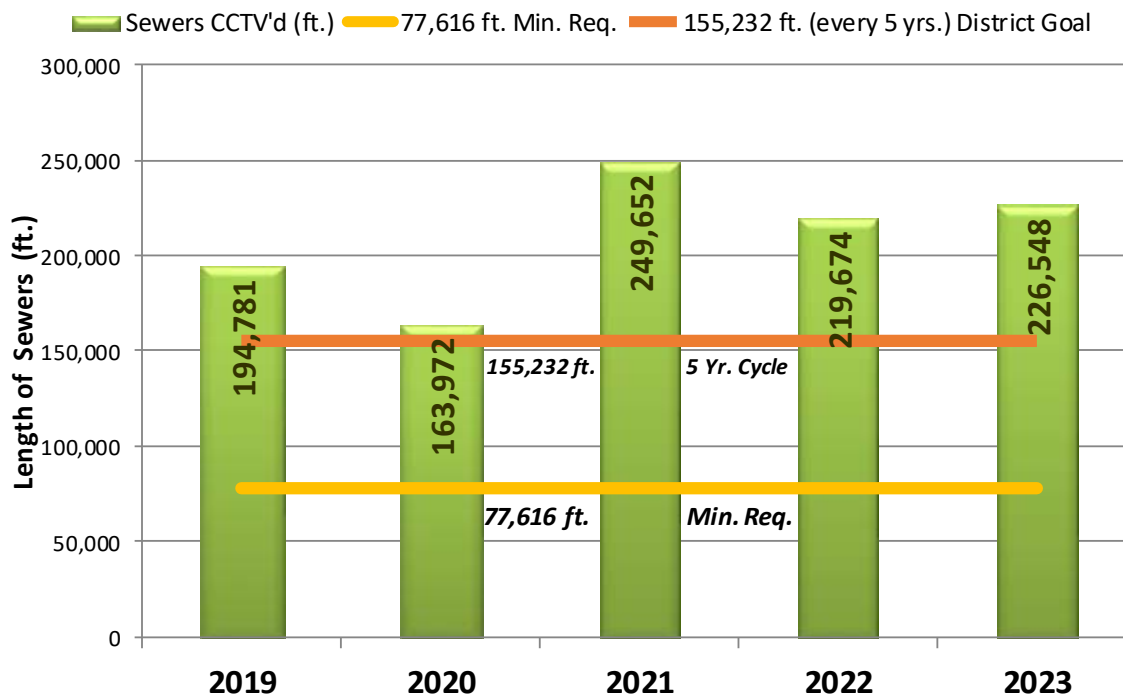
**ASSESSMENT:** As shown in Table 5, maintenance staff continue to routinely complete 95%+ of the scheduled maintenance work and, as shown in Table 6 and 7, continue to perform well above the USEPA required cleaning rate of at least 211,200 feet per year and hot spot cleaning of 100,000 feet per year. Recognize that our intent is not to maintain lines merely to fulfill the USEPA requirements, but to maintain the District sewer main lines as necessary and appropriate to fulfill our mission and prevent SSOs.

## Sanitary Sewer Condition Assessment

The District's goal is to CCTV inspect every line in the District on a five year revolving schedule which is equivalent to at least **155,232 feet** per year. The minimum requirement, per the USEPA Consent Decree, is to CCTV inspect no less than 10 percent of the lines on a cumulative total of **77,616 feet** per year.

**TABLE 8**

### Sanitary Sewer Condition Assessment

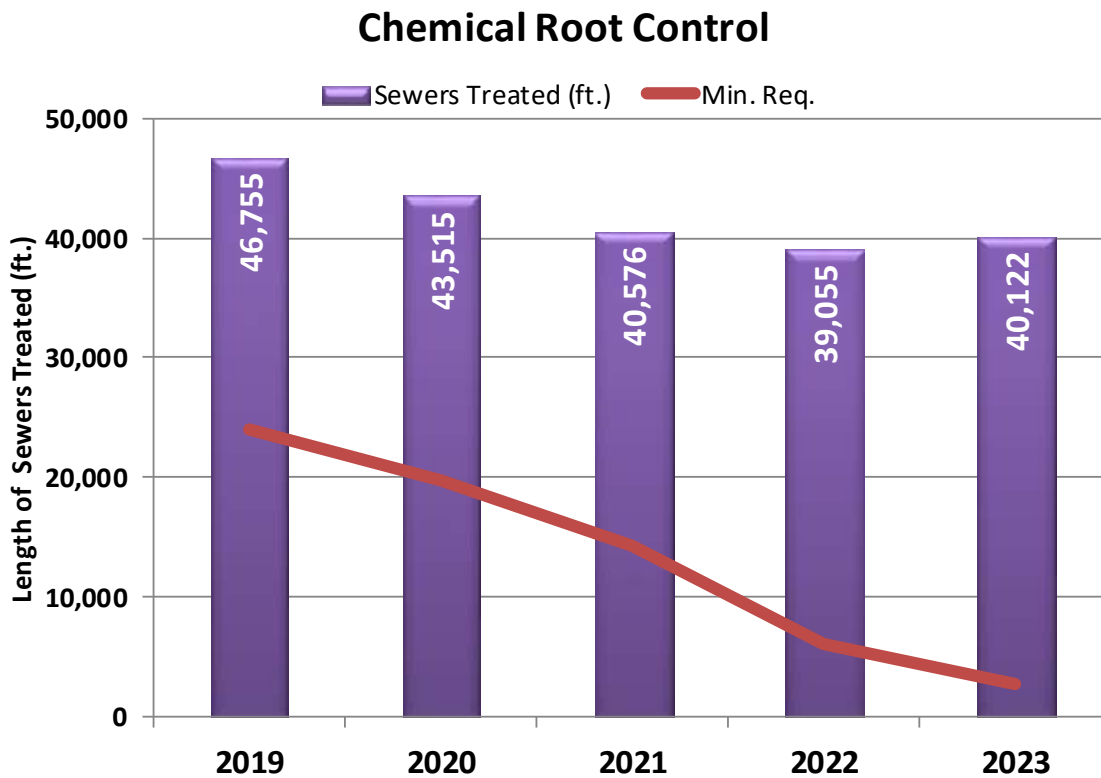


**ASSESSMENT:** Maintenance staff continue to complete CCTV inspection work above the 5 year revolving schedule rate and almost three times the USEPA required CCTV inspection rate of 77,616 feet per year. Again, our intent is not to CCTV inspect lines merely to fulfill the USEPA requirements, but as necessary and appropriate to fulfill our mission and prevent SSOs.

### Chemical Root Control

The current minimum requirement, per the USEPA Consent Decree, is to chemically treat with foam to control excessive roots no less than 2,682 feet of lines annually on a three year rolling average.

TABLE 9



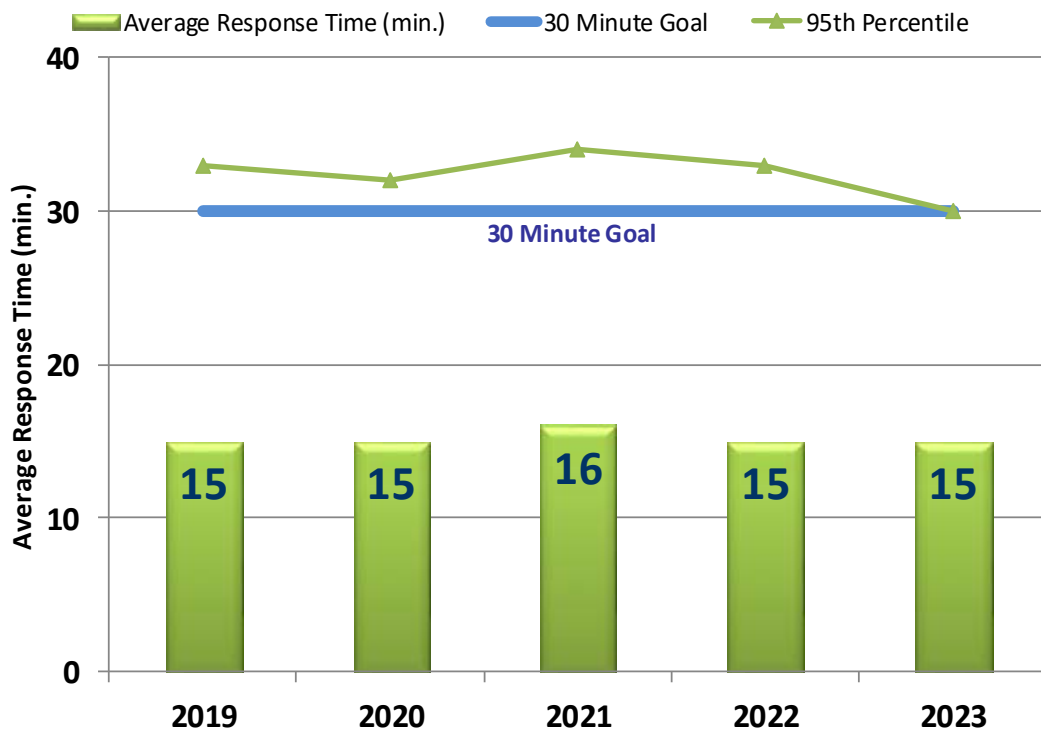
**ASSESSMENT:** The District continues to stay well above the USEPA required minimum feet per year. The minimum requirement will continue to be reduced each year, pending USEPA approval, as lines are rehabilitated or CCTV assessment indicates there are no longer excessive roots requiring treatment. A reduction is currently proposed to decrease the minimum requirement by the remaining required 2,682 feet due to recently rehabilitated sewer mains no longer having excessive roots requiring treatment. Again, our intent is not to chemically treat with foam to control excessive roots merely to fulfill the USEPA requirements, but as necessary and appropriate to fulfill our mission and prevent SSOs.

### Service Call Response

The District’s goal is to respond to service calls quickly to prevent as much spillage as possible in the event of an SSO. The goal of the District is to respond to service calls during business hours within **30 minutes**.

TABLE 10

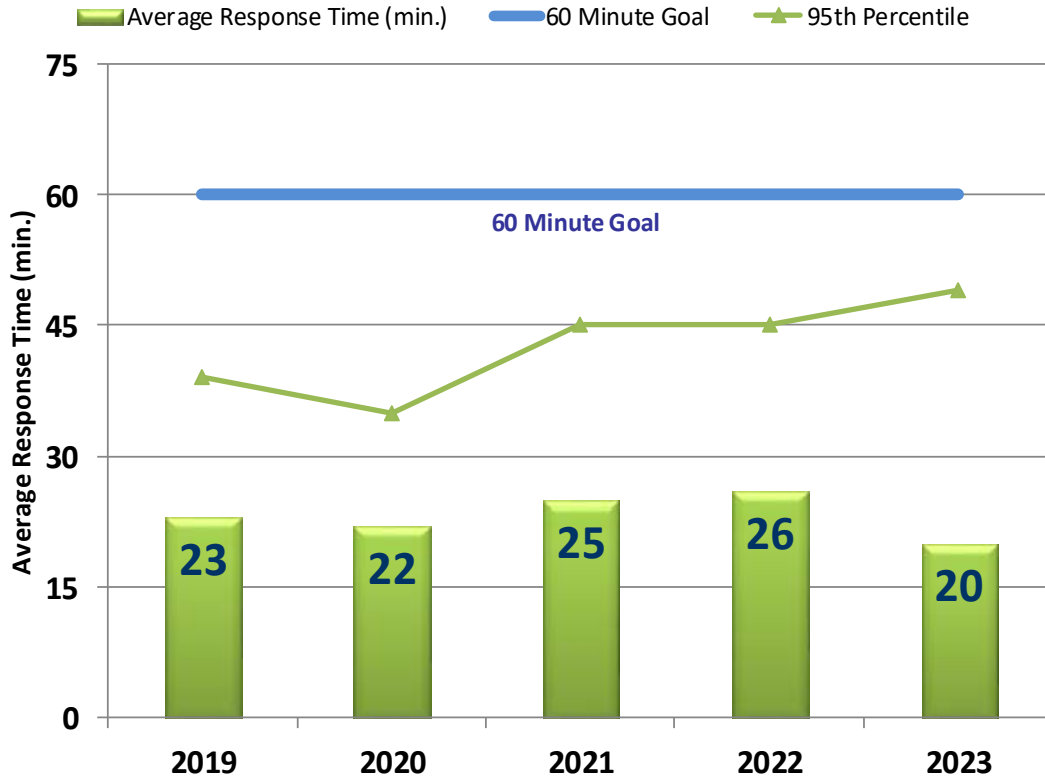
### Service Call Response Time DURING Business Hours (min.)



After business hours, the goal of the District is to respond to service calls within **60 minutes**.

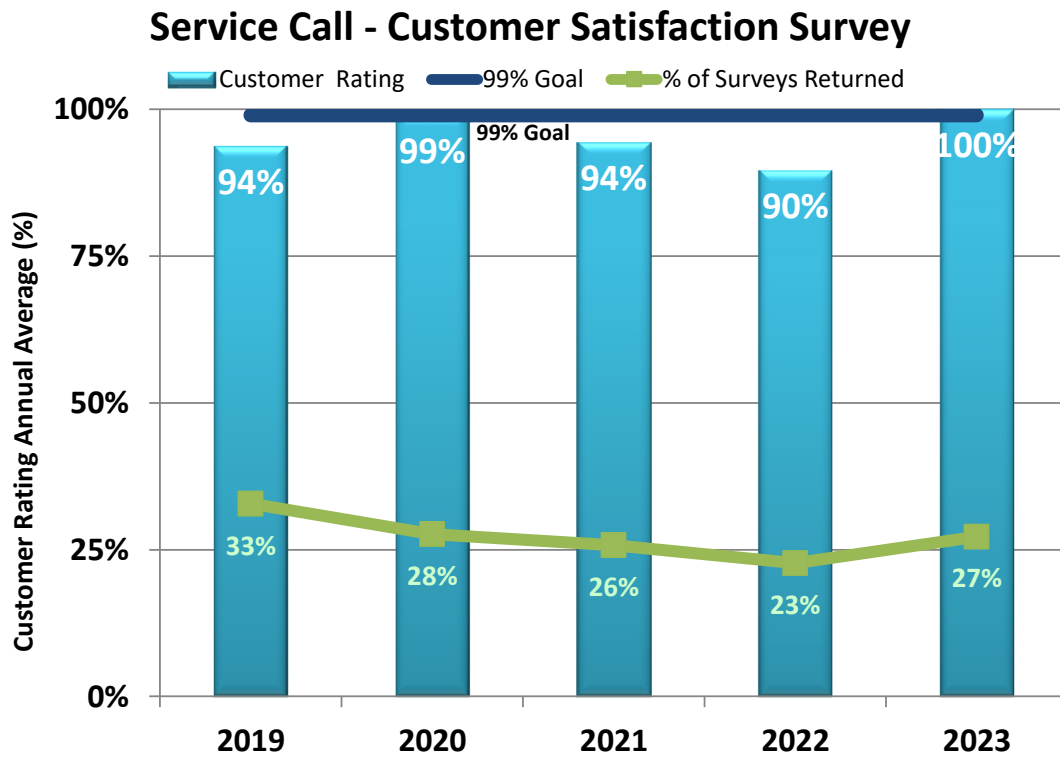
TABLE 11

**Service Call Response Time  
AFTER Business Hours (min.)**



A customer satisfaction survey is sent after each service call for feedback on the quality of service received. The goal is for 99% satisfaction.

TABLE 12



Surveys Sent	137	152	190	163	169
Surveys Returned	45	42	49	37	46

**ASSESSMENT:** As shown in Table 10 and 11, both average response times continue to be well below the 30 minute and 60 minute response goals. The fast response time, in conjunction with staff making a concerted effort to be conscientious, courteous, and helpful, contributes to the consistently high customer satisfaction rating as shown in Table 12.

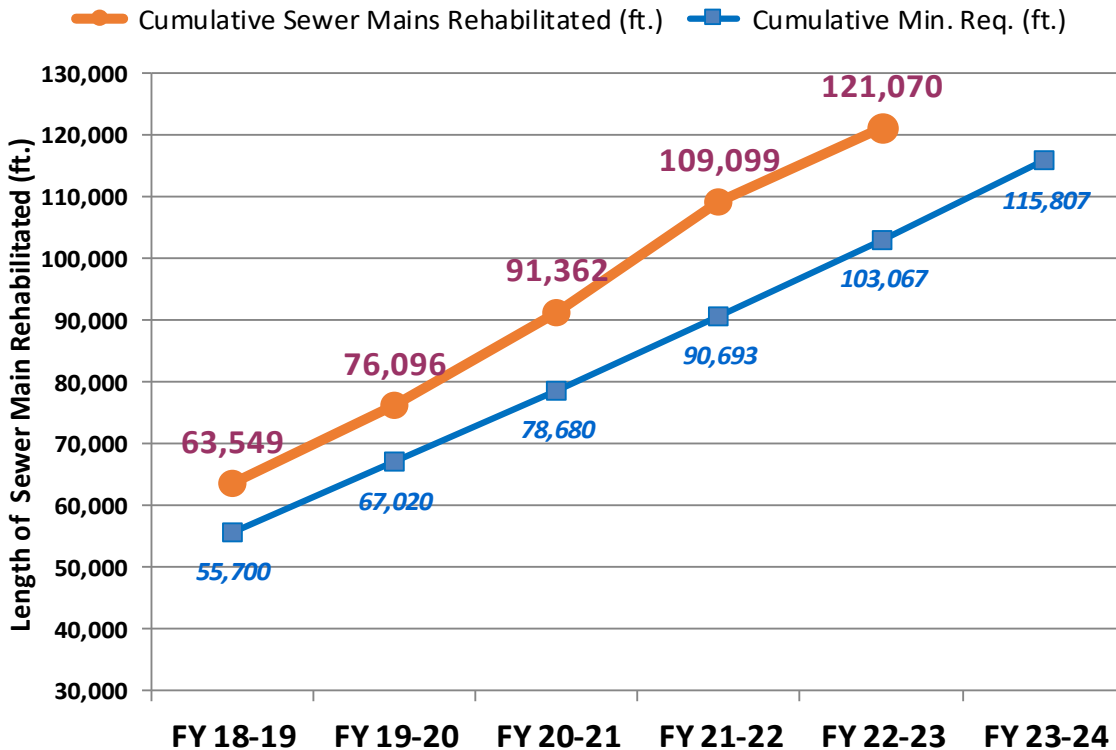


### Sanitary Sewer Main Rehabilitation

The minimum requirement, per the USEPA Consent Decree, is to complete rehabilitation of **103,067 feet** of sewer main by the end of FY 2022-23 and to continue at no less than the feet of sewer main stated in the Consent Decree Appendix based on a cumulative total (e.g., 34,040 feet by June 30, 2017; 44,707 feet by June 30, 2018; etc.) for the duration of the Consent Decree.

TABLE 13

### Sanitary Sewer Main Rehabilitation

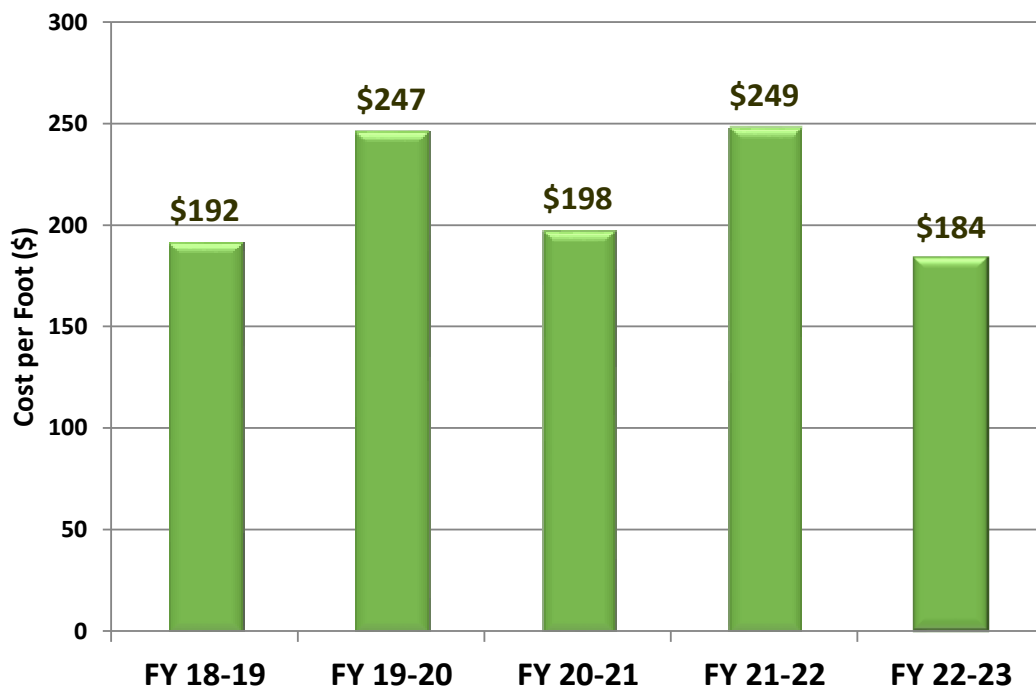


**ASSESSMENT:** As shown in Table 13, the District’s cumulative rehabilitation total of 121,070 feet at the end of FY 22-23 is 17% above the required cumulative rehabilitation total of 103,067 feet. The current total is already well above the Consent Decree requirement for FY 23-24 with more than 12,000 feet of rehabilitation work scheduled and still yet to be completed this current fiscal year.

The cost to complete the required rehabilitation of sewer main is subject to market conditions and other external factors. Staff continues to adjust projects to try to stay one step ahead of the market to keep construction costs as low as possible.

TABLE 14

### Sewer Main Rehabilitation Cost per Foot



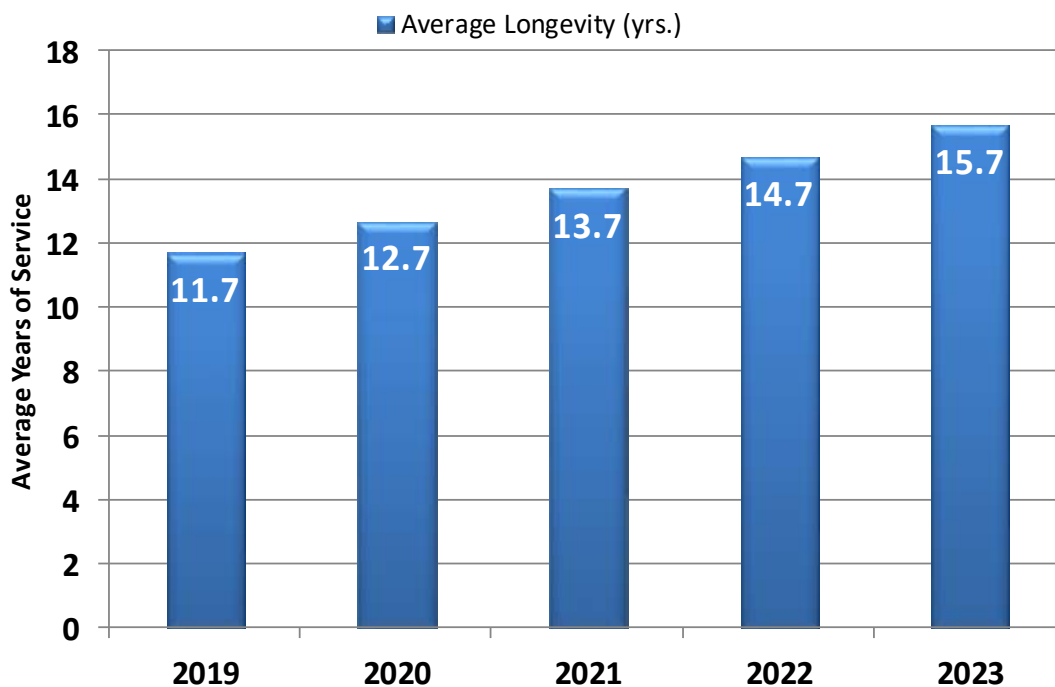
**ASSESSMENT:** The sewer main rehabilitation cost per foot is back down to \$184 for FY 2022-23 due to the sections of sewer work requiring the less costly pipe bursting method of rehabilitation as opposed to open trench replacement required for pipe upsizing and/or adjacent utility concerns. Engineering staff will continue to try to stay ahead of the required cumulative rehabilitation total and manage upcoming projects accordingly to try to protect against the high construction cost increases that our neighboring agencies have been experiencing.

## Employee Retention/Longevity

Once time and money have been invested to recruit and train good employees, it's in the District's best interest to retain and motivate them to continue to provide value to the District. Excessive employee turnover increases expenses, has a negative effect on employee morale, and would be a prime indicator that something is not right within the workplace.

TABLE 15

### Employee Retention/Longevity

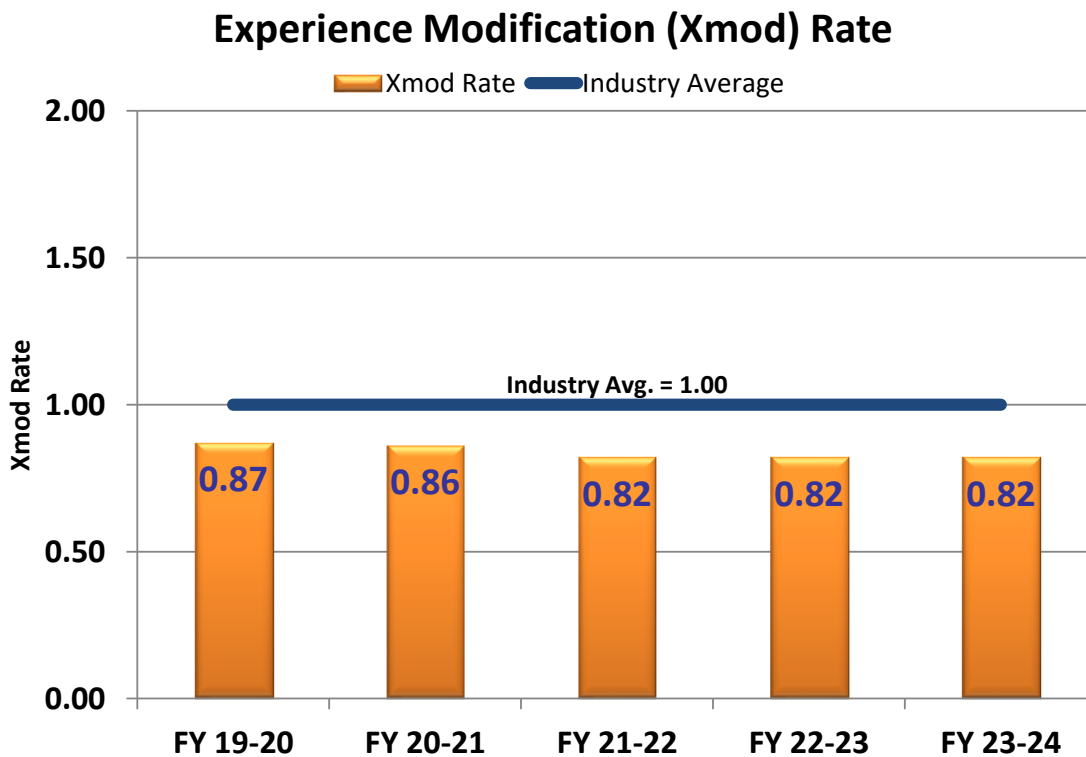


**ASSESSMENT:** Employee retention continues to remain high. For more than a decade, the majority of employee turnover has been as a result of retirement. The District continues to value its employees and, in return, employees continue to be loyal to the District. Our highly trained, highly skilled workforce longevity helps to keep the District's institutional knowledge and history intact. The average years of service is currently almost 16 years.

### Experience Modification (Xmod) Rate

The Experience Modification (Xmod) rate is the factor resulting from the statistical comparison of a company’s Workers’ Compensation loss history to the loss history of an average company. The number is used by worker’s compensation insurance providers to gauge both past cost of injuries and future chances of risk. An Xmod of 1.0 is exactly average. Numbers over 1.0 indicate that the District has more injuries and illness than the industry average, while numbers below 1.0 are better than the average.

TABLE 16



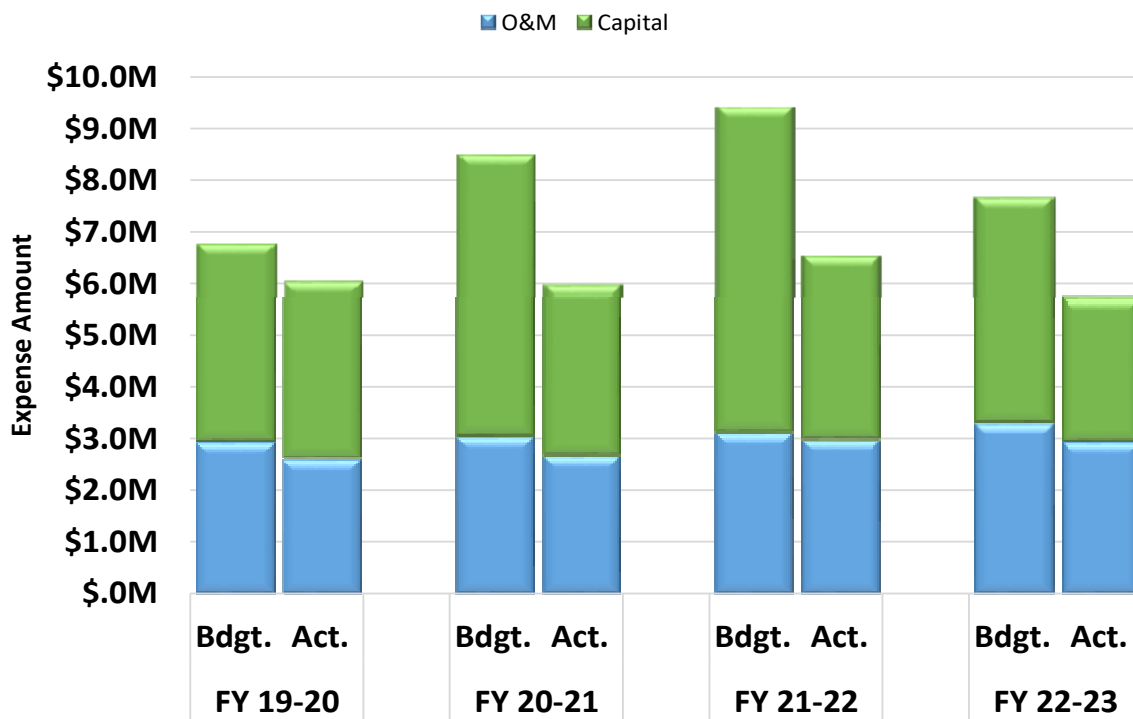
**ASSESSMENT:** The District continues to have a historically safe workplace and, until recently, had gone 20 years without a worker’s compensation insurance incident. Because the District has a small staff, potential losses have significant impacts on the Ex-Mod rate. Even with the recent minor incident, the District’s Xmod rate continues to perform better than the industry average and has decreased back down to pre-incident levels.

**Finances**

The annual budget represents a detailed analysis of how management forecasts the District’s revenues and expenditures for the fiscal year. The goal is to execute the planned budget while keeping the financial operation within the forecasted amounts.

TABLE 17

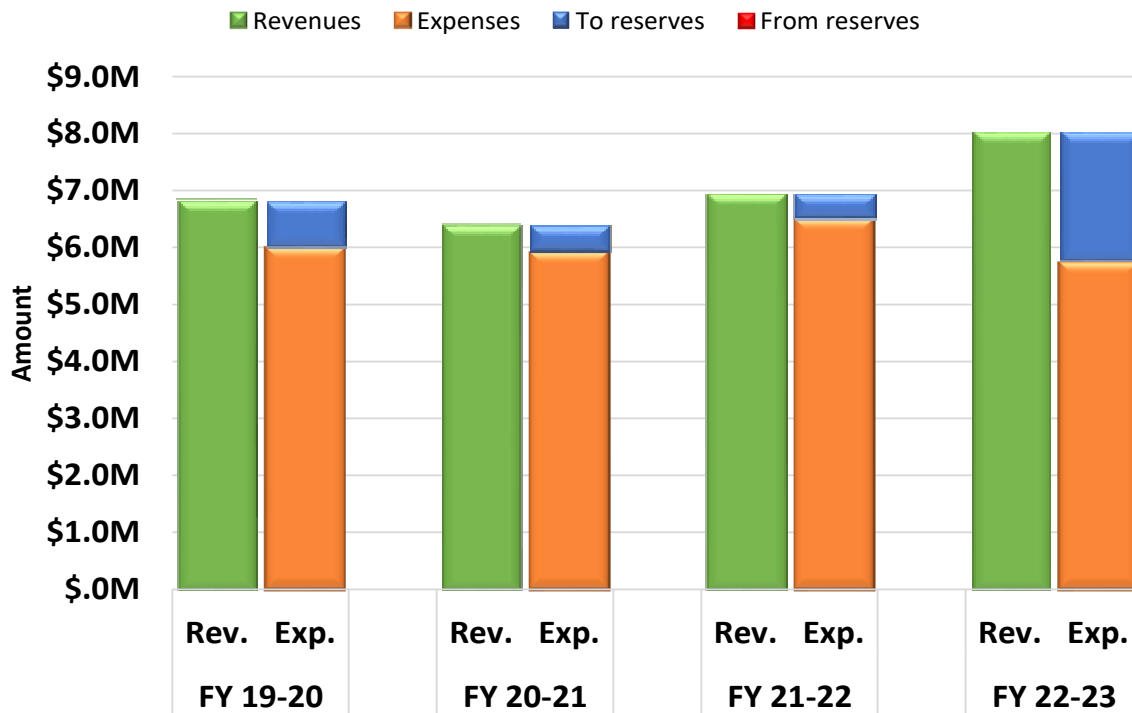
**Budget vs. Actual Expenses**



An additional goal is to have a balanced budget, where revenues equal expenditures, so there is neither a significant deficit nor a significant surplus.

TABLE 18

### Actual Revenues vs. Actual Expenses



The District maintains a Working Capital and Reserve Fund that consists of an Operating Working Capital, a Capital Improvement Working Capital, and a Capital Reserve.

The target for the *Operating Working Capital* is equal to 60% of operating and maintenance costs. This level of funding is intended to adjust annually to equal the District’s budgeted costs from May to December, reflecting the lag in the collection of sewer service charges from the County tax roll.

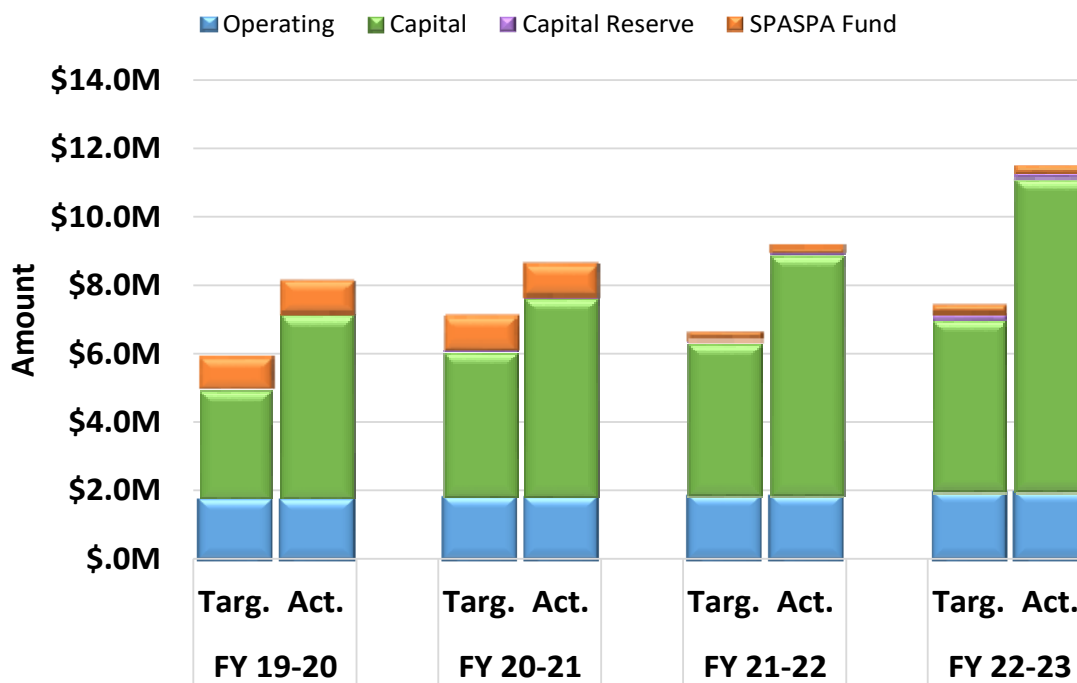
The target for the *Capital Improvement Working Capital* is equal to the 3-year average of the annual capital cost (i.e. average of the previous, current, and future year capital cost) plus the annual debt service cost to ensure that the District has adequate funds available on an annual basis to conduct sewer pipeline replacements or in case of an emergency or natural disaster

such as an earthquake. The *Capital Reserve*, or set-aside, of \$45,000 per year is accumulated over time and used every five to ten years for major improvements such as Administration Building retrofits.

Beginning in 2018, a separate *San Pablo Avenue Specific Plan Area (SPASPA) Fund* began collecting impact fees for localized sewer capacity improvements needed to serve projected development along the San Pablo Avenue corridor. This impact fee is charged to developers for new development within the SPASPA.

TABLE 19

**Working Capital and Reserve Fund Target vs. Actual Amount (Accrual Basis)**



**ASSESSMENT:** For FY 2022-23, actual expenses were 25% less than the forecasted budget amount as shown in Table 17 and 40% less than actual revenues as shown in Table 18. This net gain was added to the fiscal year end amount increasing it to 155% of the Working Capital and Reserve Fund Target goal of \$7.5 million, as shown in the Table 19. Although the District currently exceeds its fund targets, upcoming capital equipment purchases (combination

vacuum and hydro jetting truck) and projects (Canon Pump Station), retirement funding requirements, and estimated 3% annual inflation will reduce the District's fund reserves over time.\*

*\* Per Connection Charge and SPASPA Impact Fee Study by Lechowicz & Tseng Municipal Consultants, May 2019*



### Sewer Service Charge

The District’s Sewer Service Charge covers the cost of the operation, maintenance, and capital improvements to the sanitary sewer system. The goal is to provide a high level of service that is both cost effective and efficient while trying to maintain a sewer service charge less than the median of the other East Bay agencies.

TABLE 20

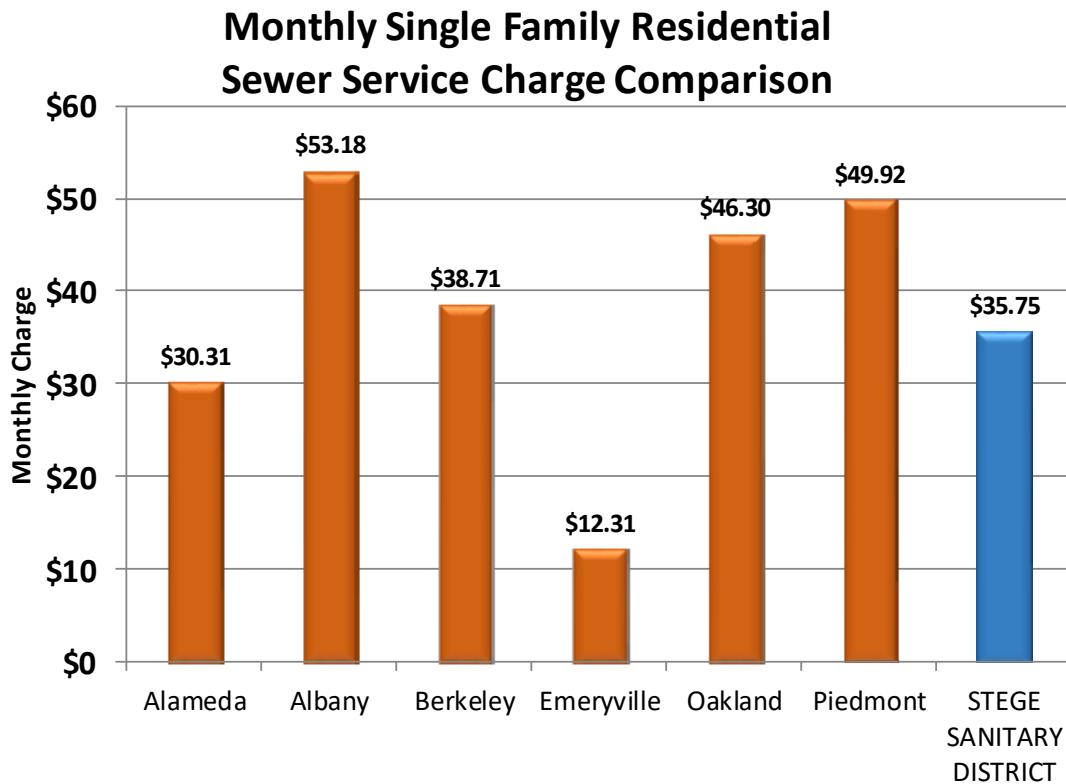
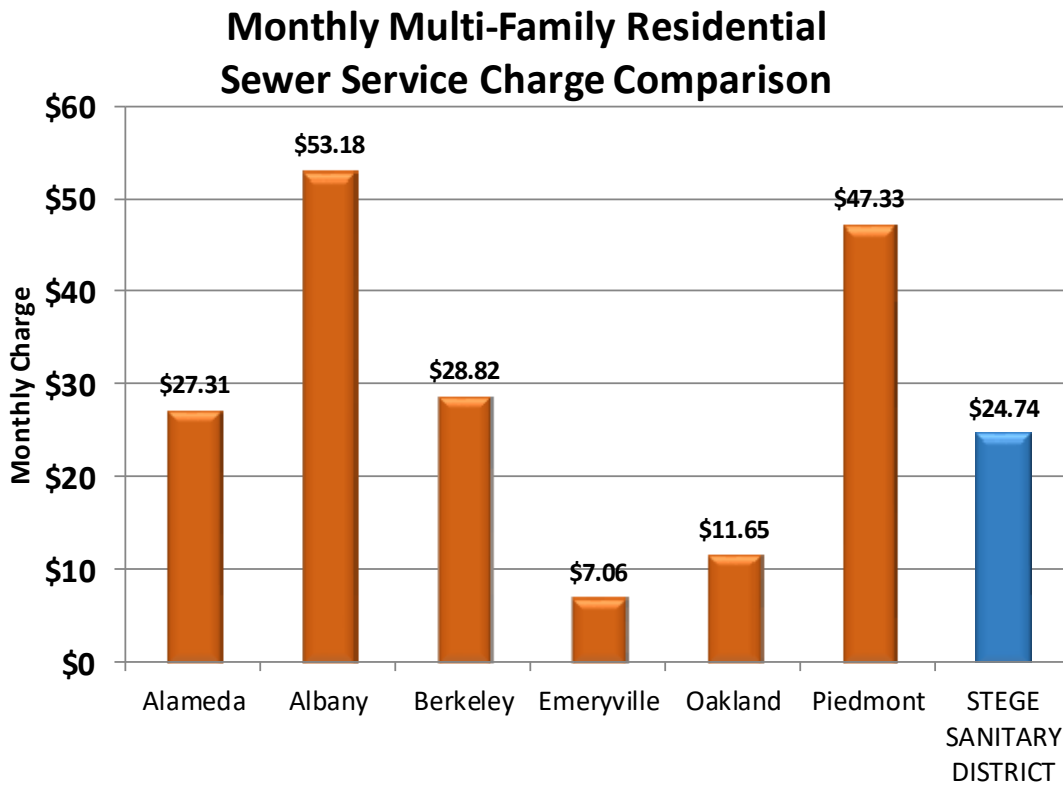


TABLE 21



**ASSESSMENT:** The District continues to be in a strong financial position moving forward through FY 2023-24. The District will continue with an updated financial plan that will be outlined in an upcoming Sewer Rate Study to ensure long-term financial stability while minimizing rate impacts on customers and continuing to keep the District’s sewer service charge, as shown on Table 20 and 21, less than the median of the other East Bay agencies.



SHOWCASE YOUR COMMITMENT TO EXCELLENCE

## District of Distinction Application

The District of Distinction is an accreditation program that enables districts to demonstrate to their communities, the media and legislators their commitment to operate in a sound, responsible manner. Districts apply for designation as a District of Distinction by submitting financial audits, policies and procedures and proof of training received by directors and executive staff.

### Requirements:

#### FINANCIAL AUDITS

Districts must demonstrate they undergo regular financial audits, have no major deficiencies and apply any recommendations to future years.

##### **What to submit:**

- Copies of the three most recent district audits, including financial statements (3 letters) SAS 114 - *The Auditor's Communication with Those Charged with Governance*, SAS 115 - *The Auditor's Communications on Internal Control Related Matters*, and management letter. Each audit, including findings and recommendations, will be reviewed by a member of the Certification & Audit Review Advisory Committee. Committee members are volunteers from the special district community, including district controllers, directors of finance and CSDM certified general managers.

#### POLICIES AND PROCEDURES

Districts must demonstrate that their operations conform to all statutes and regulations under state law as reflected in a policies and procedures manual. Policies and procedures should focus on governance, ethics, board conduct, district finances, reserves, reimbursement/compensation, etc.

##### **What to submit:**

- Copy of your district's current approved policies and procedures manual.
- Copy of your district's Board minute action adopting and/or having reviewed the policies and procedures manual within the past year.

#### TRAINING

##### **What to submit:**

Documentation showing class attendance, such as certificate of completion for each board member, general manager and other executive staff members (as identified by the board) in the following areas:

- Governance Training:** Six hours of basic governance training. (New board members and executive staff must complete within the past 5 years) *Governance Foundations*, offered by CSDA's Special District Leadership Academy, satisfies this requirement. Other courses may qualify as well, however will need to be submitted for review by SDLF. Also, *Board Member Best Practices* (3 hours) plus 2 approved webinars will satisfy that requirement. Approved webinars are: *Board Member and District Liability Issues*, and *Who Does What? Best Practices in Board Staff Relations*.  
\*Districts with boards larger than 7 need at least a majority of total board members completing this training requirement.
- Ethics Training:** Documentation verifying completion of AB 1234 ethics compliance training within the last two years.
- Harassment Prevention Training:** Documentation verifying completion of AB 1825 harassment prevention training within the last two years.

#### OTHER

Districts must also include the following items with the accreditation/re-accreditation application:

##### **What to submit:**

- Board of Directors roster
- List of executive staff, including titles
- Completed application for accreditation/re-accreditation
- Accreditation/re-accreditation application fee
- Completed SDLF District Transparency Certificate of Excellence

**Who should apply to be a District of Distinction?**

Any California special district that wants to demonstrate publicly the effectiveness of its operations. Applying for this designation shows that your district understands and respects the responsibilities inherent to providing essential public services in a fiscally responsible manner.

**What does a district receive for completing the program?**

Districts of Distinction earn the right to use the program’s seal on district materials and a plaque honoring their accomplishment. SDLF will also send a letter to a local publication and notify legislators on a district’s behalf.

**How does a district apply?**

Districts interested in earning the Districts of Distinction designation must complete the application and submit it along with the required documentation. Applications must also be accompanied by an application fee.

**If my district is a member of the Special District Risk Management Authority (SDRMA), will getting a District of Distinction accreditation save me money on my premiums?**

Yes. SDRMA offers Credit Incentive Points (CIPs) if your district earns the District of Distinction accreditation which can provide significant premium discounts. For more information, contact SDRMA at 800.537.7790 or visit [www.sdrma.org](http://www.sdrma.org).

**RE-ACCREDITATION**

**How long is the designation valid?**

The Districts of Distinction designation is valid for three years and a district may be re-accredited by submitting the application and all current required documents for review along with the re-accreditation fee.

**Fees**

The fees are on a sliding scale, based on a district’s budget:

**INITIAL ACCREDITATION & RE-ACCREDITATION**

<b>Annual operating budget</b>	<b>Fee</b>
\$0-299,999	\$175
\$300,000-749,999	\$200
\$750,000-999,999	\$225
\$1,000,000--2,999,999	\$300
\$3,000,000 or more	\$450

**Submit this application along with all required documentation and payment to:**

Special District Leadership Foundation  
 1112 I Street, Suite 200  
 Sacramento, CA 95814  
 Phone: 916-231-2909 • Fax: 916-442-7889 • [sdlf.org](http://sdlf.org)

**Electronic filing is preferable.**

[info@sdlf.org](mailto:info@sdlf.org).

District:		
Mailing Address:		
City:	State:	Zip:
Contact Name:	Title:	
Phone:	Fax:	
Email:	Website:	
Assembly Member(s)*:		
Senator*:		
Local Newspaper(s):		
I certify that the information submitted is accurate and complete to the best of my knowledge.		Signature:

**SILVER, GOLD OR PLATINUM RECOGNITION**

Board Members who have received Certificate in Special District Governance: (attach additional pages if necessary)

	Date:
	Date:
	Date:

General Manager:

Has completed Certificate in Special District Governance

Has completed Certified Special District Manager (CSDM)

**PAYMENT**

Total: \$  Check  Visa  Mastercard  Discover  American Express

Acct. Name: Acct. Number:

Expiration Date: Authorized Signature:

**SUMMARY OF BOARD OF DIRECTORS  
TRAINING DUE DATES**

<b>DUE DATES</b>	<b>Governance Training 6 hrs. every 5 years</b>	<b>AB 1234 Ethics Training 2 hrs. every 2 years</b>	<b>AB 1825 Harassment Prevention Training 2 hrs. every 2 years</b>
<b>Tessa Beach</b>	8/2028	9/2024	9/2025
<b>Juliet Christian-Smith</b>	8/2025	9/2024	<b>8/2023</b>
<b>Paul Gilbert-Snyder</b>	8/2028	9/2024	9/2025
<b>Dwight Merrill</b>	<b>3/2024</b>	9/2024	9/2025
<b>Bea O'Keefe</b>	<b>3/2024</b>	9/2024	9/2025

*\*Highlighted dates are due now (or w/in 90 days)*

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# Workshop: SDLA Governance Foundations



Presenter: Hilary Strauss

This course teaches the foundational knowledge and skills that identify and define the essential building blocks of a successful board, focusing on the critical elements of governance: effective trustees, board mindset, structure, process and protocols, individual/team standards, and the board's role and responsibilities.

3/26/2024

11:00 AM - 3:45 PM

Hilton Sacramento Arden West  
2200 Harvard Street  
Sacramento, CA 95815  
UNITED STATES

\$150 CSDA Member (includes lunch)

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# Virtual Workshop: SDLA Module 1 - Gov Foundations



Presenter: Hilary Straus, Citrus Heights Water District

This course teaches the foundational knowledge and skills that identify and define the essential building blocks of a successful board, focusing on the critical elements of governance: effective trustees, board mindset, structure, process and protocols, individual/team standards, board's role and responsibilities.

2/21/2024 - 2/22/2024

9:00 a.m. - 12:00 p.m. each day

\$230 CSDA Member  
\$345 Non-member

# Webinar: Sexual Harassment Prevention for Supervisors



Presenter: Victoria Danna Best Best & Krieger LLP

This two-hour presentation will comply with the requirements of AB 1825 and AB 1661 and will cover: what constitutes sexual harassment and discrimination in the workplace, how to recognize and avoid harassment, what procedures to follow if you witness harassment or are harassed yourself, the potential consequences - including personal liability - of harassment, what constitutes abusive conduct in the workplace in compliance with AB 2053, and orientation, gender identity and gender expression in compliance with SB396.

2/20/2024 10:00 AM - 12:00 PM

Free CSDA Member

\$110 Non-member

*CSDA webinars are offered at no charge to all Members in part through the generous support of the Special District Risk Management Authority (SDRMA).*

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## 2024 Sexual Harassment Prevention Training for Supervisors

On-Demand Webinar



Presenter: Cassandra Lo, Richards Watson Gershon

This two-hour presentation will comply with the requirements of AB 1825 and AB 1661 and will cover: what constitutes sexual harassment and discrimination in the workplace, how to recognize and avoid harassment, what procedures to follow if you witness harassment or are harassed yourself, the potential consequences - including personal liability - of harassment, what constitutes abusive conduct in the workplace in compliance with AB 2053, and orientation, gender identity and gender expression in compliance with SB 396.

Duration: 2 hours

Non-member price: 100.00

Your price: 0.00



## **DRAFT LONG RANGE PLANNING WORKSHOP AGENDA**

### **ISSUE:**

The Board will consider the draft long range planning workshop 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 2, 2024. The revised draft agenda for the workshop is ready for review and input from the Board.

### **RECOMMENDATION:**

Review the revised agenda and suggest changes and/or additions.

### **ALTERNATIVES:**

1. Postpone the review of the agenda for changes and/or additions until the next meeting.
2. Cancel the Long Range Planning Workshop and incorporate topics into future regular Board Meeting agendas.

### **ATTACHMENTS:**

Draft Long Range Planning Agenda

Stege Sanitary District  
**DRAFT** Long Range Planning Workshop Agenda  
 Saturday, March 2, 2024 @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 [0.50 hr.]</b>
9:30 AM	The Board will review and discuss trends from the past 5 years.
9:45 AM	<b>Sewer Rate and Connection Charge Review [0.50 hr.]</b>
10:00 AM	The Board will review and discuss the District's Sewer Rate and Connection Charge.
10:15 AM	<b>USEPA Consent Decree Progress and Planning [0.50 hr.]</b>
10:30 AM	The Board will review and discuss the progress of the USEPA Consent Decree.
10:45 AM	<i>Break</i>
11:00 AM	<b>Prefunding Pension Liabilities [0.50 hr.]</b>
11:15 AM	The Board will consider prefunding pension liabilities.
11:30 AM	<b>Future Board Meetings [0.50 hr.]</b>
11:45 AM	The Board will consider having less meetings and/or Counsel attend more meetings.
12:00 PM	<b>Self Assessment of Governance - Questionnaire [0.25 hr.]</b>
12:15 PM	<i>Lunch</i>
12:30 PM	
12:45 PM	<b>Self Assessment of Governance - Review &amp; Discussion [0.50 hr.]</b>
1:00 PM	
1:15 PM	<b>Private Sewer Lateral (PSL) I/I Outreach [0.50 hr.]</b>
1:30 PM	The Board will review and discuss PSL I/I outreach.
1:45 PM	<i>Break</i>
2:00 PM	<b>Environmentally Preferable Procurement Policy [0.50 hr.]</b>
2:15 PM	The Board will review and discuss changes to the District's current policy.
2:30 PM	<b>Strategic Plan and Board Governance Manual [0.75 hr.]</b>
2:45 PM	The Board will review and discuss the plan.
3:00 PM	
3:15 PM	<i>Wrap Up, Review, Action Items</i>

10:40 AM	STEGE SANITARY DISTRICT			
01/29/2024	Check Report			
Accrual Basis	February 1, 2024			
	Name	Memo	Amount	Num
<b>Feb 1, 24</b>				
	Aramark Uniform Services	Uniform Service	-100.29	28529
	Bay Alarm Company	Burglar Alarm 02/01-04/30/24	-317.49	28530
	CASA	DC Conference 2/26-27/24	-745.00	28531
	CSRMA	Pooled Liability Insurance 12/31/2023-2024	-144,164.00	28532
	CWEA	Renewal Bondoc #680	-221.00	28533
	Dormatech Mechanical Systems, INC	HVAC Maintenance	-915.20	28534
	John Stashick DBA Premier Graphics	Pens & Door Hangers	-645.96	28535
	Meyers Nave	Legal Services	-1,236.00	28536
	Pastime Hardware	Maintenance Supplies	-4.73	28537
	PG&E- #6675831511-4	Office/Shop	-2,444.34	28538
	WECO Industries, Inc.	Fiberglass Poles	-640.57	28539
	Xerox Financial Services	Copier Lease Payment 2/03-4/02	-571.04	28540
<b>Feb 1, 24</b>			<b>-152,005.62</b>	

## STEGE SANITARY DISTRICT 2024 BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
1/1 & 1/15 HOLIDAY  CASA Winter Conf. Jan 24-26, Palm Springs	2/19 HOLIDAY  CASA Policy Forum Feb 26-27, Wash, DC			5/27 HOLIDAY	6/19 HOLIDAY
1/18/2024 – 7:00 P.M.	2/1/2024 – 7:00 P.M.	3/2/2024 – <b>9:00 A.M.</b>	4/18/2024 – 7:00 P.M.	5/2/2024 – 7:00 P.M.	6/6/2024 – 7:00 P.M.
<ul style="list-style-type: none"> <li>• Board Governance Manual Review</li> <li>• Service Rate Discussion</li> <li>• Long Range Planning Workshop Agenda</li> <li>• Director’s Contact Info</li> <li>• Board Training Summ.</li> <li>• CASA/CSDA Conf.</li> <li>• Quarterly Financial Statements</li> <li>• SPASPA Status Report</li> <li>• CLOSED SESSION               <ul style="list-style-type: none"> <li>– Quarterly Claims Rpt.</li> <li>– Manager Perf. Eval.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Actuarial Analysis of Retiree Health Benefits Report (even years)</li> <li>• Performance Report (every 3 years)</li> <li>• District of Distinction (every 3 years)</li> <li>• Service Rate Discussion</li> <li>• Long Range Planning Workshop Agenda</li> <li>• Board Training Summ.</li> <li>• CASA/CSDA Conf.</li> <li>• CASA Conference Attendee Reports</li> </ul>	<p><b><u>9AM MEETING TIME</u></b></p> <ul style="list-style-type: none"> <li>• Long Range Planning Workshop               <ul style="list-style-type: none"> <li>– Past 5 yrs.</li> <li>– Expenditures Review</li> <li>– Self-Assessment of Governance</li> <li>– Strategic Plan Review</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <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>• Board Training Summ.</li> <li>• Quarterly Financial Statements</li> <li>• SPASPA Status Report</li> <li>• CLOSED SESSION               <ul style="list-style-type: none"> <li>– Quarterly Claims Rpt.</li> <li>– Conf. Labor Negot</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <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>• Appoint Labor Negot.</li> <li>• CLOSED SESSION               <ul style="list-style-type: none"> <li>– Conf. Labor Negot.</li> </ul> </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/CSDA Conf.</li> </ul>
	2/15/2024 – 7:00 P.M.	3/21/2024 – 7:00 P.M.		5/16/2024 – 7:00 P.M.	6/20/2024 – 7:00 P.M.
	<ul style="list-style-type: none"> <li>• Board Governance Manual Approval</li> <li>• Long Range Planning Workshop Agenda</li> <li>• Service Rate Discussion</li> <li>• Form 700</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>• Board Training Summ.</li> <li>• Consent Decree Quarterly Report</li> <li>• CASA Conference Attendee Reports</li> <li>• Form 700</li> </ul>		<ul style="list-style-type: none"> <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> <li>• CLOSED SESSION               <ul style="list-style-type: none"> <li>– Manager Perf. Eval.</li> <li>– Conf. Labor Negot.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <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>• July 4<sup>th</sup> Fair Discussion</li> <li>• CD Quarterly Report</li> <li>• CASA/CSDA Conf.</li> <li>• CLOSED SESSION               <ul style="list-style-type: none"> <li>– Counsel Perf. Eval.</li> </ul> </li> </ul>

# STEGE SANITARY DISTRICT

## 2024 BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
7/4 HOLIDAY 4 <sup>th</sup> of July Fair Booth  CASA Annual Conf. Jul 31- Aug 2, Monterey		9/2 HOLIDAY  CSDA Annual Conf. Sep 9-12, Indian Wells  Board Training AB 1234 (even years) AB 1661 (odd years)		11/28-29 HOLIDAY	12/12 HOLIDAY LUNCHEON  12/25 HOLIDAY
7/18/2024 – 7:00 P.M.	8/8/2024 – 7:00 P.M.	9/5/2024 – 7:00 P.M.	10/3/2024 – 7:00 P.M.	11/7/2024 – 7:00 P.M.	12/12/2024 – <b>2:00 P.M.</b>
<ul style="list-style-type: none"> <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>• Candidate filing period (even years)</li> <li>• CASA/CSDA Conf.</li> <li>• Form 470</li> <li>• July 4th Fair Debrief</li> <li>• Quarterly Financial Statements</li> <li>• SPASPA Status Report</li> <li>• CLOSED SESSION – Quarterly Claims Rpt.</li> </ul>	<ul style="list-style-type: none"> <li>• CASA Conf. Attendee Reports</li> <li>• CSDA Annual Conf.</li> </ul>	<ul style="list-style-type: none"> <li>• CSDA Annual Conf.</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/CSDA Conf.</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/CSDA Conf.</li> <li>• Pension + OPEB UAL Reports</li> <li>• Nomination &amp; Election of Officers</li> </ul>
	8/22/2024 – 7:00 P.M.	9/19/2024 – 7:00 P.M.	10/17/2024 – 7:00 P.M.		
	<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> <li>• Conn. Charge Report per Gov. Code 66013</li> <li>• CSDA Annual Conf.</li> </ul>	<ul style="list-style-type: none"> <li>• Health Care Benefits Review</li> <li>• Consent Decree Quarterly Report</li> <li>• CSDA Conf. Attendee Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Quarterly Financial Statements</li> <li>• SPASPA Status Report</li> <li>• CLOSED SESSION – Quarterly Claims Rpt. – Manager Perf. Eval.</li> </ul>		