

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA
MARCH 16, 2023 @7:00 P.M.
www.stegesan.org • staff@stegesan.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.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 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 remote conferencing session will be conducted by roll call vote.

I. Call To Order

II. Roll Call

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

III. Public Comment:

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

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- Motion: **IV. Approval of Minutes**
- A. Approval of February 16, 2023 Board Meeting Minutes
 - B. Approval of March 4, 2023 Long Range Planning Workshop 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
 - 1. CSDA Action Alert: Support AB 557 to Extend Authorization of Emergency Remote Meetings
 - 2. Contra Costa LAFCO - 2023 Special District Election Announcement

- Info/Motion **VI. Reports of Staff and Officers**
- A. Attorney's Report
 - B. Manager's Report
 - 1. Monthly Maintenance Summary Report
 - 2. Monthly Report of Sewer Replacements and Repairs
 - 3. Consent Decree Quarterly Status Report
 - 4. Draft Action Plan
 - 5. Draft Strategic Plan
 - 6. Regional Technical Support Program (RTSP) – Private I/I Source Log
 - 7. USEPA Consent Decree – Capacity Assurance Monitored Locations
 - 8. Burlingame Pump Station Flow Data
 - 9. DEI Training and Education Opportunities
 - 10. Form 700 Reminder

- Info/Motion **VII. Business**
- A. California Employer's Retiree Benefit Trust (CERBT) Fund Contribution/Disbursement
(The Board will consider a contribution/disbursement to/from the fund)

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- B. Professional Auditing Services – Request for Proposals (RFP)
(The Board will consider issuing a request for proposals (RFP) for professional auditing services)

- Info: **VIII. Financial Statements**
- A. Monthly Investment, Cash, Receivables Report
 - B. Monthly Operating Statement
 - C. Investment Options

- Info/Motion: **IX. Approval of Checks**
- A. Checks for March 16, 2023 - Fund No. 3418 & 3423
(The Board will be asked to approve the checks)

- Info: **X. Future Agenda Items**
- April 6, 2023**
Board Training Summary
+ *CalWARN Presentation*
- April 20, 2023**
Draft Budget
Employee Benefits Package
July 4th Fair Discussion
Quarterly Financial Statements
San Pablo Avenue Specific Plan Area Status Report
CLOSED SESSION – Quarterly Claims Report

CLOSED SESSION

Public Employment Performance Evaluation

Gov. Code § 54957

Title: District Manager

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XI. Adjournment

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on April 6, 2023 at 7:00 P.M. unless cancelled, at the District Board Room, 7500 Schmidt Lane, El Cerrito, CA.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF FEBRUARY 16, 2023
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

***** MINUTES *****

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

II. Roll Call: Present: Beach, Gilbert-Snyder*, Merrill, O’Keefe*,
Christian-Smith
Absent: None
Others Present: Rex Delizo, District Manager
Shandyn Pierce, Office of District Counsel*
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 Minutes of February 2, 2023 Board Meeting

MOTION: By Merrill, seconded by Beach, to approve the minutes of the February 2, 2023 Board Meeting, as amended

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

V. Communications

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF FEBRUARY 16, 2023
TIME OF MEETING: 7:00 P.M.
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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

There were no reports.

B. Written Communications

1. LETTER - Contra Costa County Civil Grand Jury Orientation Guest Speaker Invitation

2. EMAIL - Special Districts Roundtable w/Asm. Buffy Wicks

The Board received the communications.

VI. Reports of Staff and Officers

A. Attorney's Report:

Pierce reported on the requirements and procedures to hold remote public meetings under AB 2449.

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 January.

3. Form 700 Statement of Economic Interest/Conflict of Interest

The Manager reminded the Board to file their Form 700s by the April 3rd deadline.

4. California Association of Sanitation Agencies (CASA)

The Manager reported on the upcoming CASA conference dates.

5. California Special Districts Association (CSDA)

The Manager reported on the upcoming CSDA conference date.

VII. Business

A. Long Range Planning Draft Agenda

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF FEBRUARY 16, 2023
 TIME OF MEETING: 7:00 P.M.
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The Manager reported on the updated agenda for the long range planning workshop scheduled for Saturday, March 4, 2023.

B. Consider the Need and Ability to Conduct Meetings Remotely Pursuant to AB 361

Due to the COVID State of Emergency ending on February 28, 2023, the Board, by taking no further action, decided to proceed without adopting a resolution to continue meeting remotely pursuant to Assembly Bill 361. Staff will monitor the statewide State of Emergency and, if circumstances change, advise the Board and seek further direction.

VIII. Monthly Financial Statements

- A. Monthly Investment, Cash, Receivables Report
- B. Monthly Operating, Statement
- C. Investment Options

The financial statements were reviewed by the Board. The Board asked staff to provide a more detailed proposal to ladder CDs and government bonds up to \$2M for the Board to consider at a future Board Meeting.

IX. Approval of Checks

- A. Checks for February 16, 2021 – Fund No. 3418 & 3423.

MOTION: By Gilbert-Snyder, seconded by Merrill, to approve the payment of the bills, Check Nos. 28047 through 28067 in the amount of \$56,601.71

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

NOES: None

ABSTAIN: None

ABSENT: None

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X. Future Agenda Items

March 4, 2023 @9:00 AM

Long Range Planning Workshop

March 16, 2023

California Employer's Retiree Benefit Trust (CERBT) Contributions

Action Plan

Consent Decree Quarterly Report

CASA Conference – Attendee Reports

Form 700

CLOSED SESSION

Public Employment Performance Evaluation

Gov. Code § 54957

Title: District Manager

The Board entered into closed session at 7:56 P.M. and returned to open session at 8:23 P.M. President Christian-Smith announced the Board had taken no reportable actions.

XI. Adjournment

The meeting was adjourned at 8:28 P.M. The next meeting of the Stege Sanitary District Board of Directors will be the Long Range Planning Workshop held on Saturday, March 4, 2023 at 9:00 A.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, CA.

Rex Delizo
STEGE SANITARY DISTRICT
Secretary

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 LONG RANGE PLANNING WORKSHOP
 SATURDAY, MARCH 4, 2023, 9:00AM
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

*****MINUTES*****

I. Call To Order: President Christian-Smith called the meeting to order at 9:00 A.M.

II. Roll Call: Present: Beach, Gilbert-Snyder, Merrill, O’Keefe, Christian-Smith
 Absent: None
 Others Present: Rex Delizo, District Manager
 Melanie Mintz*, City of El Cerrito Community
 Development Director (for only the San Pablo
 Avenue Specific Plan Progress Report agenda
 item)

**via remote-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. Long Range Planning Workshop

- **San Pablo Avenue Specific Plan Progress Report**

City of El Cerrito Community Development Director, Melanie Mintz, gave a presentation to the Board and answered questions on current and expected development along the San Pablo Avenue corridor. Staff will continue to work collaboratively with the City of El Cerrito to prudently plan future sewer capacity upgrades along the San Pablo Avenue corridor. Staff will continue to provide updates to the Board on a quarterly basis.

- **Past 5 Years Expenditures Review**

The Manager reported on the trends from the District’s finances over the past 5 years and a trend line report for salary, benefits, construction, and other expenses. The Board asked staff to provide the report with just the year-to-

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LONG RANGE PLANNING WORKSHOP
SATURDAY, MARCH 4, 2023, 9:00AM
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year comparison and to separate out the retainer and special costs from the legal services total. The Board also asked staff to prepare a legal services rate comparison to other comparable agencies for the next District Counsel Performance Evaluation. The Board would like to consider establishing a policy on when it's appropriate for individual Board members to contact District Counsel directly outside of Board meetings.

- **USEPA Consent Decree Progress and Planning**
The Manager reported on the District's most recent Consent Decree Annual Report submittal and EBMUD's updated Flow Model Calibration, Wet Weather Facilities (WWF) Output Ratios, and Output Test Results. The Board asked staff to provide more detail on the sources of inflow and rapid infiltration not in the District's collection system and not owned by the District that were identified by EBMUD's Regional Technical Support Program (RTSP). The Board asked staff to provide the list of locations the District is monitoring for capacity assurance per the Consent Decree.
- **Wet Weather Planning**
The Manager reported on the Shallow Groundwater and Sea-Level Rise report prepared by the San Francisco Estuary Institute (SFEI) and a Discharge Alternatives Analysis prepared by the District back in 2012. The Board asked staff to provide the flow data for the Burlingame Pump Station during the recent wet weather season and to consider including an article in the District newsletter on the high inflow and rapid infiltration sub-areas of the District.
- **Structure of Future Board Meetings**
The Board reviewed and discussed the possible use of standing committees, consent agendas, and brainstormed other ideas to speed up meetings. Instead of establishing standing committees, the Board will make use of ad-hoc committees for special issues and assignments, such as PSL loan public outreach, DEI, and to perform preliminary financial check report reviews.
- **Strategic Plan**
The Board reviewed and discussed the strategic plan. The Board asked staff to remove the item regarding retirement liabilities and to add a section on

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improving environmental stewardship including administration building retrofits with solar panels, localized energy microgrids, LED lights, and HVAC heat pump technology, procuring electric vehicles, and using local businesses.

- **Diversity, Equity, and Inclusion (DEI)**

The Board reviewed and discussed the District's current DEI Policy. The Board asked staff to provide opportunities for Board level DEI training and education for future consideration.

- **Self-Assessment of Governance**

Each Board Member completed an individual board member self-evaluation questionnaire and discussed their conclusions.

V. Adjournment

The meeting was adjourned at 3:21 P.M. The next meeting of the District Board of Directors will be held on Thursday, March 16, 2022 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary



**California Special
Districts Association**
CSDA *Districts Stronger Together*

Action Alert: Support AB 557 to Extend Authorization of Emergency Remote Meetings

Assembly Member Gregg Hart (D–Santa Barbara) has introduced [Assembly Bill 557](#), CSDA's 2023 sponsored bill on the Brown Act. This bill follows the successful passage of [Assembly Bill 361 \(R. Rivas, 2021\)](#), which established modified remote meeting procedures within the Brown Act for local agencies meeting during specified emergencies. CSDA is calling upon all special districts to register a support position.

Visit CSDA's [Take Action page entry on AB 557](#)
(<https://www.csda.net/advocate/take-action/brown-act557>)

Help advocate to preserve emergency remote meeting procedures by submitting a letter of support using CSDA's [Automated Form Letter](#)

Local agencies have effectively utilized the procedures established by AB 361 to meet remotely during the COVID-19 pandemic. The COVID-19 state of emergency in California will terminate at the end of February 2023, whereupon local agencies will no longer be able to use AB 361 for COVID-19-related reasons. However, local agencies may rely on AB 361's provisions after February should there be a different emergency (e.g., flooding, wildfires, earthquakes) that makes it unsafe to meet in-person, so long as that emergency is accompanied by a formal state of emergency declaration made by the Governor.

This will be the case until the end of 2023. After that point, the provisions added to the Brown Act by AB 361 “sunset”, or expire, on their own terms and local agencies will lose statutory authority for remote emergency meetings established by AB 361. In order to preserve the modified remote meeting procedures beyond the end of 2023, CSDA has sponsored AB 557, which would abolish the sunset that would otherwise repeal these procedures.

AB 557 also makes one minor change to the timeframe for the renewal resolutions required under the AB 361 framework. Currently, the terms of AB 361 require an agency looking to rely on its provisions beyond 30 days to pass a resolution recognizing that the state of emergency prompting the transition to remote meetings remains active, and that conditions persist that prevent the agency from holding meetings safely in-person. AB 557 would change this to 45 days, providing agencies with an additional two weeks and accommodating those agencies that meet monthly on a fixed date that may occasionally fall outside of the original 30-day window provided by AB 361.

CSDA members are asked to submit a letter of support for AB 557 to help advocate for the successful passage of this measure. To assist its members, CSDA has established a page on its website where agencies can read background information, access sample letters, and/or authorize the submission of a letter of support on behalf of an agency using [an automated process](#). Those with additional questions should contact Marcus Detwiler, CSDA's legislative representative leading the effort behind AB 557, at marcusd@csda.net.

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STEGE SANITARY DISTRICT

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

District Counsel:
Kristopher Kokotaylo

Board of Directors:
Tessa Beach
Juliet Christian-Smith
Paul Gilbert-Snyder
Dwight Merrill
Beatrice R. O'Keefe

Thursday, March 16, 2023

The Honorable Gregg Hart (lenh.voong@asm.ca.gov)
California State Assembly
1021 O Street, Suite 6230
Sacramento, CA 95814



RE: Assembly Bill 557 (Hart) – Support [As Introduced]

Dear Assembly Member Hart:

The Stege Sanitary District (District) is pleased to inform you of our support for Assembly Bill 557, related to emergency remote meeting procedures under the Ralph M. Brown Act (“Brown Act”). Our District provides sanitary sewer services to Kensington, El Cerrito, and a portion of Richmond known as the Richmond Annex and currently operates and maintains 148 miles of sanitary sewers and two pumping stations serving over 35,000 residents residing within our District boundaries.

The changes made to California Government Code section 54953 by Assembly Bill 361 (R. Rivas, 2021) were of vital importance to local agencies looking to meet during the COVID-19 pandemic in order to continue to conduct the people’s business. These changes were necessary in order to permit local agencies to meet during a time that it would have otherwise been impossible to meet in-person safely. Important safeguards were included to ensure transparency and accountability, including the fact that the emergency provisions were only applicable in instances where the California Governor had declared a state of emergency.

While California seeks to transition to a post-COVID era, the threat of additional emergencies remains, as has been made abundantly clear by recent flooding and wildfires. Absent any legislative intervention, the processes established by AB 361 to provide remote meeting flexibility to local agencies in emergency circumstances will expire at the end of this year. To remain best-equipped to address future emergencies and allow local agencies to effectively react and respond, AB 557 would eliminate the sunset on the emergency remote meeting procedures added to California Government Code section 54953. Additionally, AB 557 would adjust the timeframe for

the resolutions passed to renew an agency's temporary transition to emergency remote meetings to 45 days, up from the previous number of 30 days.

This legislation will preserve an effective tool for local agencies facing emergencies that would otherwise prevent them from conducting the people's business when faced with an emergency. For these reasons, the Stege Sanitary District is pleased to support Assembly Bill 557 (Hart).

Thank you,
STEGE SANITARY DISTRICT

Juliet Christian-Smith
Board of Directors President

cc: Marcus Detwiler, Legislative Representative, California Special Districts Association
[advocacy@cda.net]

From: Lou Ann Texeira
Sent: Thursday, February 2, 2023 12:32 PM
Subject: 2023 Special District Election Announcement - Contra Costa LAFCO Greetings,

Please share the memo below and attachments with your Board members. Each district will also receive a copy of this memo via U.S. Mail. Also, we welcome any updates/corrections to the attached list of "*Independent Special District Selection Committee*" contacts/information. Thank you!

February 2, 2023

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

FROM: Lou Ann Texeira, LAFCO Executive Officer

SUBJECT: Special Election - Special District Seat on Contra Costa LAFCO, Call for Nominations, and Names of District Voting Delegates

This is to advise all independent special districts of a special election for a vacant Special District (Alternate) seat on Contra Costa Local Agency Formation Commission (LAFCO). The vacancy was created by the recent passing of Stan Caldwell (Mt. View Sanitary District). We are seeking nominations to fill the unexpired term ending May 4, 2026.

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 **April 3, 2023** - please see attached 2023 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). 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 **April 3, 2023**.

Nominations: Each candidate 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 **April 3, 2023**. 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 vacant 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 early April 2023, 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 ISDSC 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 May 19, 2023.***

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, 1st Floor (Board Chambers) in Martinez. Effective March 1, 2023, LAFCO Commissioners may attend LAFCO meetings remotely for limited reasons and a limited number of times per year under the new Brown Act teleconferencing rules pursuant to Assembly Bill 2446 (January 2023). 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. 2023 Election Schedule
4. List of Independent Special Districts Eligible to Vote in the 2023 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
(Revised January 2010)

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 shall be 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 or alternate special district member seats. The term of office of each LAFCO member shall be four years and until the appointment and qualification of his or her successor (Gov. Code §56334).

Selection Committee Membership

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

Selection Committee Meetings

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

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

The Executive Officer shall provide a schedule to submit nominations to all independent special districts prior to the Selection Committee meeting.

All meetings of the Selection Committee shall be 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 shall be 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 shall 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 present.

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 shall be 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 shall be selected based on the following process:

- A ballot listing all known nominees shall be prepared and copied for the meeting. Each ballot shall 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 shall be distributed at the meeting.
- Each ballot shall 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 shall have received 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 new 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).

2023 SPECIAL DISTRICT SELECTION COMMITTEE ELECTION SCHEDULE

<u>Date/Deadline</u>	<u>Task</u>
2/2/23	LAFCO sends letter announcing vacancy, election schedule, and calls for nominations and names of voting delegates
3/6/23	LAFCO sends reminder
4/3/23	Districts' deadline for submitting names of voting delegates and nominating resolutions

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

Early April 2023	LAFCO transmits list of candidates and ballots to voting delegates (email and US mail)
Late April 2023	LAFCO sends reminder to return completed ballots to the LAFCO office by <u>May 19, 2023</u> .
5/19/23	Election date/deadline for returning ballots
5/26/23	LAFCO must make election results available within 7 days of election [Gov. Code §56332(f)(6)]

2023 INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE

DISTRICT	NAME	TITLE	ALTERNATE
ALAMO-LAFAYETTE CEMETERY DIST	Nancy J. Flood	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, Vice Pres
BYRON SANITARY DISTRICT	Danny Hamby	Chair	Mike Nisen, Vice Chair
CASTLE ROCK COUNTY WATER DISTRICT	Dan Moylan		Joe Atturio
CENTRAL CONTRA COSTA SANITARY DIST	Tad Pilecki	Board Member	Barbara Hockett, Pres
CONTRA COSTA MOSQUITO & VECTOR CONTROL	James Murray	President	Darryl Young, Vice Pres
CONTRA COSTA RESOURCE CON DIST	Walter Pease	President	
CONTRA COSTA WATER DISTRICT	Ernesto Avila	President	Antonio Martinez, Vice Pres
CROCKETT COMMUNITY SERVICES DISTRICT	Luigi Barassa	President	Jena Goodman, Vice Pres
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	Vice President	Ashley Porter, President
EAST CONTRA COSTA IRRIGATION DISTRICT	Glenn Stonebarger	President	Mark Dwelley, Vice Pres
GREEN VALLEY REC & PARK DIST	Kathi Bachelor	President	Donna Coon, Vice President
IRONHOUSE SANITARY DIST	Dawn Morrow	President	Chris Lauritzen, Vice Pres
KENSINGTON FIRE PROTECTION DISTRICT	Julie Stein	President	Daniel Levine, Vice Pres
KENSINGTON POLICE PROT & CSD	Alexandra Aquino-Fike	President	Sarah Gough, Vice Pres
TOWN OF KNIGHTSEN CSD	Trish Bello-Kunkel	Chair	Gilbert Somerhalder, Vice Chair
MORAGA-ORINDA FIRE DIST	John Jex	President	Mike Roemer, Vice Pres
MT. VIEW SANITARY DIST	Dave Maggi	President	Brian Danley, Vice Pres
PLEASANT HILL REC & PARK DISTRICT	Bobby Glover	Chair	Sandra Bonato, Vice Chair
RECLAMATION DIST (RD) 799	Jim Price	President	Richard Kent, Vice Pres
RD 800	Robert Lyman	President	David Harris, Secretary
RD 830	Chad Davisson	President	Domenic Cianfichi, Secretary
RD 2024	Don Wagenet, Trustee		John Jackson, Thomas Robinson, Trustees
RD 2025	David Forkel	Chair	Pamela A. Forbus, Secretary
RD 2026*	David A. Forkel	Chair	Pamela A. Forbus, Secretary
RD 2059	Rob Davies	President	
RD 2065*	Coleman Foley	President	Thomas Baldocchi, Sr., Trustee Thomas Baldocchi, Jr., Trustee
RD 2090*	Jake Messerli	Chair	Pamela A. Forbus, Attorney
RD 2117*	Joyce Speckman, Trustee		Sandra Speckman Kiefer, Kent L. Kiefer, Trustees
RD 2122	Katherine Wadsworth	President	
RD 2137*	Pamela A. Forbus	Attorney/Secretary	
RODEO-HERCULES FIRE PROTECTION DIST	Steve Hill	Vice Chair	
RODEO SANITARY DISTRICT	Connie Batchelder	President	Janet Callaghan, Vice Pres
SAN RAMON VALLEY FIRE PROTECTION DIST	Michelle Lee	President	Jay Kerr, Vice Pres
STEGE SANITARY DISTRICT	Dwight Merrill	President	Juliet Christian-Smith, VP
WEST COUNTY WASTEWATER DIST	Cheryl Sudduth	President	David Alvarado, Vice Pres

**STEGE SANITARY DISTRICT
MONTHLY MAINTENANCE SUMMARY REPORT
Feb-23**

1. ROUTINE PREVENTIVE MAINTENANCE ACTIVITIES

	Days	Feet
There were 17 normal working days		
Unit #10 (combo) operated:	14	62,202
Unit #11 (rodder) operated:	0	0
Unit #15 (video) operated:	15	19,269
Unit #16 (combo) operated:	13	16,315

	Month (feet)		Quarter (feet)		
	Planned	Unplanned	Planned	Unplanned	Remaining
Total Cleaned	61,582	16,936	121,500	36,160	83,295
Total Video	9,741	9,528	19,134	17,277	39,354

2. MONTHLY SERVICE CALLS

After-hour service calls: 5 Calls 5 Calls out

SERVICE CALLS, OVERFLOWS, AND BACKUPS

YEAR	MO	SERVICE CALLS		LATERAL PROBLEMS		STRUCTURAL MAINLINE FAILURES		MAINLINE OVERFLOWS INTO HOMES	
		CURRENT MONTH	12 MONTH AVERAGE	CURRENT MONTH	12 MONTH AVERAGE	CURRENT MONTH	TOTAL LAST 12-MOS	CURRENT MONTH	TOTAL LAST 12-MOS
2023	2	10	14.0	5	7.9	1	2	0	0
CATEGORY 1 SSOs		OVERFLOWS CAUSED BY MAINLINE				OVERFLOWS RELATED TO WET WEATHER			
CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS				
0	1	2	9	0	0				

3. SAFETY AND TRAINING

Safety and training meetings were conducted twice a month.

MONTHLY SERVICE CALLS

February-2023

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
2/7/2023 Tuesday 10:02 AM	172603 17602	1701 JULIAN CT. EL CERRITO, CA 94530 <i>Last Call: 10/27/2020</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
2/7/2023 Tuesday 10:55 AM	273112 273111	108 ARLINGTON AVE. KENSINGTON, CA 94707 <i>Last Call: 3/2/2021</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	0				CUSTOMER COMPLAINED ABOUT SEWER SMELL, WE DIDN'T SMELL ANYTHING.
2/7/2023 Tuesday 11:53 AM	184102 184101	11755 SAN PABLO AVE. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B,D, P	ML	ML	ST, SD	PG&E BROKE DISTRICT LINE
2/12/2023 Sunday 11:50 AM	172407 172406	1761 ARLINGTON BLVD. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THE CONGESTION TO BE THE CUSTOMER'S PROBLEM.
2/15/2023 Wednesday 12:09 PM	233223 233222	100 ARDMORE RD. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				WE FOUND THE BROKEN DRIVEWAY TO BE THE CUSTOMER'S PROBLEM.
2/15/2023 Wednesday 7:40 PM	265304 265303	838 SEA VIEW DR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D, OF, T	MH	B	SD, Y	BROKEN MANHOLE.
2/24/2023 Friday 10:38 PM	161114 161113	6115 CYPRESS AVE. EL CERRITO, CA 94530 <i>Last Call: 3/28/2002</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, LC				WE FOUND CONGESTION TO BE THE CUSTOMER'S PROBLEM.
2/26/2023 Sunday 11:57 AM	101231 101230	6114 HUNTINGTON AVE. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, LC				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
2/27/2023 Monday 6:40 AM	202120 202119	2817 SAN MATEO ST. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THE CONGESTION TO BE THE CUSTOMERS PROBLEM.
2/28/2023 Tuesday 1:40 PM	233008 233007	55 STRATFORD RD. KENSINGTON, CA 94707 <i>Last Call: 6/11/2005</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	MC, SD, T				STORM DRAIN - MANHOLE COVER WAS OFF.

PROBLEM TYPE:

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

SPILL

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

SPILL

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

SPILL END

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

MAINLINE:	2
LATERAL:	5
OTHER:	3
TOTAL SERVICE CALLS:	10
MAINLINE OVERFLOW:	2
MAINLINE SURCHARGE:	0

SANITARY SEWER OVERFLOWS (SSOs) LAST 12 MONTHS

March-2023

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS	CAT*	VOL	RCVR'D	NET
3/26/2022 Saturday 6:50 PM	251414 251403	7976 TERRACE DR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	OF	MH	ML	Y	SSO CAUSED BY COLAPSED HDPE PIPE.	CAT 2	3,432 gallons	0 gallons	3,432 gallons
5/7/2022 Saturday 1:30 PM	292102 292004	1126 RICHMOND ST. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	OF, R	MH	B	ST	SOFT STOPPAGE IN MAIN LINE. FOUND ROOTS AND RAGS IN LINE.	CAT 3	1 gallons	1 gallons	0 gallons
6/8/2022 Wednesday 9:54 AM	282319 220026	6831 STOCKTON AVE. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D, E	CO	B	ST,SD,Y	EBMUD DAMAGED LAMPPOLE #282318 AND FILLED WITH ASPHALT.	CAT 3	80 gallons	80 gallons	0 gallons
8/8/2022 Monday 11:30 PM	273103 273001	27 SUNSET DR. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	LC, R	BLDG	B	BLDG/ST	LATERAL ROOT CAUSED SSO.	CAT 3	15 gallons	10 gallons	5 gallons
11/19/2022 Saturday 1:49 PM	234220 234205	285 LEXINGTON AVE. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D,F,OF	MH	B	ST	SOFT STOPPAGE DUE TO DEBRIS AND WIPES	CAT 3	3 gallons	0 gallons	3 gallons
12/5/2022 Monday 9:13 PM	281406 281405	938 AVIS DR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	OF,R,W	MH	B	Y	WIPES AND ROOTS CAUSED SSO	CAT 3	112 gallons	0 gallons	112 gallons
1/12/2023 Thursday 10:05 AM	234016 234015	620 COVENTRY RD. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	G, R, W	MH	B	SD,Y,ST	ARRIVED ON SITE FOUND MANHOLE OVERFLOWING. WE BROKE THE STOPPAGE AND CLEANED UP.	CAT 1	10,660 gallons	0 gallons	10,660 gallons
2/7/2023 Tuesday 11:53 AM	184102 184101	11755 SAN PABLO AVE. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B,D, P	ML	ML	ST, SD	PG&E BROKE DISTRICT LINE	CAT 3	5 gallons	5 gallons	0 gallons
2/15/2023 Wednesday 7:40 PM	265304 265303	838 SEA VIEW DR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D, OF, T	MH	B	SD, Y	BROKEN MANHOLE.	CAT 3	34 gallons	34 gallons	0 gallons

PROBLEM TYPE:

Water (A)
Broken Main (B)
S/S Congestion (C)
Debris in Main (D)
EBMUD (E)
Soft Stoppage (F)
Grease (G)
Lateral Cause (LC)
Misc (M)
MH Cover (MC)

SPILL LOCATION:

Odor (O)
Overflow (OF)
PG+E (P)
Roots (R)
Surcharge (S)
Storm Drain (SD)
Unknown (U)
Other (T)
Wipes/Rags (W)

SPILL CAUSE:

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

SPILL END LOCATION:

Blockage (B)
Surcharge (S)
Line Break (ML)
Other (O)
Building (BLDG)
Creek (C)
Strt/Pvmnt (ST)
Storm Drn (SD)
Yard (Y)
Other (O)

TOTAL MAINLINE SSOs: 9

MAINLINE BREAK SSOs: 2

MAINLINE SURCHARGE SSOs: 0

CATEGORY 1 SSOs: 1

SSOs INTO BUILDINGS: 1

TOTAL SSO VOLUME (GALS): 14,342

TOTAL VOLUME RECOVERED (GALS): 130

TOTAL VOLUME UNRECOVERED (GALS): 14,212

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS	CAT*	VOL	RCVR'D	NET
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*CATEGORY 1 SSO: Discharges of untreated or partially treated wastewater of any volume resulting from an enrollees sanitary sewer system failure or flow condition that: Reach surface water and/or reach a drainage channel tributary to a surface water; or Reach a municipal separate storm sewer system and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the municipal separate storm sewer system is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or ground water infiltration basin (e.g., infiltration pit, percolation pond).

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

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

**STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
February 2023**

I SEWER REPLACEMENT - FY 2022-2023			
A.	BUDGET ALLOCATION		\$3,259,000
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$0
C.	SEWER REPLACEMENTS PAID THIS MONTH (NO RETENTION)		
	1	\$0	
SUBTOTAL FOR THIS MONTH			\$0
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	0.00%	\$0
E.	TOTAL 5% RETENTION HELD		\$0
F.	BUDGET REMAINING	100.00%	\$3,259,000
G.	PERCENTAGE OF FISCAL YEAR REMAINING	33.33%	
H.	TOTAL REPLACEMENT FOOTAGE PAID TO DATE	(\$ - /LF)	

II SEWER REPAIRS - FY 2022-2023			
A.	BUDGET ALLOCATION		\$70,000
B.	PRIOR BUDGET EXPENDED		\$48,625
C.	SEWER REPAIRS PAID THIS MONTH	<u>REPAIR COST</u>	
	1 43 Franciscan Way	\$9,250	
SUBTOTAL FOR THIS MONTH			\$9,250
SUBTOTAL FOR LAST MONTH			\$48,625
D.	TOTAL BUDGET EXPENDED	82.68%	\$57,875
E.	TOTAL RETENTION HELD	0.00%	\$0
F.	BUDGET REMAINING	17.32%	\$12,125
G.	PERCENTAGE OF FISCAL YEAR REMAINING	33.33%	
H.	TOTAL NUMBER OF REPAIRS PAID TO DATE	8 (\$7,234 /REPAIR)	



STEGE SANITARY DISTRICT

Report Date: 3/7/2023

% FY Remain: 33.33%

BOARD OF DIRECTORS CONSENT DECREE PROGRESS REPORT

FY Start Date 7/1/2022

FY End Date 6/30/2023

CD Start Date 9/22/2014

FY "Effective" Date 7/1/2013

CIP PROJECT	22201	COMPLETED	GOAL	PERCENTAGE
REPLACED since FY start	0	/	12,373	LF Yearly Objective Rate 0%
REPLACED since FY "Effective" Date	108,861	/	103,066	LF Cumulative Requirement 106%
CLEANED since FY start	671,593	/	211,200	LF Minimum Requirement 318%
HOTSPOTS since FY start	189,643	/	100,000	LF Minimum Requirement 190%
CCTV since FY start	130,022	/	77,616	LF Yearly Objective Rate 168%
CCTV since CD start	1,803,797	/	737,352	LF Cumulative Requirement 245%
ROOT FOAMING this FY	39,164	/	2,682	LF Minimum Requirement 646%

IMPORTANT CONSENT DECREE DATES:

July 15, annually	Provide any available Flow and Rainfall data to EBMUD
Nov 15, annually	Comments on Regional Technical Support Plan (RTSP) update by EBMUD
Sept 30, annually	Annual Report for prior Fiscal Year
May 1, 2022	Provide data to EBMUD for Flow Monitoring Calibration Plan
September 30, 2022	First Mid-course Check-in Output Test
June 30, 2026	Review of Regional Standards Report
December 15, 2028	Compliance WWF Output Test for San Antonio Creek
May 1, 2030	Provide data to EBMUD for Flow Monitoring Calibration Plan
September 30, 2030	Second Mid-course Check-in Output Test
June 30, 2031	Review of Regional Standards Report
December 15, 2034	Compliance WWF Output Test for Pt. Isabel
June 30, 2036	Review of Regional Standards Report
December 15, 2036	Compliance WWF Output Test for Oakport

STEGE SANITARY DISTRICT

ACTION PLAN FOR 2023

The following are the issues and action items discussed at the March 4, 2023 Long-Range Planning (LRP) Workshop:

1. San Pablo Avenue Specific Plan Progress Report

City of El Cerrito Community Development Director, Melanie Mintz, gave a presentation to the Board and answered questions on current and expected development along the San Pablo Avenue corridor. Staff will continue to work collaboratively with the City of El Cerrito to prudently plan future sewer capacity upgrades along the San Pablo Avenue corridor. Staff will continue to provide updates to the Board on a quarterly basis.

Action Items:

- Continue to work collaboratively with the City of El Cerrito to prudently plan future sewer capacity upgrades along the San Pablo Avenue corridor.
- Provide updates to the Board on a quarterly basis.

2. Past 5 Years Expenditures Review

The Manager reported on the trends from the District's finances over the past 5 years and a trend line report for salary, benefits, construction, and other expenses. The Board asked staff to provide the report with just the year-to-year comparison and to separate out the retainer and special costs from the legal services total. The Board also asked staff to prepare a legal services rate comparison to other comparable agencies for the next District Counsel Performance Evaluation. The Board would like to consider establishing a policy on when it's appropriate for individual Board members to contact District Counsel directly outside of Board meetings.

Action Items:

- Provide future reports with just the year-to-year comparison.
- Separate out the retainer and special costs from the legal services total.
- Prepare a legal services rate comparison to other comparable agencies for the next District Counsel Performance Evaluation.
- Add an item to a future Board meeting for the Board to consider establishing a policy on when it's appropriate for individual Board members to contact District Counsel directly outside of Board meetings.

3. USEPA Consent Decree Progress and Planning

The Manager reported on the District's most recent Consent Decree Annual Report submittal and EBMUD's updated Flow Model Calibration, Wet Weather Facilities (WWF) Output Ratios, and Output Test Results. The Board asked staff to provide more detail on the sources of inflow and rapid infiltration not in the District's collection system and not owned by the District that were identified by EBMUD's Regional Technical Support Program (RTSP). The Board asked staff to provide the list of locations the District is monitoring for capacity assurance per the Consent Decree.

Action Items:

- Provide more detail on the sources of inflow and rapid infiltration not in the District's collection system and not owned by the District that were identified by EBMUD's Regional Technical Support Program (RTSP).
- Provide the list of locations the District is monitoring for capacity assurance per the Consent Decree.

4. Wet Weather Planning

The Manager reported on the Shallow Groundwater and Sea-Level Rise report prepared by the San Francisco Estuary Institute (SFEI) and a Discharge Alternatives Analysis prepared by the District back in 2012. The Board asked staff to provide the flow data for the Burlingame Pump Station during the recent wet weather season and to consider including an article in the District newsletter on the high inflow and rapid infiltration sub-areas of the District.

Action Items:

- Provide the flow data for the Burlingame Pump Station during the recent wet weather season.
- Include an article in an upcoming District newsletter on the high inflow and rapid infiltration sub-areas of the District.

5. Structure of Future Board Meetings

The Board reviewed and discussed the possible use of standing committees, consent agendas, and brainstormed other ideas to speed up meetings. Instead of establishing standing committees, the Board will make use of ad-hoc committees for special issues and assignments, such as PSL loan public outreach, DEI, and to perform preliminary financial check report reviews.

Action Item:

- Make use of ad-hoc committees for special issues and assignments, such as PSL loan public outreach, DEI, and to perform preliminary financial check report reviews.

6. Strategic Plan

The Board reviewed and discussed the strategic plan. The Board asked staff to remove the item regarding retirement liabilities and to add a section on improving environmental stewardship including considering administration building retrofits with solar panels, localized energy microgrids, LED lights, and HVAC heat pump technology, procuring electric vehicles, and using local businesses.

Action Items:

- Remove the item regarding retirement liabilities.
- Add a section on improving environmental stewardship including considering administration building retrofits with solar panels, localized energy microgrids, LED lights, and HVAC heat pump technology, procuring electric vehicles, and using local businesses.

7. Diversity, Equity, and Inclusion (DEI)

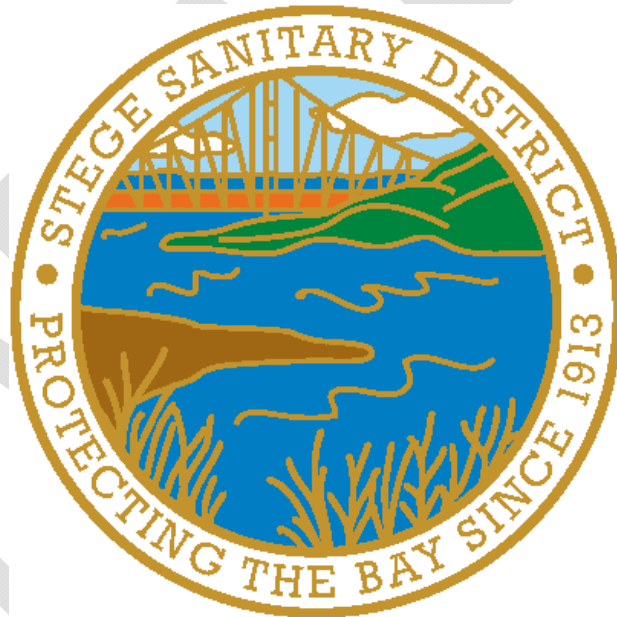
The Board reviewed and discussed the District's current DEI Policy. The Board asked staff to provide opportunities for Board level DEI training and education for future consideration.

Action Item:

- Provide opportunities for Board level DEI training and education for future consideration.

STEGE SANITARY DISTRICT

STRATEGIC PLAN



MARCH 2023

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STEGE SANITARY DISTRICT STRATEGIC PLAN

I. 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.

II. VISION

The District will continue to:

- a. Protect public health and the environment
- b. Meet all legal and regulatory requirements
- c. Work in a safe and efficient manner
- d. Provide excellent customer service
- e. Employ our proactive asset management methods to provide a sustainably reliable collection system and reduce sewer system overflows (SSOs)
- f. Utilize a Pay-as-you-go (PayGo) with existing funds rather than borrowed financial policy for maintenance and construction including prudent, justifiable reserves
- g. Manage resources to accomplish our mission while maintaining an affordable and reasonable rate structure
- h. Provide a safe, enjoyable, and rewarding work environment that recognizes the worth and value of our employees
- i. Use governance and transparency practices that qualify for the Special District Leadership Foundation District of Distinction Accreditation and the District Transparency Certificate of Excellence
- j. Anticipate and plan for future changes
- k. Keep customers informed through newsletters, public appearances, website, and other appropriate outreach

III. VALUES

The District will adhere to the following set of core values in all aspects of operations:

- a. Safety
- b. Fiscal Responsibility
- c. Fairness

- d. Ethical and Transparent Governance
- e. Professional Excellence
- f. Education and Training
- g. Appropriate, Safe and Secure Up-To-Date Technology and Equipment
- h. Continued Improvement
- i. Sustainable Environmental Practices (Reduce, Reuse, Recycle)

IV. GOALS/OBJECTIVES & WORK PLAN

1. Comply with State and Federal Regulations
 - a. Meet United States Environmental Protection Agency Consent Decree requirements including submittal of an Annual Report by September 30th of each year
 - b. Meet State of California Wastewater Discharge Requirements (WDR) requirements including electronic reporting of Sanitary Sewer Overflows (SSOs)
 - c. Meet Regional Water Quality Control Board (Region 2) Sewer System Management Plan (SSMP) requirements including a documented self-audit every 3 years
 - d. Complete a comprehensive legal review and update of the District's Ordinance Code by June 2028 and at least every ten (10) years thereafter
 - e. Maintain a safety sensitive commercial driver program which includes a substance abuse policy for all employees who are required to possess a class B license
 - f. Work with professional associations such as CWEA, CASA, CSDA and BACWA that monitor and advocate on behalf of wastewater agencies before state and federal regulators on pending and proposed legislation or regulations
2. Maintain and Improve Infrastructure
 - a. Perform proactive maintenance and assessment of the sewer system through cleaning, CCTV inspection, and chemical root control to eliminate "preventable" SSOs
 - b. Update and implement sewer system master plan to prioritize sewer replacement, funding, and maintain a sewer system life cycle of 60+ years by June 2025 and at least every two (2) years thereafter
 - c. Update and maintain the District's Asset Management and Data Collections Program which includes the Geographic Information System (GIS) and Computerized Maintenance Management System (CMMS)
 - d. Work with the Regional Private Sewer Lateral (PSL) and Regional Technical Support Program (RTSP) to facilitate property owner replacement of leaky laterals and elimination of cross connections including promoting participation in the District's PSL Loan Program
 - e. Conduct risk assessments for cyber security and natural disasters by June 2025 and

- at least every five (5) years thereafter
 - f. Conduct risk assessments for pump stations, force mains, and siphon by June 2025 and at least every five (5) years thereafter
 - g. Work with local agencies to develop growth strategies that ensure necessary sewer collection infrastructure is prudently funded and installed
 - h. Annually review the District's Emergency Management Plan
3. Ensure Financial Stability and Efficiency
- a. Annually review the Sewer Service Charge
 - b. Conduct a Financial Plan and Rate Study by June 2024 and at least every five (5) years thereafter
 - c. Annually develop and implement a financial budget by June of each year
 - d. Annually undertake an independent financial audit by December of each year
 - e. Change auditors by June 2023 and at least every five (5) years thereafter
 - f. Annually review the District's Connection Charge by January of each year
 - g. Annually review the District's Long Term Financial Plan by June of each year
 - h. Annually review the District's Working Capital and Reserve Policy by June of each year
 - i. Annually review the District's Investment Policy by July of each year
 - j. Conduct a retiree medical actuarial evaluation by March of every even year
 - k. Annually compare service rates with East Bay agencies by January of each year
 - l. Monthly Board review of financial statements
 - ~~m. Establish and follow a plan to fully fund retirement liabilities~~
 - ~~n.m.~~ Annually review the District's San Pablo Avenue Specific Plan Impact Fee by June of each year
4. Provide a Safe and Rewarding Work Environment that Recognizes the Worth and Value of Employees
- a. Provide employees with the proper tools, resources, and technology necessary to perform their duties safely, effectively, and efficiently
 - b. Annually review employee salary and benefits by July of each year and conduct a survey vs. comparable agencies by June 2023 and at least every five (5) years thereafter
 - c. Encourage employee participation in professional organizations
 - d. Provide effective training, professional development, and quality educational opportunities at District expense to promote professional development and certification
 - e. Provide a flexible work schedule as a benefit for employees to support employee morale, retention, and recruitment

- f. Provide an incentive award program and safety awards to recognize employee achievements
 - g. Maintain a succession plan that will identify and cross-train back-up staff to mitigate the extended absence, loss, or retirement of key employees and maintain institutional and technical knowledge
 - h. Provide a safety and wellness program that promotes a safe work environment and good health
5. Maintain and Improve Community Outreach and Communication
- a. Keep the District website updated with current information that maintains a high level of transparency and accessibility for the public
 - b. Publish the Endeavor Newsletter twice a year, mail to every District resident, and provide copies to service area libraries, community centers, senior centers, cafés, coffee shops, donut shops, & waiting rooms
 - c. Maintain a 24-hour “live” person contact phone number
 - d. Send a customer service satisfaction survey after each service call to track fulfillment of expectations
 - e. Participate in community events such as the 4th of July Fair
 - f. Provide educational pamphlets, door hangers, and notices, such as Proposition 218 notices, to inform the public of rate changes, proper disposal of “flushable” wipes & other non-flushables, Fats, Oils & Grease (FOG) disposal, Underground Service Alert (USA) damage prevention services, backflow prevention device (BPD) installation and maintenance, actions that can help prevent SSOs, construction notices, new owner information packets, and the Private Sewer Lateral (PSL) Replacement Loan Program.
 - g. Work cooperatively with other agencies within and around our service area
 - h. Maintain a presence on social media and online communities such as Facebook, Twitter, Nextdoor, and Yelp
 - i. Maintain governance and transparency practices that qualify for the Special District Leadership Foundation District of Distinction Accreditation and the District Transparency Certificate of Excellence
6. Improve Environmental Stewardship
- a. Consider environmental factors in product and service acquisitions, such as electric vehicles, as prescribed in the District’s Environmentally Preferable Procurement Policy
 - b. Consider energy efficient products when planning administrative building retrofits such as solar panels, localized energy microgrids, LED lights, and HVAC heat pump technology

**Regional Technical Support Program
Private I/I Source Log
Stege Sanitary District**

Source ID	Nearest Address	City	Source Type	Description	Estimated I&I Contribution (gpd)	Source	High Priority	Date Satellite Notified	Status
SRC-2021-SSD-001	608 PARK SIDE CT	Kensington	Illicit Connection	Downspout connection	19,600	Private	No	04/28/2021	In Progress
SRC-2021-SSD-002	10 YALE CIRCLE	Kensington	Illicit Connection	Downspout connection	12,600	Private	No	04/28/2021	RESOLVED 7/19/2021
SRC-2021-SSD-003	265 AMHERST AVE	Kensington	Illicit Connection	Downspout connection	6,300	Private	No	04/28/2021	In Progress
SRC-2021-SSD-004	46 ARDMORE RD	Kensington	Illicit Connection	Downspout connection	19,600	Private	No	04/28/2021	In Progress
SRC-2021-SSD-005	704 MIDCREST WAY	El Cerrito	Illicit Connection	Area drain connection	22,000	Private	No	04/28/2021	RESOLVED 5/4/2021
SRC-2021-SSD-006	3232 SANTA CLARA AVE	El Cerrito	Illicit Connection	Area drain connection	100	Private	No	04/28/2021	In Progress
SRC-2021-SSD-007	5826 AVILA ST	El Cerrito	Illicit Connection	Area drain connection	1,500	Private	No	04/28/2021	RESOLVED 9/21/2021
SRC-2021-SSD-008	5206 SAN JOSE AVE	Richmond	Illicit Connection	Area drain connection	2,400	Private	No	04/28/2021	RESOLVED 4/28/2022
SRC-2021-SSD-009	5206 SAN JOSE AVE	Richmond	Illicit Connection	Area drain connection	2,800	Private	No	04/28/2021	RESOLVED 4/28/2022
SRC-2021-SSD-010	5620 Central Ave	Richmond	Illicit Connection	Area drain connection	1,600	Private	No	04/28/2021	In Progress
SRC-2021-SSD-011	951 Elm St	El Cerrito	Illicit Connection	Downspout connection	9,400	Private	No	09/30/2021	RESOLVED 1/19/2022
SRC-2021-SSD-017	6511 Gladys Av	El Cerrito	Lower Lateral	Defective Lateral	4,100	Private	No	09/30/2021	RESOLVED 1/4/2022

CONSENT DECREE – CAPACITY ASSURANCE MONITORED LOCATIONS

C. SSO WORK

113. Capacity Assurance. The District shall monitor the water level in Maintenance Holes during rain events at the following locations:

- i. Kearney Street and Conlon Avenue
- ii. Blake Street and Elm Street
- iii. Liberty Street and Lincoln Avenue
- iv. Coventry Road and Lenox Road
- v. Donal Avenue and Elm Street
- vi. Fairmount Avenue and Kearney Street
- vii. Behrens Street and B Street
- viii. Pomona Avenue and Ward Avenue
- ix. Rincon Road and Kerr Avenue

In the event that the District determines that the water level reaches within one (1) foot of the Maintenance Hole rim during a rain event that is less than or equivalent to the December 5, 1952 Storm in any of these locations, experiences a capacity related SSO in any of these locations, or has reason to believe an SSO is likely to occur, the District shall implement improvements within one (1) Calendar Year of the rain and/or SSO event to address the capacity deficiency. The District shall utilize a water level monitoring method that accurately captures the highest water level experienced in the Maintenance Hole during a rain event. This may include, but is not limited to the following methods: coating the wall of the Maintenance Hole with chalk to indicate the maximum water level during the rain event, or installing a water pressure sensor in the Maintenance Hole that is calibrated to accurately measure water level reached in the Maintenance Hole. A visual inspection during the rain event shall not be used as the sole monitoring method at any location. The District shall ensure that the improvements do not cause other capacity related bottlenecks. Regardless of whether the District experiences an SSO in these locations, or believes an SSO is likely to occur, the District shall consider the potential capacity deficiency in any of these locations as a factor in prioritizing these lines in upcoming capital improvement projects. Assessment may be discontinued for any location where a Sewer Main is replaced by a larger capacity Sewer Main, after the District assesses the location for at least two Wet Weather Seasons following such replacement and there is no evidence of a potential capacity deficiency.

From Stege Sanitary District Annual Report

List of sewer segments improved pursuant to Paragraph 113, including the date the capacity was improved, and certification that any improved Sewer Main has sufficient capacity.

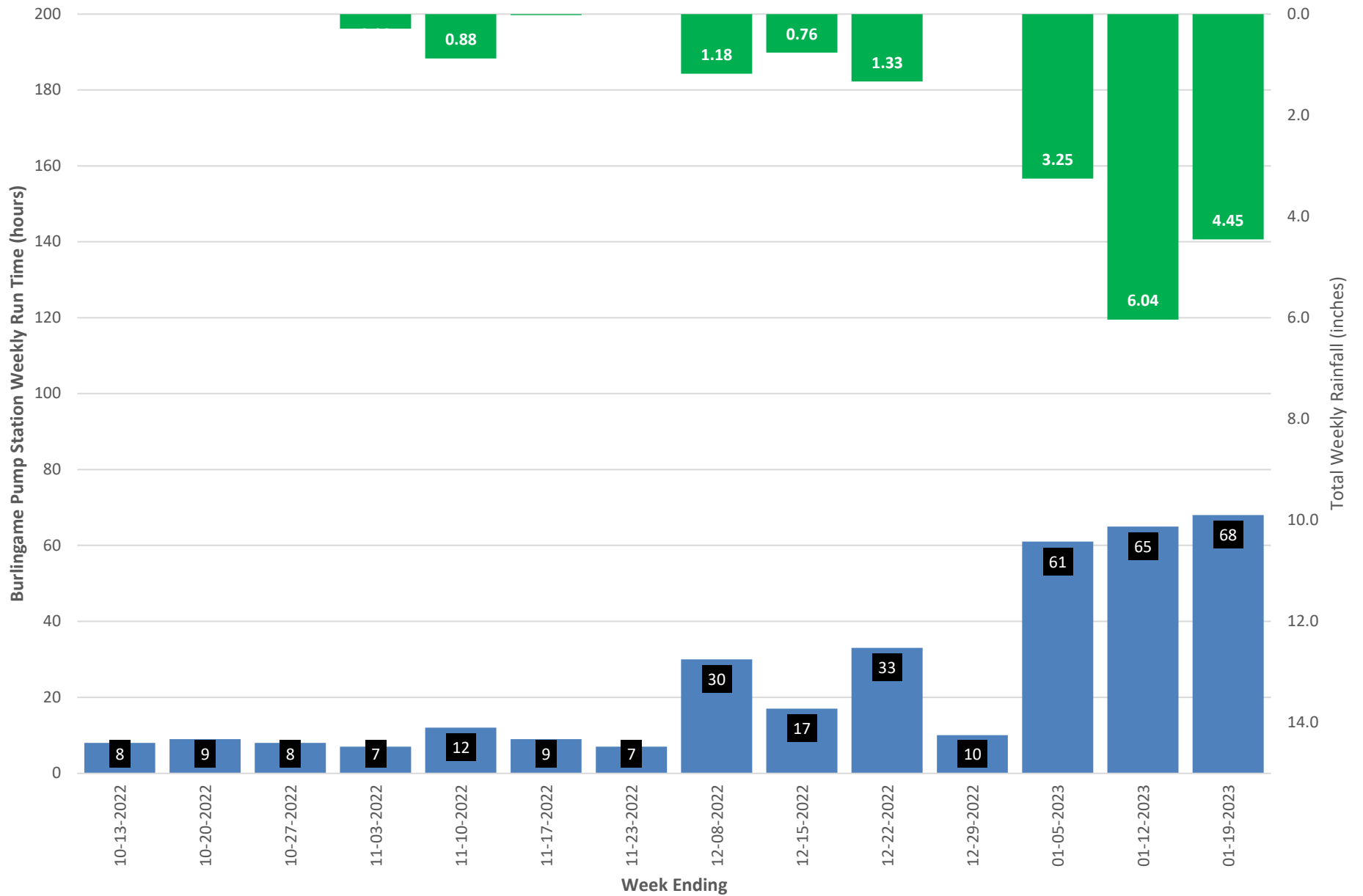
The Sewer Main for item “**i. Kearny Street and Conlon Avenue**” on the list of locations in Paragraph 113 of the Consent Decree was replaced and upsized from 8”Ø and 10”Ø to 12”Ø in June 2016. As approved in an email from Samuel Plummer of the Regional Water Board on November 21, 2019, this location no longer requires monitoring since the District assessed the location for two Wet Weather Seasons following the replacement with no evidence of a potential capacity deficiency.

The Sewer Main for item “**iv. Coventry Road and Lenox Road**” on the list of locations in Paragraph 113 of the Consent Decree was replaced and upsized from 8”Ø to 10”Ø and 12”Ø in March 2022. This location may no longer require monitoring under this section after the District assesses the location for two Wet Weather Seasons following the replacement with no evidence of a potential capacity deficiency.

The Sewer Main for item “**viii. Pomona Avenue and Ward Avenue**” on the list of locations in Paragraph 113 of the Consent Decree was mitigated by the installation of an 8”Ø sewer main relief line in December 2016. As approved in an email from Samuel Plummer of the Regional Water Board on November 21, 2019, this location no longer requires monitoring since the District assessed the location for two Wet Weather Seasons following the replacement with no evidence of a potential capacity deficiency.

Burlingame Pump Station Flow Data

■ Pump Station Weekly Run Time (hrs.) ■ Total Weekly Rainfall (in.)



**CALIFORNIA EMPLOYERS' RETIREE BENEFIT TRUST (CERBT)
CONTRIBUTION/DISBURSEMENT**

ISSUE:

The Board will consider making a transaction to/from the California Employers' Retiree Benefit Trust (CERBT) for Fiscal Year 2022-23.

FISCAL IMPACT:

From the Actuarial Analysis of Retiree Health Benefits as of June 30, 2022, the Annual Required Contribution (ARC) for Fiscal Year 2022-23 is \$23,619. The total amount of retiree medical payments for the 6 existing retirees is projected to be \$23,363 (*12 mos. @\$324.48*). The fiscal impact would be a contribution of the difference of \$256 into the CERBT fund.

STRATEGIC PLAN:

GOAL 3: Ensure Financial Stability and Efficiency

WORK PLAN ITEM "m": Establish and follow a plan to fully fund retirement liabilities

BACKGROUND:

The California Employers' Retiree Benefit Trust (CERBT) is a low cost Section 115 trust fund dedicated to prefunding Other Post-Employment Benefits (OPEB) such as retiree health care obligations. The employer controlled contributions and investment earnings are to be used solely to pay for retiree benefits and to reduce OPEB liabilities reported on annual financial statements.

In October 2010, the Board decided to deposit \$115,950, one-half of the Unfunded Actuarial Accrued Liability (UAAL), into the CERBT fund. In 2012, instead of contributing the remaining half of the UAAL into the CERBT fund, the Board decided to pay retiree medical payments directly and contribute the excess portion of the Annual Required Contribution (ARC) into the CERBT Fund.

From 2013-15, since retiree medical payments continued to be less than the ARC, the payments were made directly and the excess ARC amount contributed into the CERBT fund.

From 2016-22, the retiree medical payments were instead higher than the ARC, but each year the Board decided to pay the retiree medical payments without receiving a disbursement from the CERBT fund to cover the difference.

For the current FY 2022-23, retiree medical payments are less than the ARC. Therefore, as done previously from 2013-15, the Board can consider paying retiree medical payments directly and then contributing the excess portion of the Annual Required Contribution (ARC) estimated to be \$256 into the CERBT Fund.

RECOMMENDATION:

Pay retiree medical payments and contribute the excess portion of the Annual Required Contribution (ARC) estimated to be \$256 into the CERBT Fund.

ALTERNATIVE:

1. Pay retiree medical payments, not make any contribution into the CERBT Fund, and slightly increase the OPEB liabilities reported on the District's annual financial statements.
2. Take a disbursement from the CERBT Fund to fund the retiree medical payments and further increase the OPEB liabilities reported on the District's annual financial statements.

ATTACHMENTS:

- CERBT Quarterly Statement ending December 31, 2022



Market Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Balance	\$238,670.24	\$257,402.70
Contribution	0.00	0.00
Disbursement	0.00	0.00
Transfer In	0.00	0.00
Transfer Out	0.00	0.00
Investment Earnings	16,358.70	(2,317.43)
Administrative Expenses	(31.07)	(63.62)
Investment Expense	(22.68)	(46.46)
Other	0.00	0.00
Ending Balance	\$254,975.19	\$254,975.19
FY End Contrib per GASB 74 Para 22	0.00	0.00
FY End Disbursement Accrual	0.00	0.00
Grand Total	\$254,975.19	\$254,975.19

Unit Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Units	13,382,297	13,382,297
Unit Purchases from Contributions	0.000	0.000
Unit Sales for Withdrawals	0.000	0.000
Unit Transfer In	0.000	0.000
Unit Transfer Out	0.000	0.000
Ending Units	13,382,297	13,382,297
Period Beginning Unit Value	17,834,803	19,234,593
Period Ending Unit Value	19,053,193	19,053,193

Please note the Grand Total is your actual fund account balance at the end of the period, including all contributions per GASB 74 paragraph 22 and accrued disbursements. Please review your statement promptly. All information contained in your statement will be considered true and accurate unless you contact us within 30 days of receipt of this statement. If you have questions about the validity of this information, please contact CERBT4U@calpers.ca.gov.

Statement of Transaction Detail for the Quarter Ending 12/31/2022

Stege Sanitary District

Entity #: SKB0-2595946637



Date	Description	Amount	Unit Value	Units	Check/Wire	Notes
------	-------------	--------	------------	-------	------------	-------

Client Contact:
CERBT4U@CalPERS.ca.gov

PROFESSIONAL AUDITING SERVICES – REQUEST FOR PROPOSALS (RFP)

ISSUE:

The Board will consider issuing a request for proposals (RFP) for professional auditing services.

FISCAL IMPACT:

The fee for the last audit by Chavan & Associates, LLP was \$13,250. Their proposed fee for FY22-23 is \$15,000.

STRATEGIC PLAN:

GOAL 3: Ensure Financial Stability and Efficiency

WORK PLAN ITEM "c": Annually undertake an independent financial audit and change auditors at least every five (5) years

BACKGROUND:

The last 5 audits were conducted by Chavan & Associates, LLP. Standard practice is to use a different auditor every 3-5 years. An RFP based on the one used in 2018 with some minor revisions is ready for review and approval. The RFP was developed with the aid of a template designed by the Government Finance Officers Association (GFOA).

A decision should be made soon as the RFP process to select a firm can take 2-3 months.

RECOMMENDATION:

Authorize staff to issue the proposed RFP for professional auditing services.

ALTERNATIVES:

1. Approve professional auditing services with Chavan & Associates, LLP for a 6th year at the proposed fee of \$15,000
2. Amend the RFP and approve, as amended
3. Take no action and provide staff further direction

ATTACHMENTS:

- Professional Auditing Services - Request for Proposals (RFP)

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STEGE SANITARY DISTRICT

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

District Counsel:
Kristopher Kokotaylo

Board of Directors:
Tessa Beach
Juliet Christian-Smith
Paul Gilbert-Snyder
Dwight Merrill
Beatrice R. O'Keefe

DATE: March 16, 2023
TO: Invited Parties
FROM: Kary Richardson, Administrative Supervisor
SUBJECT: Professional Auditing Services

The Stege Sanitary District (DISTRICT) is soliciting proposals from qualified firms of certified public accountants to audit the financial statements for the fiscal year ending June 30, 2023, with the option of auditing the DISTRICT's financial statements for up to four subsequent fiscal years. Audit firms expressing interest will be provided with a copy of a request for proposal (RFP).

Please indicate your interest in receiving a copy of the RFP by making a request by email or in writing by April 14, 2023.

Stege Sanitary District
RE: Professional Auditing Services
7500 Schmidt Lane
El Cerrito, CA 94530

audit@stegesane.org

All questions and correspondence should also be directed by email or in writing to the above or by calling (510) 524-4668.

STEGE SANITARY DISTRICT
REQUEST FOR PROPOSALS
FOR
PROFESSIONAL AUDITING SERVICES
MARCH 2023

7500 SCHMIDT LANE
EL CERRITO, CA 94530
(510) 524-4668

STEGE SANITARY DISTRICT
REQUEST FOR PROPOSALS

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STEGE SANITARY DISTRICT REQUEST FOR PROPOSALS

I. INTRODUCTION

A. General Information

The Stege Sanitary District (DISTRICT) is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June 30, 2023, with the option of auditing its financial statements for up to four (4) subsequent fiscal years. These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the General Accounting Office's (GAO) *Government Auditing Standards* (1994), the provisions of the Federal Single Audit Act of 1984 (as amended in 1996), U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations* and as required by California SB 1452 .

There is no expressed or implied obligation for the DISTRICT to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

To be considered, six (6) copies of a proposal must be received by the DISTRICT at 7500 Schmidt Lane, El Cerrito by 2:00 P.M. on April 14, 2023. The DISTRICT reserves the right to reject any or all proposals submitted.

Proposals submitted will be evaluated by the five (5) members of the Board of Directors.

During the evaluation process, the DISTRICT reserves the right, where it may serve the DISTRICT's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the DISTRICT, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The DISTRICT reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the DISTRICT and the firm selected.

It is anticipated the selection of a firm will be completed by April 20, 2023. Following the notification of the selected firm it is expected a contract will be executed between both parties by May 15, 2023.

B. Term of Engagement

An initial three (3) year contract is contemplated with an additional two (2) year option, subject to the annual review and recommendation of the Board of Directors, the satisfactory negotiation of terms (including a price acceptable to both the DISTRICT and the selected firm), the concurrence of the DISTRICT and the annual availability of funds.

II. NATURE OF SERVICES REQUIRED

A. General

The DISTRICT is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June 30, 2023, with the option to audit the DISTRICT's financial statements for up to four (4) subsequent fiscal years. These audits are to be performed in accordance with the provisions contained in this request for proposals.

B. Scope of Work to be Performed

The DISTRICT desires the auditor to express an opinion on the fair presentation of its basic financial statements in conformity with generally accepted accounting principles.

The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

The auditor is not required to audit the schedule of expenditures of federal awards. However, the auditor is to provide an "in-relation-to" report on that schedule based on the auditing procedures applied during the audit of the financial statements.

C. Auditing Standards to be Followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with generally accepting auditing standards as set forth by the American Institute of Certified Public Accountants, the standards for financial audits set forth in the U.S. General Accounting Office's *Government Auditing Standards* (1994), the provisions of the Single Audit Act of 1984 (as amended in 1996) and the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, Audits of State and Local Governments.

D. Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue:

1. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles, including an opinion on the fair presentation of the supplementary schedule of expenditures of federal awards in relation to the audited financial statements.
2. A report on compliance and internal control over financial reporting based on an audit of the financial statements
3. A report on compliance and internal control over compliance applicable to each major federal program.

In the required report[s] on compliance and internal controls, the auditor shall communicate any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements.

Reportable conditions that are also material weaknesses shall be identified as such in the report. Non-reportable conditions discovered by the auditors shall be reported in a separate letter to management, which shall be referred to in the report[s] on compliance and internal controls.

The report on compliance and internal controls shall include all material instances of noncompliance. All nonmaterial instances of noncompliance shall be reported in a separate management letter, which shall be referred to in the report on compliance and internal controls.

Irregularities and illegal acts. Auditors shall be required to make an immediate, written report of all irregularities and illegal acts of which they become aware to the DISTRICT Board of Directors.

Reporting to the Board of Directors. Auditors shall assure themselves that the DISTRICT's Board of Directors is informed of each of the following:

1. The auditor's responsibility under generally accepted auditing standards
2. Significant accounting policies
3. Management judgments and accounting estimates
4. Significant audit adjustments
5. Other information in documents containing audited financial statements
6. Disagreements with management
7. Management consultation with other accountants
8. Major issues discussed with management prior to retention

9. Difficulties encountered in performing the audit

E. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of three (3) years, unless the firm is notified in writing by the DISTRICT of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the DISTRICT or their designees.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

III. DESCRIPTION OF THE GOVERNMENT

A. Name and Telephone Number of Contact Persons/Organizational Chart/Location of Offices

The auditor's principal contact with the DISTRICT will be Kary Richardson, Administrative Supervisor, or a designated representative, who will coordinate the assistance to be provided by the DISTRICT to the auditor.

An organizational chart (Appendix B) and a list of key personnel and their contact information (Appendix C) are attached.

B. Background Information

The DISTRICT serves an area of 5.5 square miles with a population of about 35,000. The DISTRICT's fiscal year begins on July 1 and ends on June 30. The DISTRICT has a total payroll of \$1.1M covering ten employees.

The DISTRICT is organized into three (3) departments. The accounting and financial reporting functions of the DISTRICT are centralized.

More detailed information on the government and its finances can be found in the current fiscal year budget, annual financial reports, and monthly financial reports by contacting:

Kary Richardson, Administrative Supervisor
Stege Sanitary District
(510) 524-4668
kary@stegesane.org

C. Fund Structure

The DISTRICT uses the following fund types and account groups in its financial reporting:

<u>Fund Type</u>	<u>Number of Individual Funds</u>	<u>Number With Legally Adopted Annual Budgets</u>
General fund	1	2
Capital projects fund	("fund" is part of one general, enterprise type fund)	

D. Budgetary Basis of Accounting

The DISTRICT prepares its budgets on a basis consistent with generally accepted accounting principles.

E. Pension Plans

The DISTRICT currently participates in the 2% at 55 Local Miscellaneous Members (CalPERS) pension plan.

Actuarial services for these plans are provided by the California Public Employees' Retirement System (CalPERS).

F. Availability of Prior Audit Reports and Working Papers

Interested proposers who wish to review prior years' audit reports and management letters should contact:

Kary Richardson, Administrative Supervisor
 Stege Sanitary District
 (510) 524-4668
kary@stegesane.org

The DISTRICT will use its best efforts to make prior audit reports and supporting working papers available to proposers to aid their response to this request for proposals.

IV. TIME REQUIREMENTS

A. Proposal Calendar

The following is a list of key dates up to and including the date proposals are due to be submitted:

Request for proposal issued	March 16, 2023
Due date for proposals	April 14, 2023

B. Notification and Contract Dates

Selected firm notified April 30, 2023

Contract date May 15, 2023

C. Date Audit May Commence

The DISTRICT will have all records ready for audit and all management personnel available to meet with the firm's personnel as of August 31, 2023.

D. Schedule for the 2022-23 Fiscal Year Audit. (a similar time schedule will be developed for audits of future fiscal years if the DISTRICT exercises its option for additional audits.)

Each of the following should be completed by the auditor no later than the dates indicated.

1. Fieldwork

The auditor shall complete all fieldwork by September 30, 2023.

2. Draft Reports

The auditor shall have drafts of the audit report[s] and recommendations to management available for review by the Stege Staff and District Manager by October 31, 2023.

E. Entrance Conferences, Progress Reporting and Exit Conferences (a similar time schedule will be developed for audits of future fiscal years if the DISTRICT exercises its option for additional audits).

At a minimum, the following conferences should be held by the dates indicated on the schedule:

Week of September 1, 2023

Entrance conference -The purpose of this meeting will be to discuss prior audit problems and the interim work to be performed. This meeting will also be used to establish overall liaison for the audit and to make arrangements for work space and other needs of the auditor.

Week of September 18, 2023

Progress conference - The purpose of this meeting will be to summarize the results of the preliminary review and to identify the key internal controls or other matters to be tested

Week of September 25, 2023

Exit conference - The purpose of this meeting will be to summarize the results of the field work and to review significant findings.

F. Date Final Report is Due

The District Manager shall receive draft financial statements, notes and all required supplementary schedules by October 31, 2023. The auditor shall provide all recommendations, revisions and suggestions for improvement to the District Manager in a draft report to be delivered to the DISTRICT by November 5, 2023

The DISTRICT will complete their review of the draft report as expeditiously as possible. It is not expected that this process should exceed one week. During that period, the auditor should be available for any meetings that may be necessary to discuss the audit reports. Once all issues for discussion are resolved, the final signed draft report shall be delivered to the DISTRICT within five (5) working days. It is anticipated that this process will be completed and the final draft report delivered by November 12, 2018.

The final draft report and eight (8) signed copies should be delivered to:

Kary Richardson, Administrative Supervisor
Stege Sanitary District
7500 Schmidt Lane
El Cerrito, CA 94530

The auditor will present the findings of the final draft report at an oral presentation to the Board at a meeting scheduled for December 7, 2023 at 2:00 PM.

If and when the final draft report is accepted by the Board, the auditor will make any final corrections or amendments and deliver the final report electronically in PDF format by email to audit@stegesano.org within ten (10) working days.

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

A. Finance Department and Clerical Assistance

The finance department staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of the auditor.

B. Work Area, Telephones, Photocopying and FAX Machines

The DISTRICT will provide the auditor with reasonable work space, desks, and chairs. The auditor will also be provided with access to telephone lines,

photocopying facilities, and FAX machines.

C. Report Preparation

Report preparation, editing and printing shall be the responsibility of the auditor.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries

Inquiries concerning the request for proposals and the subject of the request for proposals must be made to:

Stege Sanitary District
Professional Auditing Services Inquiry
7500 Schmidt Lane
El Cerrito, CA 94530
(510) 524-4668
audit@stegesane.org

2. Submission of Proposals

The following material is required to be received by April 14, 2023 for a proposing firm to be considered:

a. A master copy (so marked) of a TECHNICAL PROPOSAL and 6 copies to include the following:

i. Title Page

Title page showing the request for proposals subject; the firm's name; the name, address and telephone number of the contact person; and the date of the proposal.

ii. Table of Contents

iii. Transmittal Letter

A signed letter of transmittal briefly states the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for three (3) years.

iv. Detailed Proposal

The detailed proposal should follow the order set forth in Section VI B of this request for proposals.

v. Executed copies of Proposer Guarantees and Proposer Warranties, attached to this request for proposal (Appendix D)

and Appendix E)

- b. The proposer shall submit original and five (5) copies of a DOLLAR COST BID in a separate sealed envelope marked as follows:

SEALED DOLLAR COST BID PROPOSAL FOR
PROFESSIONAL AUDITING SERVICES FOR
STEGE SANITARY DISTRICT
APRIL 14, 2023

- c. Proposers should send the completed proposal consisting of the two separate envelopes to the following address:

Stege Sanitary District
Professional Auditing Services Proposal
7500 Schmidt Lane
El Cerrito, CA 94530

B. Technical Proposal

1. General Requirements

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the DISTRICT in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

THERE SHOULD BE NO DOLLAR UNITS OR TOTAL COSTS INCLUDED IN THE TECHNICAL PROPOSAL DOCUMENT.

The Technical Proposal should address all the points outlined in the request for proposals (excluding any cost information which should only be included in the sealed dollar cost bid). The Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects, items Nos. 2 through 9, must be included. They represent the criteria against which the proposal will be evaluated.

2. Independence

The firm should provide an affirmative statement that is independent of the DISTRICT as defined by generally accepted auditing standards [the U.S. General Accounting Office's *Government Auditing Standards* (1994)].

The firm should also list and describe the firm's (or proposed subcontractors') professional relationships involving the DISTRICT for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm shall give the DISTRICT written notice of any professional relationships entered into during the period of this agreement.

3. License to Practice in California

An affirmative statement should be included that the firm and all assigned key professional staff are properly registered to practice in California.

4. Firm Qualifications and Experience

The proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal auditor should be noted, if applicable.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

5. Partner, Supervisory and Staff Qualifications and Experience

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is

registered or licensed to practice as a certified public accountant in California. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the DISTRICT. However, in either case, the DISTRICT retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this request for proposal can only be changed with the express prior written permission of the DISTRICT, which retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

6. Similar Engagements With Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum five (5) performed in the last five years) that are similar to the engagement described in this request for proposal. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

7. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for proposal. In developing the work plan, reference should be made to such sources of information as DISTRICT's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems.

Where appropriate, proposers will be required to provide the following

information on their audit approach:

- a. Proposed segmentation of the engagement
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement
- c. Sample size and the extent to which statistical sampling is to be used in the engagement
- d. Extent of use of EDP software in the engagement
- e. Type and extent of analytical procedures to be used in the engagement
- f. Approach to be taken to gain and document an understanding of the DISTRICT's internal control structure
- g. Approach to be taken in determining laws and regulations that will be subject to audit test work
- h. Approach to be taken in drawing audit samples for purposes of tests of compliance

8. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the DISTRICT.

9. Report Format

The proposal should include sample formats for required reports.

C. Sealed Dollar Cost Bid

1. Total All-Inclusive Maximum Price

The sealed dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this request for proposal. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

The DISTRICT will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost bid. Such costs should not be included in the proposal.

The first page of the sealed dollar cost bid should include the following information:

- a. Name of Firm
- b. Certification that the person signing the proposal is entitled to

represent the firm, empowered to submit the bid, and authorized to sign a contract with the DISTRICT.

- c. A Total All-Inclusive Maximum Price for the June 30, 2023 engagement.

2. Rates by Partner, Specialist, Supervisory and Staff Level Times Hours Anticipated for Each

The second page of the sealed dollar cost bid should include a schedule of professional fees and expenses, presented in the format provided in the attachment (Appendix F) that supports the total all-inclusive maximum price. The cost of special services described in Section I E of this request for proposal should be disclosed as separate components of the total all-inclusive maximum price.

3. Out-of-Pocket Expenses Included in the Total All-inclusive Maximum Price and Reimbursement Rates

Out-of-pocket expenses for firm personnel (e.g., travel, lodging and subsistence) will be reimbursed at the rates used by the DISTRICT for its employees. All estimated out-of-pocket expenses to be reimbursed should be presented on the second page of the sealed dollar cost bid in the format provided in the attachment (Appendix F). All expense reimbursements will be charged against the total all-inclusive maximum price submitted by the firm.

In addition, a statement must be included in the sealed dollar cost bid stating the firm will accept reimbursement for travel, lodging and subsistence at the prevailing DISTRICT rates for its employees.

4. Rates for Additional Professional Services

If it should become necessary for DISTRICT to request the auditor to render any additional services to either supplement the services requested in this RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between DISTRICT and the firm. Any such additional work agreed to between DISTRICT and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the sealed dollar cost bid.

5. Manner of Payment

Progress payments will be made on the basis of hours of work completed

during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's dollar cost bid proposal. Interim billing shall cover a period of not less than a calendar month. Ten percent (10%) will be withheld from each billing pending delivery of the firm's final reports.

VII. EVALUATION PROCEDURES

A. Evaluation Panel

Proposals submitted will be evaluated by the five (5) members of the Board of Directors.

B. Review of Proposals

The Board of Directors will use a point formula during the review process to score proposals. Each member of the Board of Directors will first score each technical proposal by each of the criteria described in Section VII C. below. The Board of Directors will then convene to review and discuss these evaluations and to combine the individual scores to arrive at a composite technical score for each firm. At this point, firms with an unacceptably low technical score will be eliminated from further consideration.

After the composite technical score for each firm has been established, the sealed dollar cost bid will be opened and additional points will be added to the technical score based on the price bid. The maximum score for price will be assigned to the firm offering the lowest total all-inclusive maximum price. Appropriate fractional scores will be assigned to other proposers.

The DISTRICT reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

C. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria which will be considered during the evaluation process.

1. Mandatory Elements

- a. The audit firm is independent and licensed to practice in California
- b. The firm has no conflict of interest with regard to any other work performed by the firm for the DISTRICT
- c. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal

- d. The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work.

2. Technical Quality: (Maximum Points – 80)

- a. Expertise and Experience
 - (1) The firm's past experience and performance on comparable government engagements
 - (2) The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation
- b. Audit Approach
 - (1) Adequacy of proposed staffing plan for various segments of the engagement
 - (2) Adequacy of sampling techniques
 - (3) Adequacy of analytical procedures

3. Price: (Maximum Points - 20)

D. Oral Presentations

During the evaluation process, the Board of Directors may, at its discretion, request any or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Board of Directors may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

E. Final Selection

It is anticipated that a firm will be selected by April 20, 2023. Following notification of the selected firm, it is expected a contract will be executed between both parties by May 16, 2023.

F. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the DISTRICT and the firm selected.

The DISTRICT reserves the right without prejudice to reject any or all proposals.

APPENDICES

- A. Findings from Recent External and Internal Audits
- B. Organizational Chart
- C. List of Key Officials, Office Locations and Telephone Numbers
- D. Proposer Guarantees
- E. Proposer Warranties
- F. Format for Schedule of Professional Fees and Expenses to Support the Total All-inclusive Maximum Price

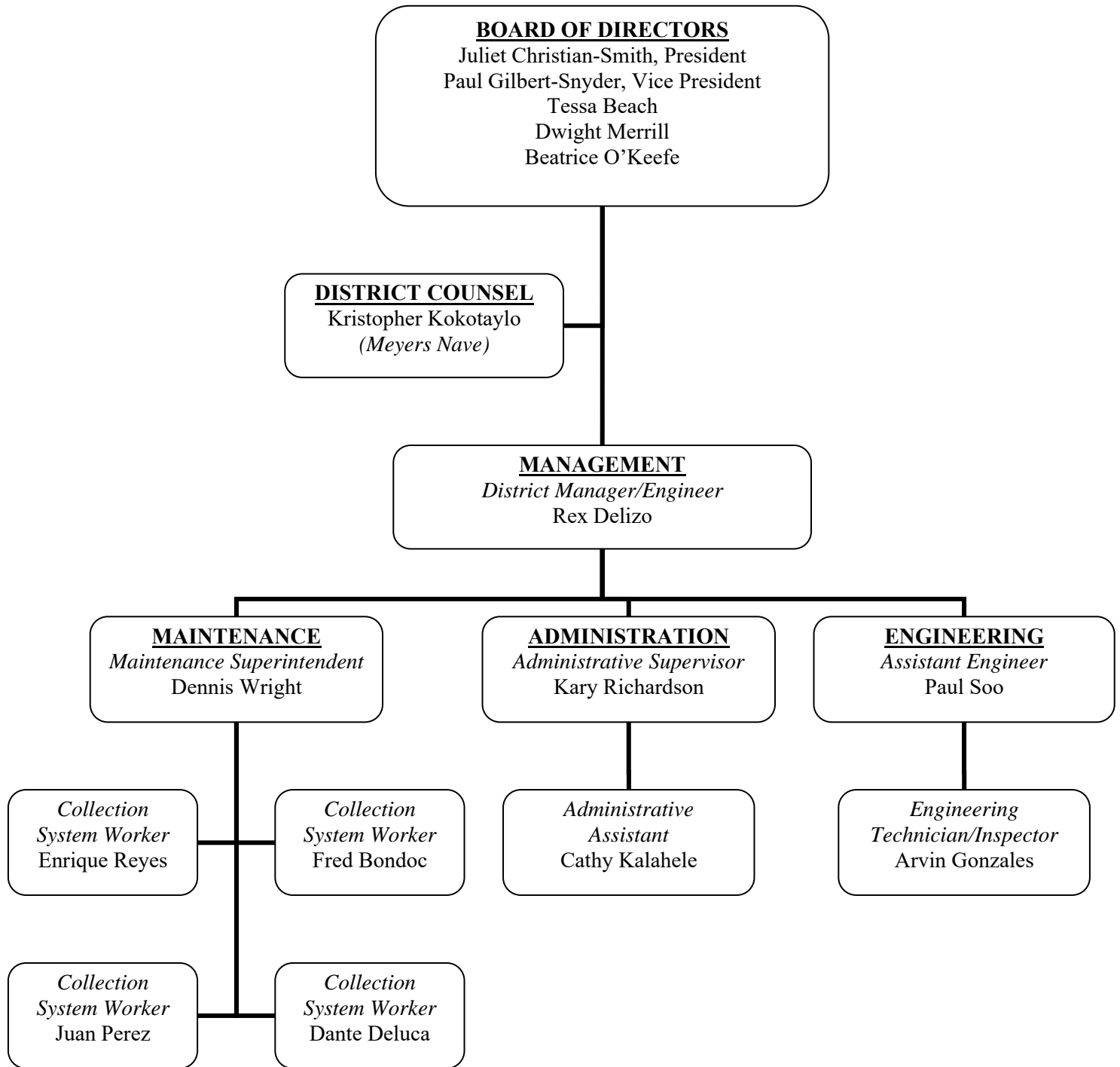
APPENDIX A

FINDINGS FROM RECENT EXTERNAL AND INTERNAL AUDITS

External Audits:

<u>Report</u>	<u>Finding</u>	<u>Resolved?</u>
June 30, 2022 Audit	None	n/a

APPENDIX B
STEGE SANITARY DISTRICT
ORGANIZATION STRUCTURE
2023



APPENDIX C

LIST OF KEY OFFICIALS, OFFICE LOCATIONS AND TELEPHONE NUMBERS

Rex Delizo
District Manager
(510) 524-4668
rex@stegesane.org

Kary Richardson
Administrative Supervisor
(510) 524-4668
kary@stegesane.org

Stege Sanitary District
7500 Schmidt Lane
El Cerrito, CA 94530
(510) 524-4668
audit@stegesane.org

APPENDIX D

PROPOSER GUARANTEES

The proposer certifies it can and will provide and make available, as a minimum, all services set forth in Section II, Nature of Services Required.

Signature of Official:

Name (typed):

Title:

Firm:

Date:

APPENDIX E

PROPOSER WARRANTIES

- A. Proposer warrants that it is willing and able to comply with State of California laws with respect to foreign (non-state of California) corporations.
- B. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
- C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the DISTRICT.
- D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official:

Name (typed):

Title:

Firm:

Date:

APPENDIX F
Page 1

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

FOR THE AUDIT OF THE [YEAR] FINANCIAL STATEMENTS

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total</u>
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory Staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify)	_____	_____	_____	_____
Subtotal	_____	_____	_____	_____

Total for services Described in Section II E of the RFP (Detail on subsequent pages)

Out-of-pocket expenses:

Other (specify): _____

Total all-inclusive maximum price for June 30, [YEAR] audit

Note: The rate quoted should NOT be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.

APPENDIX F
Page 2

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

FOR THE AUDIT OF THE [YEAR] FINANCIAL STATEMENTS:

COMBINING SCHEDULE - ALL SERVICES

DESCRIBED IN RFP SECTION II E

<u>Nature of Service To Be Provided</u>	<u>Schedule</u>	<u>Total Price</u>
---	-----------------	--------------------

EACH SERVICE DESCRIBED IN RFP SECTION II E SHOULD BE SUPPORTED BY AN INDIVIDUAL SCHEDULE IN THE FORMAT PROVIDED ON PAGE 3 OF THIS APPENDIX.

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

FOR THE AUDIT OF THE [YEAR] FINANCIAL STATEMENTS:

SUPPORTING SCHEDULE FOR [NAME OF SERVICE]

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total</u>
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory Staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify)	_____	_____	_____	_____
Subtotal	_____	_____	_____	_____

Out-of-pocket expenses:

Other (specify): _____

Total price for [NAME OF SERVICE]

Note: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price

STEGE SANITARY DISTRICT
Investment, Cash & Receivables Report

As of February 28, 2023

12:31:58 PM
 03/13/2023

	<u>February 28, 2023</u>	<u>January 31, 2023</u>	<u>\$ Change</u>	<u>Deposits</u>	<u>Checks</u>	<u>Transfers</u>
ASSETS						
Current Assets						
Checking/Savings						
LAIF Investment Accts						
11012 · Sewer Operations- 3418	8,822,628	7,952,628	870,000	950,000	0	-80,000
11014 · System Rehab- 3423	1,025,138	1,025,138	0	0	0	0
Total LAIF Investment Accts	<u>9,847,766</u>	<u>8,977,766</u>	<u>870,000</u>	<u>950,000</u>	<u>0</u>	<u>-80,000</u>
Checking Accts						
100 · Mechanics Bank	83,310	1,132,513	-1,049,203	13,905	-1,143,108	80,000
100 · County Cash Acct #3418	7,695	7,695	0 *	0 *	0	0
Total Checking Accts	<u>91,005</u>	<u>1,140,208</u>	<u>-1,049,203</u>	<u>13,905</u>	<u>-1,143,108</u>	<u>80,000</u>
11021 · Petty Cash	250	250	0	0	0	0
Total Checking/Savings	<u>9,939,020</u>	<u>10,118,223</u>	<u>-179,203</u>	<u>963,905</u>	<u>-1,143,108</u>	<u>0</u>
301 · Ca Employer's Retiree Benefit Trust	254,975	254,975	0	0	0	0
Total CA Employer's Retiree Benefit Trust	<u>254,975</u>	<u>254,975</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Accounts Receivable						
11072 · Accounts Receivable	77,092	77,092	0			
Total Accounts Receivable	<u>77,092</u>	<u>77,092</u>	<u>0</u>			

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

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

 Rex Delizo, District Manager

 Date

STEGE SANITARY DISTRICT

Operating Statement

03/13/2023

February 2023

67.12% of Fiscal year Completed

	July- February 2023	Annual Budget	% of Annual Budget
Income			
31 - OPERATING REVENUE			
31010 - Sewer Service Charges	1,843,533	3,209,000	57%
31020 - Permit & Insp. Fees	5,795	12,000	48%
31030 - Connection Fees	37,363	50,000	75%
31040 - San Pablo Impact Fee	16,301	50,000	33%
31080 - Contracted Services	-	33,000	0%
31010a - Capital Service Charges	1,843,533	3,775,000	49%
Total 31 - OPERATING REVENUE	3,746,524	7,129,000	53%
32 - NON-OPERATING REVENUE			
32050 - Interest - 3418	53,164	15,000	354%
32052 - Interest - 3423	9,355	5,000	187%
32080 - Property Taxes	350,952	500,000	70%
32085 - Insurance Dividend	-	-	0%
32090 - Miscellaneous	21,782	21,000	104%
Total 32 - NON-OPERATING REVENUE	435,252	541,000	80%
Transfer (to)/from Reserves	-	(109,643)	0%
Total Income	4,181,776	7,560,357	55%
Expense			
OPERATING EXPENSES			
Administration/General			
45-010 - Salaries & Wages	164,080	255,300	64%
45-020 - Employee Benefits	263,653	141,506	186%
45-029 - Retiree Health	7,606	13,600	56%
45-030 - Directors Expenses	20,980	41,007	51%
45-070 - Insurance	95,841	250,400	38%
Administration - Other	110,719	291,000	38%
Total Administration	662,880	992,813	67%
Maintenance/Engineering			
41-010 - Salaries & Wages	832,482	1,260,660	66%
41-020 - Employee Benefits	243,370	521,701	47%
41-029 - Retiree Health	7,378	15,556	47%
41-100 - Operating Supplies	7,201	40,000	18%
41-110 - Contractual Services	64,578	101,300	64%
41-207 - Contracted Repairs	54,975	70,000	79%
Maintenance- Other	152,588	286,257	53%
Total Maintenance/Engineering	1,362,572	2,295,474	59%
Pump Stations	40,564	40,020	101%
Total OPERATING EXPENSES	2,066,016	3,328,307	62%
CAPITAL			
41-650 - Debt Repayment (SRF Loans)	43,939	43,900	100%
Construction Projects	-	3,833,150	0%
Outlay(Maintenance/Engineering)	211,193	355,000	59%
Total CAPITAL	255,131	4,232,050	6%
Total Expense	2,321,147	7,560,357	31%
Net	1,860,629	0	

INVESTMENT OPTIONS

COMPANY	TYPE	AMOUNT	INTEREST RATE
Local Agency Investment Fund (LAIF)	Investment Fund	(existing)	2.07% variable
Mechanics Bank	Money Market Account	\$2,000,000	2.75% variable
CalTRUST	Investment Fund	\$2,000,000	2.58% - 4.53% variable
Time Value Investments, Inc. (TVI)	Laddered CDs	\$2,000,000 (Laddered over 4 years)	4.90% fixed

Mechanics Bank

From: [Apyrl Demarco](#)
Sent: Thursday, January 12, 2023 10:58 AM
To: Kary@StegeSan.org
Cc: [govbanking](#) ; [Jury Zamora](#)
Subject: Money Market Discussion

This message was sent securely by Mechanics Bank®

Good Morning Kary-

Thank you for taking the time to speak with me today. Below is a bit of information on our money market account. This is a standard bank product and is considered liquid. We could set the account up on online banking, and you could transfer funds back and forth between your checking account.

As an institution that houses public funds, we are familiar with collateralization rules. We collateralize all public deposits up to 110% and keep contracts on file for each client.

The exception rate we are offering today on this account is 2.75%apy. If there are additional funds that you may be interested in bringing over, we could talk about a higher rate.

The process to open the account is very streamlined, and only requires a letter from a resolution signer requesting that the account be opened, and added to online banking. The letter should also note that the signers should be the same as your existing account, or specify who should be a signer if different.

Please let me know if you have any other questions.

Money Market Accounts- Transactions involving these accounts are limited. You may only make up to six withdrawals and/or transfers each monthly statement cycle by check (for accounts with check privileges), preauthorized or automatic transfer (e.g., automatic payments to an insurance company), draft, point-of-sale debit card, telephone and/or online banking. If you exceed this limitation, we may convert it to another type of account, and/or impose a fee for exceeding the limits (see Fee Schedule). Note: We count checks for purposes of the transaction limitation as of the date we post them to your account (not as of the date you write them). As such, a check you write during one statement period may not be counted until a subsequent statement period.

This limit does not apply to withdrawals made in person, at an ATM, by mail, messenger, or telephone (via check mailed to you), or to transfers made to repay a loan with us. Nor is there any limit on the number of deposits that can be made to your account each month (e.g., in person or by preauthorized or automatic transfer). We may refuse or limit telephone and mail withdrawals, at our discretion.

Apyrl DeMarco
Vice President / Operations Manager
Government and Corporate Enterprise Banking

Mechanics Bank
1111 Civic Drive Suite 385 | Walnut Creek, CA 94596
Tel 925.256.3036
apyrl_demarco@mechanicsbank.com
www.mechanicsbank.com

CalTRUST

From: [Todd Winslow](#)
Sent: Friday, February 3, 2023 11:01 AM
To: [Kary R.](#)
Subject: Re: Investments

Hello Kary, I hope this email finds you well! I tried to call, but it sounded like you were out of the office today. Please give me a call back at your convenience – my number is 916.396.1907.

Since this email, there are a couple of updates: we have about 160 public agencies involved as a participant or shareholder and our pool is upward of close to \$2.9B in assets.

Currently our 7 day yields on our platform of products are:

- Liquidity stable NAV – 4.53%
- Short term floating NAV – 3.48%
- Medium term floating NAV – 2.58%

I will talk to you soon, and have a great weekend,
Todd

Todd Winslow
Outreach & Relationship Manager
CalTRUST

Office: (916) 396-1907
todd@caltrust.org

From: [Todd Winslow](#)
Sent: Tuesday, December 13, 2022 9:21 AM
To: [Kary R.](#)
Subject: Re: Investments

Hello Kary, great to “virtually” meet you. 😊

I am excited to share with you some general information about CalTRUST. Our investment solutions can be used as a compliment or alternative, depending on the needs of your agency. Below is some information about the history of CalTRUST and specific features that set us apart from others in the space.

CalTRUST assists over 150 California agencies and invests roughly \$2.5 billion on their behalf. Being a public agency ourselves, our core value is set in transparency and trust, and we focus on the importance of safety, liquidity, and yield. Attached, you will find a general information sheet introducing our investment funds, as well as a list of other features that set CalTRUST apart from other investment solutions. These features also include:

- Transparency – Our shareholders have access to holding information 24/7 through the online portal
- No minimum or maximum investment amounts
- No transaction limitations

CalTRUST

- Additional subaccounts to help manage funds
- Do not have to join the JPA
- Fully independent to the JPA and not tied to any for-profit, non-profit, or private entity

I would love the opportunity to chat about it with you, and believe that CalTRUST could be a great diversification tool for your agency. 😊

With gratitude,
Todd

Todd Winslow
Outreach & Relationship Manager
CalTRUST

Office: (916) 396-1907
todd@caltrust.org

Time Value Investments, Inc.

Hello Kary,

Thank you for the opportunity to present our firm’s qualifications and services. Below please find public funds investment information for Stege Sanitary District.

WE SPECIALIZE IN PUBLIC FUNDS INVESTING

TVI specializes in Institutional fixed income investing for public entities. Currently, over 400 public entities in the Western states have investment accounts with TVI. This includes cities, counties, water districts, special districts, housing authorities, hospitals, etc.

Over 80 public entities in California purchase investments through TVI including:

- City of Larkspur
- North Marin Water District
- City of Walnut Creek
- City of Daly City

The main types of investments we recommend and provide are federally insured CDs and US Government bonds. These are among the safest investments available and the most common types utilized by public entities. Currently, CDs are offering a slightly better yield than government bonds I would recommend using CDs as the primary investment vehicle. These investments are insured up to \$250,000 per bank, so as long as you stay below that limit then the District’s funds would be completely insured even in the event of a bank default. This high level of safety makes them a very logical investment for public entities given that safety of funds is the top priority for public funds investors.

Below is the type of laddered portfolio I would typically recommend for a public entity based on the parameters you gave me of a \$2 million investment amount. We usually recommend staggering, or laddering, maturities at relatively regular intervals. Below I started with \$500,000 maturing at 1-year, 2-year, 3-year and 4-year intervals. We can certainly adjust the maturity ranges to meet the District’s needs if this structure does not work. , This is an example but does reflect the approach of laddering, or staggering, investment maturities at regular intervals.

Portfolio Details - Sorted by Maturity										
#	CUSIP/Sec-ID	Sec Desc 1	Weight	Par Value	Coupon *	Settle Dt	Mat Dt	Nxt Call Dt	Rating ***	YTM **
1	75524KQG2	CITIZENS BK NA PROVIDENCE RI C	12.5%	250,000	5.150	3/15/2023	3/14/2024		NR	5.15
2	84476JAK3	SOUTHSTATE BK NATL ASSN WINTER	12.5%	250,000	5.150	3/15/2023	3/15/2024		NR	5.15
3	53052LAL3	LIBERTY FED CR UN EVANSVILLE I	12.5%	250,000	5.050	3/17/2023	3/17/2025		NR	5.05
4	909557KQ2	UNITED BANKERS BK BLOOMINGTON	12.5%	250,000	5.000	3/16/2023	3/17/2025		NR	5.00
5	05580AW67	BMW BK NORTH AMER SALT LAKE CI	12.5%	250,000	4.750	3/10/2023	3/10/2026		NR	4.75
6	552249CG7	LYONS NATL BK N Y CTF DEP ACT/	12.5%	250,000	4.750	3/15/2023	3/16/2026		NR	4.75
7	15118RE78	CELTIC BK SALT LAKE CITY UTAH	12.5%	250,000	4.700	3/17/2023	3/17/2027		NR	4.70
8	86368LAG3	STRYV BK WICHITA KANS CTF DEP	12.5%	250,000	4.650	3/17/2023	3/17/2027		NR	4.65
TOTAL and AVERAGES			100.0%	2,000,000			2.53 yrs			4.90

* Semi-Annual interest payment

** Yields calculated using cost price, at settlement date

*** Ratings Shown Are: Lowest Rating in S&P format, NR AGY = Non-Rated

The average maturity on this portfolio is 4.90% (found at the bottom of the “YTM” or “Yield to Maturity” column). At an average yield of 4.90%, this \$2 million portfolio would earn \$98,000 in interest per year. Those same funds in LAIF at the current yield of ~2.70% are earning roughly \$54,000 in interest per year. The yield on LAIF can and will change over time as interest rates in the market move while the portfolio will earn the same set amount regardless of interest rate movements until CDs mature and are reinvested at new and different yields. A longer-term portfolio like this helps to balance out the volatility you will see with the LAIF yield over time.

Time Value Investments, Inc.

It is worth noting that the yields shown above would be inclusive of the compensation TVI would earn. As a broker, our firm's compensation is always built into the purchase price of any investment we provide and is therefore already reflected in the yield shown. Essentially, we purchase these CDs in the market at a slightly lower price and offer them to our clients at a slightly higher price, and the difference between the two is our compensation for facilitating the investment purchase. There are no ongoing fees or other costs to purchasing securities through our firm. Once a CD, is purchased it belongs to the District and there is no ongoing obligation to TVI.

I hope this information is helpful, and please feel free to contact me with any questions. Thank you for the opportunity to show how we could add value to the District's investments.

Sincerely,

Aaron

Aaron Bonck, CFA | Vice President

Time Value Investments, Inc. | 9725 3rd Ave NE, Suite 610 | Seattle, WA 98115

Direct: 206-365-3000 | Toll Free: 877-707-7787 | Fax: 206-417-6000 | www.timevalueinv.com



Securities offered through Concourse Financial Group Securities, Inc. a Registered Broker-Dealer, Member, FINRA & SIPC. Any non-securities activities conducted by Time Value Investments, Inc. are independent of Concourse Financial Group Securities, Inc.

11:41 AM	STEGE SANITARY DISTRICT			
03/13/2023	Check Report			
Accrual Basis	March 16, 2023			
	Name	Memo	Amount	Num
Mar 16, 23				
	APB Engineering	Repair 853 Shevlin Dr	-2,300.00	28068
	Aramark Uniform Services	Uniform Services	-1,571.61	28069
	Aries	Camera Repair	-1,295.59	28070
	Bay Alarm Company	Fire & Burglar Alarm 03/23-05/23	-620.52	28071
	Best Equipment Co.	Extinguishers Inspection	-220.15	28072
	CCP Industries	Gloves	-775.22	28073
	Center for Hearing Health, Inc	Annual Hearing Test	-680.00	28074
	COIT	Carpet Cleaning	-325.00	28075
	Direct Line	Answering Service 02/01-28/23	-109.00	28076
	East Bay Sanitary Co., Inc.	Garbage Mar-Apr 2023	-864.24	28077
	EBMUD 12374900001	Office/Shop	-166.38	28078
	EBMUD 39830388387	Hydrant Meter	-1,433.73	28079
	EBMUD 57132800001	Office/Shop	-660.68	28080
	EBMUD 92526846174	Hydrant Meter	-590.25	28081
	El Cerrito Police Department	Alarm Permit	-19.00	28082
	Gierlich-Mitchell Inc	Manhole Monitor Float	-2,758.38	28083
	Meyers Nave	Legal Service	-1,792.20	28084
	MR Copy	Copier Supplies	-451.37	28085
	Nakano Landscape	Landscaping Feb 2023	-290.00	28086
	Olivero Plumbing	RP Valve testing	-175.00	28087
	Pac Machine Co. Inc	Hose	-74.10	28088
	PG&E- #0103467151-9	Burlingame Pump Station	-123.89	28089
	PG&E- #0607499583-5	Canon Pump Station	-133.19	28090
	PG&E- #6675831511-4	Office/Shop	-2,328.81	28091

	Name	Memo	Amount	Num
	Plaza Auto Service, Inc	Vehicle Maintenance	-3,457.02	28092
	Reserve Account	Postage	-200.00	28093
	Root Tamers, Inc	Root Foaming	-51,745.99	28094
	Streamline	Website 3/1-04/1/23	-200.00	28095
	TelePacific Communications	Office Phones	-1,160.32	28096
	Universal Building Services	Janitorial Service Feb	-449.00	28097
	WECO Industries, Inc.	Tiger Tail & Hose	-2,304.22	28098
Mar 16, 23			-79,274.86	

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JANUARY 2023	FEBRUARY 2023	MARCH 2023	APRIL 2023	MAY 2023	JUNE 2023
1/2 & 1/16 HOLIDAY CASA Winter Conf. Jan 25-27, Palm Springs	2/20 HOLIDAY CASA Policy Forum Feb 27-Mar. 1, Wash, DC			5/29 HOLIDAY	6/19 HOLIDAY
1/19/2023 – 7:00 P.M.	2/2/2023 – 7:00 P.M.	3/4/2023 – 9:00 A.M.	4/6/2023 – 7:00 P.M.	5/4/2023 – 7:00 P.M.	6/1/2023 – 7:00 P.M.
<ul style="list-style-type: none"> • Board Governance Manual Review • Service Rate Discussion • Long Range Planning Workshop Agenda • Director’s Contact Info • Board Training Summ. • CASA Conference • Quarterly Financial Statements • SPASPA Status Report • CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval. 	<ul style="list-style-type: none"> • Actuarial Analysis of Retiree Health Benefits Report (even years) • Performance Report (every 3 years) • District of Distinction (every 3 years) • Service Rate Discussion • Long Range Planning Workshop Agenda • Board Training Summ. • CASA Conference • CASA Conference Attendee Reports 	<p><u>9AM MEETING TIME</u></p> <ul style="list-style-type: none"> • Long Range Planning Workshop – 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. 	<ul style="list-style-type: none"> • Appoint Labor Negot. • Draft Budget • Board Training Summ. • July 4th Fair Discussion • Review of Comparable Agencies • CLOSED SESSION – Conf. Labor Negot. 	<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
	2/16/2023 – 7:00 P.M.	3/16/2023 – 7:00 P.M.	4/20/2023 – 7:00 P.M.	5/18/2023 – 7:00 P.M.	6/15/2023 – 7:00 P.M.
	<ul style="list-style-type: none"> • Board Governance Manual Approval • Long Range Planning Workshop Agenda • Service Rate Discussion • Form 700 	<ul style="list-style-type: none"> • Auditor – RFP • California Employer’s Retiree Benefit Trust (CERBT) • Service Rate Discussion • Action Plan • Board Training Summ. • Consent Decree Quarterly Report • CASA Conference Attendee Reports • Form 700 	<ul style="list-style-type: none"> • Draft Budget • Employee Benefit Package Review • Service Rate Discussion/Approval (+ 30-day Notice) • July 4th Fair Discussion • Quarterly Financial Statements • SPASPA Status Report • CLOSED SESSION – Quarterly Claims Rpt 	<ul style="list-style-type: none"> • Resolution Ordering Board Election (even years) • Draft Budget • July 4th Fair Discussion • Service Rate Discussion/Approval (+ 30-day Notice) • CLOSED SESSION – Manager Perf. Eval. – Conf. Labor Negot. 	<ul style="list-style-type: none"> • Resolution Salary of District Manager • Resolution Employee Salary Ranges • Resolution Approve/Adopt Budget • Review and Approve Incentive Award • Adopt Incentive Award Goals & Objectives • July 4th Fair Discussion • CD Quarterly Report • CASA Conference • CLOSED SESSION – Counsel Perf. Eval.

STEGE SANITARY DISTRICT

BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JULY 2023	AUGUST 2023	SEPTEMBER 2023	OCTOBER 2023	NOVEMBER 2023	DECEMBER 2023
7/4 HOLIDAY 4 th of July Fair Booth	CASA Annual Conf. Aug 9-11, San Diego CSDA Annual Conf. Aug 28-31, Monterey	9/4 HOLIDAY Board Training AB 1234 (even years) AB 1661 (odd years)		11/23-24 HOLIDAY	12/7 HOLIDAY LUNCHEON 12/25 HOLIDAY
7/6/2023 – 7:00 P.M.	8/17/2023 – 7:00 P.M.	9/7/2023 – 7:00 P.M.	10/5/2023 – 7:00 P.M.	11/9/2023 – 7:00 P.M.	12/7/2023 – 2:00 P.M.
<ul style="list-style-type: none"> • July 4th Fair Debrief • CASA/CSDA Conf. 	<ul style="list-style-type: none"> • Select Actuary for Analysis of Retiree Health Benefits (odd years) • Quarterly (FY End) Financial Statements • Conn. Charge Report per Gov. Code 66013 • CASA/CSDA Conf. 	<ul style="list-style-type: none"> • CASA/CSDA Conf. Attendee Reports 	<ul style="list-style-type: none"> • Regional PSL Program Update • Regional FOG Program Update 	<ul style="list-style-type: none"> • Proposed Meeting Calendar • Board Officer Succession Plan • CASA Conference 	<p><u>2PM MEETING TIME</u></p> <ul style="list-style-type: none"> • Fiscal Year Financial Audit • Resolution Certifying Election Results (even years) • Connection Charge Review • Emergency Contact Update • Meeting Calendar • Consent Decree Quarterly Report • CASA Conference • Pension + OPEB UAL Reports • Nomination & Election of Officers
7/20/2023 – 7:00 P.M.		9/21/2023 – 7:00 P.M.	10/19/2023 – 7:00 P.M.		
<ul style="list-style-type: none"> • 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 • Candidate filing period (even years) • Quarterly Financial Statements • SPASPA Status Report • CASA/CSDA Conf. • Form 470 • CLOSED SESSION – Quarterly Claims Rpt 		<ul style="list-style-type: none"> • Health Care Benefits Review • Consent Decree Quarterly Report 	<ul style="list-style-type: none"> • Quarterly Financial Statements • SPASPA Status Report • CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval. 		