

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

***** AGENDA *****

Items on the agenda may be taken out of order.

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

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

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

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

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

I. Call To Order

II. Roll Call

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

III. Public Comment:

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF APRIL 7, 2022
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DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

IV. Approval of Minutes

- Motion: A. Approval of March 17, 2022 Board Meeting Minutes
(The Board will review and consider approval of the minutes)

Info/Motion: **V. Communications**

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

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

- A. Manager's Report
1. Funding of the District's Administration Building Replacement
 2. Public Outreach – 4th of July Festival Sponsorship ¼ Page rECguide Ad

Info/Motion: **VII. Business**

- A. Board Objectives
(The Board will consider the top Board objectives from the Strategic Plan)
- B. Diversity, Equity, and Inclusion (DEI) Board of Director's Outreach Opportunities
(The Board will review and consider DEI outreach opportunities)
- C. Resolution No. 2186-0422 Finding that there is a Proclaimed State of Emergency; Finding that Meeting in Person Would Present Imminent Risks to the Health or Safety of Attendees as a Result of the State of Emergency; and Authorizing Remote Teleconferenced Meetings of the Stege Sanitary District for the 30 Day Period Beginning April 7 Pursuant to AB 361
(The Board will review and consider the resolution to continue to meet remotely pursuant to Assembly Bill 361)

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

- A. Checks for April 7, 2022 - Fund No. 3418 & 3423

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

(The Board will be asked to approve the checks)

Info:

X. Future Agenda Items

April 21, 2022

CLOSED SESSION – Quarterly Claims Report

Employee Benefits Package

Quarterly Financial Statements

Draft Budget

July 4th Fair Discussion

San Pablo Avenue Specific Plan Area Status Report

+*ORDINANCE – Uniform Construction Cost Accounting*

+*RESOLUTION – Procurement Policy*

+*AB 361 – 30 Day Virtual Meeting Extension*

May 5, 2022

Appointment of Labor Negotiator

CLOSED SESSION – Conference with Labor Negotiator

Draft Budget

July 4th Fair Discussion

Review of Comparable Agencies

Diversity, Equity, and Inclusion

XI. Adjournment

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on April 21, 2022 at 7:00 P.M., at the District Board Room, 7500 Schmidt Lane, El Cerrito, CA.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF MARCH 17, 2022
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

***** MINUTES *****

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

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

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

IV. Approval of Minutes

- A. Approval of Minutes of February 17, 2022 Board Meeting
 B. Approval of Minutes of March 5, 2022 Long Range Planning Workshop

MOTION: By Gilbert-Snyder, seconded by Miller, to approve the minutes of both the February 17, 2022 Board Meeting and the March 5, 2022 Long Range Planning Workshop

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF MARCH 17, 2022
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

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

In accordance with AB 1234, Director Merrill, reported on his attendance at the CASA Washington DC Policy Forum. Miller reported on a recent El Cerrito City Council Meeting.

B. Written Communications

1. 2022 Election for LAFCO Special District Seats

The Board reviewed and considered the candidates for the Special District vacancies on LAFCO.

MOTION: By Miller, seconded by Gilbert-Snyder, to submit a vote for Igor Skaredoff for the regular Special District Member for a term of office on LAFCO up to May 2026

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

NOES: None

ABSTAIN: None

ABSENT: None

VI. Reports of Staff and Officers

A. Attorney's Report:

Kokotaylo reported that the Board could have Counsel draft a request for a formal advice letter from the Fair Political Practices Commission (FPPC) regarding the use of the District's PSL Loan Program by a Board Member. By following the guidance provided by a formal FPPC advice letter, a

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF MARCH 17, 2022
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

requesting Board Member would have immunity from any enforcement action by the FPPC.

B. Manager's Report:

1. Monthly Maintenance Summary Report

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

2. Monthly Report of Sewer Replacements and Repairs

The Manager reported no payments were made in February.

3. Consent Decree Quarterly Status Report

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

4. Draft Action Plan

The Manager reported on the Action Plan from the Long Range Planning Workshop held on March 5, 2022.

5. 4th of July Sponsorship Benefits

The Manager reported on the sponsorship opportunity for the 4th of July Festival.

MOTION: By Christian-Smith, seconded by Miller, to sponsor the 2022 4th of July Festival at the \$2,500 Stars and Stripes level

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

NOES: None

ABSTAIN: O'Keefe

ABSENT: None

VII. Business

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF MARCH 17, 2022
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

The Board decided to take no action to receive a disbursement from the California Employers' Retiree Benefit Trust (CERBT) fund and to pay the retiree medical payments directly in full.

B. Resolution 2184-0322 Amending the Board Governance Manual of the Stege Sanitary District

The Board considered the resolution to amend the Board Governance Policy Manual and discussed adding an additional amendment to the Check Approval Policy portion of the manual that includes a specific procedure for the President to follow when signing checks.

MOTION: By Miller, seconded by O'Keefe, to approve Resolution 2184-0322 Amending the Board Governance Manual of the Stege Sanitary District, including the additional amendment to the Check Approval Policy portion of the manual that includes a specific procedure for the President to follow when signing checks

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

*** MOTION FAILED. ***

MOTION: By Gilbert-Snyder, seconded by Miller, to approve Resolution 2184-0322 Amending the Board Governance Manual of the Stege Sanitary District, as originally submitted by staff (*without the Check Approval Policy amendment*)

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF MARCH 17, 2022
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

NOES: None

ABSTAIN: None

ABSENT: None

- C. Resolution No. 2185-0322 Finding that there is a Proclaimed State of Emergency; Finding that Meeting in Person Would Present Imminent Risks to the Health or Safety of Attendees as a Result of the State of Emergency; and Authorizing Remote Teleconferenced Meetings of the Stege Sanitary District for the 30 Day Period Beginning March 17 Pursuant to AB 361

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

MOTION: By Miller, seconded by Christian-Smith, to approve Resolution No. 2185-0322 Finding that there is a Proclaimed State of Emergency; Finding that Meeting in Person Would Present Imminent Risks to the Health or Safety of Attendees as a Result of the State of Emergency; and Authorizing Remote Teleconferenced Meetings of the Stege Sanitary District for the 30 Day Period Beginning March 17 Pursuant to AB 361

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

NOES: Merrill

ABSTAIN: None

ABSENT: None

VIII. Monthly Financial Statements

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

The financial statements were reviewed by the Board.

IX. Approval of Checks

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 MEETING OF MARCH 17, 2022
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 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

A. Checks for March 17, 2022 – Fund No. 3418 & 3423.

MOTION: By Christian-Smith, seconded by Gilbert-Snyder, to approve payment of the bills, Check Nos. 27494 through 27534 in the amount of \$1,709,610.51

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

X. Future Agenda Items

April 7, 2022

Diversity, Equity, and Inclusion
 +*AB 361 – 30 Day Virtual Meeting Extension*
 +*Public Outreach*

April 21, 2022

CLOSED SESSION – Quarterly Claims Report
 Employee Benefits Package
 Quarterly Financial Statements
 Draft Budget
 July 4th Fair Discussion
 San Pablo Avenue Specific Plan Area Status Report
 +*ORDINANCE – Uniform Construction Cost Accounting*
 +*RESOLUTION – Procurement Policy*
 +*AB 361 – 30 Day Virtual Meeting Extension*

XI. Adjournment

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The meeting was adjourned at 8:30 P.M. The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on April 7, 2021 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, CA.

Rex Delizo
STEGE SANITARY DISTRICT
Secretary

DRAFT

The proposal to mandate that the Board President (or his/her designee) “will review each check for correlation with the name and amount on the Check Report before signing the check” will do absolutely nothing to improve financial oversight. God doesn’t write up the Check Report. How on earth does a close examination of the Check Report versus the actual checks provide any extra oversight when the Check Report is prepared by the same people who prepared the checks? I also hope that the Check Report comes from the Quick Books accounting software so staff doesn’t have to waste time typing out a Check Report. Stop for a moment and visualize what would be going on. The president encounters a check for \$154,000.00 made out to Kary Richardson. Referring to the Check Report, that check number corresponds to a check to Pastime Hardware for \$27.83. Kary and Kathy have prepared the checks and Rex has signed them. This means that Kary, Kathy, and Rex are crooks in cahoots defrauding the District. Furthermore, the totals on the Check Report will not match the actual amount at the bottom and our checking account will not balance. The problem would not be one bad check; it would be the entire accounting process and the staff.

For many years I ran a small business. I signed every check. Did I review the amount of the check and the name of the payee against a check list for each check? No, that would have been a waste of time. Why should I spend my time repeating a rote task which had already been done by my secretary? Did I make spot examination of a few checks? Certainly, but not every check.

We have received a “clean” opinion from our auditors, and they have said time and again that extra time spent by the Board in signing the checks is not helpful. The auditors cannot help design our accounting system, because they would then be auditing a system they had put in place, an ethical no no. They cannot recommend a change in our check approval system but they have said no change is necessary.

We are looking at a small portion of a robust, approved accounting system used by millions. Accounting is not a one dimensional process. If signing a check were the only thing that happened with each check, you might have a little concern. But many things happen in the check approval process. Cash is deducted from our checking account, sums are debited to our expense accounts and three pairs of eyes look at each check before it lands on the Board table. Let’s not worry about something nonsensical, let’s worry about real issues. For example, while we were debating changing our check approval process, we could instead have been asking about the two \$75.00 credit card charges to Golden Gate Petroleum in Vacaville, two days apart.

When concerns have been expressed about our financial procedures, I have suggested that we hire a CPA to review our financial procedures, recommend changes if he /she felt changes were necessary, and answer any Board questions. As we all know, the auditors cannot do this; they are barred from designing our financial system and controls if they are auditing the same. I have also suggested that we could revive the Finance and Administration Committee, in which case two Board Members would set down with Rex and go over the checks and supporting documentation and ask Rex or Kary about any issues that might come up. No one has ever seconded my proposals.

I strongly object to mandating time wasting procedures which do not advance financial oversight one whit. We would waste time. We would be distracted from doing things which would help our financial oversight. And we would think that we were doing something positive when we were not, thus ignoring our job of real oversight.

Dwight Merrill

FUNDING OF THE DISTRICT’S ADMINISTRATION BUILDING REPLACEMENT

[EXCERPT FROM APRIL 11, 2019, BOARD MEETING MINUTES]

VII. Business

A. Sewer Rate and Connection Charge Study

The Board reviewed and discussed the different options for the upcoming Sewer Rate and Connection Charge Study with Alison Lechowicz of Lechowicz & Tseng Municipal Consultants.

MOTION: By Merrill, seconded by Christian-Smith, to choose Sanitary Sewer Rate Option “1” which differentiates between single and multi-family units

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

MOTION: By O’Keefe, seconded by Christian-Smith, to choose Administrative Building Reserve Option “C” which would cash fund building retrofits every 5 years

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

MOTION: By Christian-Smith, seconded by Merrill, to choose Connection Fee Option “1” which is based on a typical two bathroom house with 26 total fixture units

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

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Stege Sanitary District

Sewer Rate and Connection Charge Study



April 11, 2019



LECHOWICZ + TSENG
MUNICIPAL CONSULTANTS

Alison Lechowicz
Project Manager

1



Admin Building Reserve Options

Option	Description
Option A	Status Quo - No additional reserve for the Administration Building
Option B1	Full replacement of the Administration Building in 30 years via a sinking fund
Option B2	Accumulation of at least \$1.5 million in reserves over 10 years (financially the same as the first 8 years of Option B1)
Option C	Cash fund major retrofits every 5 years

2



Admin Bldg Option B

- Full replacement in 30 years
- Construction cost escalated to 2049

2010 Booked Cost	\$2,803,381
2019 Replacement Cost Based on the ENR CCI	\$3,354,507
2049 Replacement Cost	\$6,864,688
30 yr avg cost increase (SF Bay Area Region)	2.5%
Estimated interest earnings	2.0%

- \$169,000 annual investment in an interest earning sinking fund; total contribution of \$5.1 million
- Interest earnings of \$1.8 million

3



Admin Bldg Option C

- Cash funding of major retrofits every 5 years (\$200,000 to \$250,000 estimated project cost)
- Annual contribution of \$45,000
- Total contribution of \$1.35 million over 30 years

4



THE CITY OF
EL CERRITO
RECREATION



**WINTER
SPRING**

2022 rEC Guide



El Cerrito Community Center
7007 Moeser Lane
(510) 559-7000
recreation@ci.el-cerrito.ca.us
www.el-cerrito.org/recreation

HEALTH & SAFETY PROTOCOLS

The El Cerrito Recreation Department will continue to follow current State and County guidance for COVID-19. If CDPH guidance is updated, we will align our safety protocols and requirements accordingly.

- **Masks***: All individuals ages 2 and older entering Recreation facilities must wear a face covering/mask.
- **Proof of Vaccination/Negative Test**: All participants ages 12 years and older taking indoor recreation classes are required to show proof of full vaccination or a negative COVID-19 test result from the past three days.

*Per the Contra Costa County Health Order Effective 11/1, some programs may be exempt from the face covering requirement when all in attendance have shown proof of full vaccination, and indoor space is in an isolated area. Please check directly with your class instructor to learn if your program is exempt. Face coverings are ALWAYS required in shared areas such as hallways, restrooms, offices, etc.

PROGRAM FACILITIES

Community & Swim Center: 7007 Moeser Ln.
(Garden Room, Patio Room, Hall, Skylight Room)
Tassajara Pottery Studio: 2575 Tassajara Ave.
Castro Clubhouse: 1420 Norvell St.
Hana Gardens: 10870 San Pablo Ave.
Canyon Trail Park: 6757 Gatto Ave.

WINTER SPRING PROGRAMS JANUARY-MAY 2022

Join El Cerrito Recreation for a new year of classes, activities, and services for all ages! **Registration will open:**
El Cerrito Residents: Tuesday, December 14 at 9am
Non-Residents: Wednesday, December 15 at 9am

All programs require advance online registration including payment of course fees (with the exception of Swim Center drop-in programs). To register for a program, visit www.el-cerrito.org/onlinereg or stop by the Community Center for assistance during office hours.

EL CERRITO COMMUNITY CENTER
OFFICE HOURS
Monday-Thursday
9am-12pm and 1-4pm
Closed for lunch from 12-1pm

CITY HOLIDAYS

MLK Day: Monday, 1/17/22
Presidents' Day: Monday, 2/21/22
Memorial Day: Monday, 5/30/22

FOLLOW US ON SOCIAL MEDIA

Facebook: @ecrecreation
Instagram: @ecrecreation
Twitter: @ElCerritoREC

Youth

Clay for Kids • Ages 6-10

Winter Wonderland: In this mixed media arts class, children will make ceramic projects including a money bank, recycled milk carton doghouse and dog, puppet, lantern, and more.

Spring Forward: In this mixed media arts class, children will get creative with clay and make projects including bird house, beehive and bees, bird's nest with bird and eggs, and more.

Clay projects will be glazed and fired. All work will go home on the last day of the session. A materials fee of \$40 is due directly to the instructor, KIKI Rostad, on the first day of class for project supplies. Winter Wonderland participants must also bring an empty half gallon or 64oz carton on the first day.

Instructor: KIKI

Location: Tassajara Pottery Studio - 2575 Tassajara Ave.

DATE	DAY	TIME	MEETS	RES	NRES	ACTIVITY
2/10-3/31	Th	3:45-5pm	7x	\$109	\$135	122573-01
4/14-5/26	Th	3:45-5pm	7x	\$109	\$135	122573-02

No Class: 2/24

Karate • Ages 7-17

This class teaches a traditional form of Japanese Karate called Wado. Students will work on basic martial arts techniques including guarding, punching, and kicking. Stretching and strengthening work will help develop a better sense of balance, focus, confidence, and self-discipline. New students must contact instructor at lcbaltz@gmail.com prior to registration.

Instructor: Leonard Baltz

Location: Garden Room - 7007 Moeser Lane

DATE	DAY	TIME	MEETS	RES	NRES	ACTIVITY
1/11-1/27	Tu,Th	5-6pm	6x	\$37	\$46	122522-01
2/1-2/24	Tu,Th	5-6pm	8x	\$50	\$62	122522-02
3/1-3/31	Tu,Th	5-6pm	10x	\$62	\$77	122522-03
4/5-4/28	Tu,Th	5-6pm	8x	\$50	\$62	122522-04
5/3-5/26	Tu,Th	5-6pm	8x	\$50	\$62	122522-05

Karate Advanced

By instructor invitation only.

Location: Skylight Room - 7007 Moeser Lane

DATE	DAY	TIME	MEETS	RES	NRES	ACTIVITY
1/14-1/28	F	5-6pm	3x	\$19	\$24	122523-01
2/4-2/25	F	5-6pm	4x	\$25	\$31	122523-02
3/4-3/25	F	5-6pm	4x	\$25	\$31	122523-03
4/1-4/29	F	5-6pm	5x	\$31	\$39	122523-04
5/6-5/20	F	5-6pm	3x	\$19	\$24	122523-05

X-Fit Lil Outdoor Ninja Warrior

Would you like your child to be the next *American Ninja Warrior*? X-Fit Lil Ninja Warrior is designed for children of all athletic levels and abilities. This is a non-competitive program that helps youth develop motor skills, core strength, balance, and techniques for controlling their body in an athletic atmosphere. Lil' Ninja will improve physical fitness through creative training, games, and obstacles.

Instructor: X-Fit Training

Location: Community Center Courtyard - 7007 Moeser Lane

Youth Classes • Ages 5-10

DATE	DAY	TIME	ACTIVITY
1/10-1/28	M,W,F	4:30-5:15pm	122554
2/2-2/28	M,W,F	4:30-5:15pm	122554
3/2-3/30	M,W,F	4:30-5:15pm	122554
4/4-4/27	M,W,F	4:30-5:15pm	122554
5/2-5/25	M,W,F	4:30-5:15pm	122554

No Class: 1/17, 2/21

YOUTH MONTHLY FEES:

5 Workouts:	RES \$75	NRES: \$93
10 Workouts:	RES \$120	NRES: \$150
Unlimited:	RES \$140	NRES: \$174

RSVP to individual classes through the X-Fit app

Tot Classes • Ages 3-4

Parent Participation Required.

DATE	DAY	TIME	ACTIVITY
1/10-1/28	M,W,F	3:30-4:10pm	122555
2/2-2/28	M,W,F	3:30-4:10pm	122555
3/2-3/30	M,W,F	3:30-4:10pm	122555
4/4-4/27	M,W,F	3:30-4:10pm	122555
5/2-5/25	M,W,F	3:30-4:10pm	122555

TOT MONTHLY FEES:

5 Workouts:	RES \$68	NRES: \$84
10 Workouts:	RES \$114	NRES: \$142
Unlimited:	RES \$135	NRES: \$168

RSVP to individual classes through the X-Fit app

Winter/Spring 2022 Schedule
January 3-March 31 • April 11-June 7

KINDER CLUB!

bridging the gap between kinder & regular dismissal on M, T, Th, F

Offered at Madera, Harding, & Fairmont
Activity Numbers by Site:

Madera: 521135 Harding: 521112
Fairmont: 521123

More Youth Programs



AFTERSCHOOL ENRICHMENT PROGRAMS
(FASEP, HASEP, & MASEP)
www.el-cerrito.org/asep

AFTERSCHOOL CHILDCARE
at Fairmont, Harding, & Madera
www.el-cerrito.org/childcare

TEETER TOTS
for ages 2-4.5
Monday-Thursday
from 9am-12
www.el-cerrito.org/preschool

FUNDamentals for Ages 5-6

Saturdays from 10:35-11:35am

The goal of the program at this stage is to improve elementary capacity through fun games, technical skill development and group activities. The primary focus is to increase familiarity of space and enable skills that can be used in a game environment. Emphasis is placed on awareness of teammates and ball activities with high repetitions to promote muscle memory. Classes will help children build confidence and ball control skills.

DATE	MEETS	RES	NRES	ACTIVITY
1/15-2/26	7x	\$197	\$244	122551-07
3/5-4/16	7x	\$197	\$244	122551-08
4/23-6/4	7x	\$197	\$244	122551-09

FUNDamentals for Ages 7-10

Saturdays from 11:40am-12:40pm

In our oldest age group, players will improve their creative capacity through technical skill development and competition. These 60-minute training sessions allow for freedom of expression with the ball—this vital concept is emphasized with the introduction of 1v1 dribbling and defending games. The addition of opponents allows the player to make decisions under pressure. High repetition ball control activities help each player become more proficient with the ball.

DATE	MEETS	RES	NRES	ACTIVITY
1/15-2/26	7x	\$197	\$244	122551-10
3/5-4/16	7x	\$197	\$244	122551-11
4/23-6/4	7x	\$197	\$244	122551-12

Super Soccer Stars

Instructor: Super Soccer Stars

Location: Canyon Trail Lower Field - 6757 Gatto Street

Parent & Me for Ages 2-3

Saturdays from 9-9:40am

Parent & Me is a pre-soccer and movement program specifically designed for toddlers between 24 and 36 months. Experienced instructors along with puppet friends, Mimi & Pepe, take you and your little one through a world of exciting physical activity. Individual attention, positive reinforcement, and engaging original music help to develop pre-soccer skills that will have your toddler learning to balance, run, kick and play – all while having a blast! Parent participation is required.

DATE	MEETS	RES	NRES	ACTIVITY
1/15-2/26	7x	\$197	\$244	122551-01
3/5-4/16	7x	\$197	\$244	122551-02
4/23-6/4	7x	\$197	\$244	122551-03



FUNDamentals for Ages 3-4

Saturdays from 9:45-10:30am

The focal point at this age group is for players to be comfortable with the ball by developing skills such as dribbling, shooting and the introduction of passing. Classes include partner activities to promote sharing, listening, respect, and cooperation. Physical activities include dynamic exercises like moving with pace, changing directions and lateral agility.

DATE	MEETS	RES	NRES	ACTIVITY
1/15-2/26	7x	\$197	\$244	122551-04
3/5-4/16	7x	\$197	\$244	122551-05
4/23-6/4	7x	\$197	\$244	122551-06

SUMMER CAMP 2022

Details coming this February. Visit www.el-cerrito.org/summercamp for more information.

SAVE THE DATE!

Summer Camp registration is scheduled to begin Tuesday, March 1st at 9am.

TEEN/ADULT SWIM LESSONS

TEEN/ADULT GROUP SWIM LESSONS:

All Teen/Adult Lessons are 55 minutes long with 6-8 students per lesson.

Teen/Adult Beginning (Ages 12+):

This beginning swimming class is designed for adults with little or no experience in the water. Participants learn water adjustment skills, floating on both the front and back, front crawl with side breathing, and back crawl. Participants also become familiar with deeper water and will learn basic safety skills.

Teen/Adult Intermediate

(Ages 12+): Designed for participants who can swim a minimum of 15 yards of freestyle and backstroke, this class will work on developing endurance and further refine strokes. Elementary backstroke, breaststroke, sidestroke, and butterfly will be introduced. Teen/Adult Lessons are 55 minutes in length.

Teen/Adult Fitness (Ages 12+):

This class keeps participants swimming while helping with endurance and stroke refinement. Participants must be able to swim a minimum of 50 yards of freestyle and backstroke.

Teen/Adult Private Swim Lessons

(Ages 12+): A 25-minute lesson with one-on-one instructor that meets the needs of the participant. All skill levels and abilities are welcome.

Interested in Semi-Private Lessons?

Semi-Private lessons offer two participants with similar swimming abilities a lesson with one instructor. If interested in semi-private lessons, please enroll one of your members for a Private Lesson on our website and then email recreation@ci.el-cerrito.ca.us for a staff member to assist you with making it a Semi-Private lesson for your second swimmer.



Swim Lesson Dates:

Session 1: Saturday 3/12-3/26 Monday/Wednesday 3/14-3/30
Session 2: Saturday 4/9-4/23 Monday/Wednesday 4/11-4/27
Session 3: Saturday 4/30-5/14 Monday/Wednesday 5/2-5/18
Session 4: Saturday 5/21-6/4 Monday/Wednesday 5/23-6/8*
 *No Class Monday 5/30

Teen/Adult Swim Lesson Fees:

Saturday Group: \$44 Resident / \$53 Non-Resident
Saturday Private: \$103 Resident / \$127 Non-Resident
Mon/Wed Group: \$87 Resident / \$105 Non-Resident (Sessions 1-3)
Mon/Wed Group: \$72 Resident / \$87 Non-Resident (Session 4)
Mon/Wed Private: \$205 Resident / \$253 Non-Resident (Sessions 1-3)
Mon/Wed Private: \$172 Resident / \$212 Non-Resident (Session 4)

Teen/Adult Swim Lesson Times:

Saturday					
Level/Time	8am	9am	10am	10:30am	11am
Beginner					•
Intermediate		•			
Fitness	•				
Private			•	•	

Monday/Wednesday			
Level/Time	4pm	5pm	6pm
Beginner	•		
Intermediate		•	
Fitness			•

Apply for a City Advisory Body Today!

The City is accepting applications to serve on several city advisory bodies. Over 30 existing vacancies and seventeen upcoming term expirations provide a wide range of topics and ways to serve your El Cerrito community. Interested residents can find detailed information and an application to apply at www.el-cerrito.org/commissions. Deadline to apply is 2/1/2022. Contact the City Clerk for more information at cityclerk@ci.el-cerrito.ca.us.

Donate online at www.elcerrito.org/july4donation

Help bring back the annual City of El Cerrito & worldOne 4th of July Festival after its two-year hiatus due to the pandemic. Donations will allow the event to continue to be admission free, support high quality family entertainment, keep costs low for local non-profits and civic organizations to participate, and provide community outreach. Donations to the City are tax-deductible and will only be used for the 2022, or future, 4th of July Festival.

4TH OF JULY FESTIVAL

SAVE THE DATE

Summer Camp Registration begins Tuesday, March 1 at 9am

Details to be posted at www.el-cerrito.org/summercamp



Now Hiring!

FUN PART TIME JOBS:

- Before & After School Childcare
- Water Aerobics Instructor
- Lifeguard
- Swim Instructors
- Gymnastics Coach

www.el-cerrito.org/jobs



WINNERS:

- Best Arts & Crafts Summer Camp
- Best Gymnastics Summer Camp
- Best Lego Summer Camp
- Best Martial Arts Classes
- Best STEM Summer Camp
- Best Swim Classes
- Best Dance Summer Camp
- Best Teen Focused Summer Camp
- Best General & Traditional Day Camp
- Best Nature and Outdoor Summer Camp
- Best Performing Arts Summer Camp

TOP 5:

- Best Academic Summer Camp
- Best Gymnastics Classes
- Best Sports Summer Camp
- Best Leadership Development Camp
- Best Music and Singing Summer Camp
- Best Overnight Summer Camp
- Best Foreign Language & Cultural Immersion Camp

El Cerrito Community Center
 7007 Moeser Lane, El Cerrito, CA 94530
phone: (510) 559-7000
email: recreation@ci.el-cerrito.ca.us
website: www.el-cerrito.org/recreation



BOARD OBJECTIVES

ISSUE:

The Board will consider the top Board objectives from the Strategic Plan.

FISCAL IMPACT:

The fiscal impact to consider the top Board objectives from the Strategic Plan is minimal.

STRATEGIC PLAN:

GOAL 1: Comply with State and Federal Regulations

GOAL 2: Maintain and Improve Infrastructure

GOAL 3: Ensure Financial Stability and Efficiency

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

GOAL 5: Maintain and Improve Community Outreach and Communication

BACKGROUND:

At the Long Range Planning Workshop held on March 5, 2022, each Board Member completed an individual board member self-evaluation questionnaire and discussed their conclusions. The Board then asked staff to bring back an item at a future Board meeting to consider the top Board objectives from the Strategic Plan.

The Strategic Plan is attached and ready for review to discuss the Board's top objectives.

RECOMMENDATION:

Discuss the top Board objectives from the Strategic Plan.

ALTERNATIVE:

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

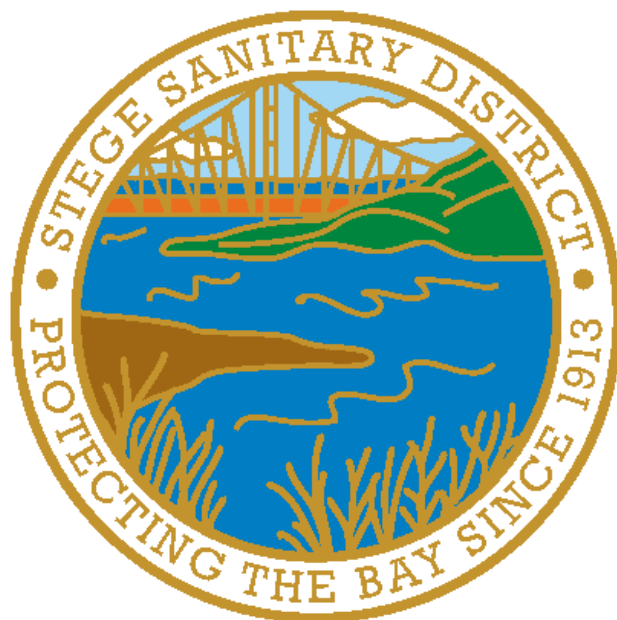
ATTACHMENTS:

- Strategic Plan

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STEGE SANITARY DISTRICT

STRATEGIC PLAN



MARCH 2022

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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 2023 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. 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

**DIVERSITY, EQUITY, AND INCLUSION (DEI) –
BOARD OF DIRECTOR’S OUTREACH OPPORTUNITIES**

ISSUE:

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

FISCAL IMPACT:

The fiscal impact to discuss and consider DEI is minimal.

STRATEGIC PLAN:

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

BACKGROUND:

At the Board meeting held on November 11, 2021, the Board reviewed a spreadsheet of civic organizations as possible Diversity, Equity, and Inclusion (DEI) outreach opportunities and would like to consider creating a flyer or poster and a presentation slide deck to help promote diversity for the upcoming election in November.

RECOMMENDATION:

Prepare to discuss and consider the DEI outreach opportunities.

ALTERNATIVES:

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

ATTACHMENTS:

- Table of Diversity, Equity, and Inclusion (DEI) outreach opportunities
- Board of Directors Information Sheet

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Name	Meeting times	Physical posting	Virtual posting	Focus on under-represented groups	Director liasion
Asian Pacific Environmental Network			x	x	<i>Juliet</i>
Bay Area Women's Environmental Network			x	x	<i>Juliet</i>
El Cerrito Chamber of Commerce	3rd Tuesday each month @ 12:00 pm		x		<i>Paul</i>
El Cerrito City Council	1st, 3rd Tuesday evenings				<i>Al</i>
El Cerrito Farmers Market	Saturday mornings @ El Cerrito Plaza	x			
El Cerrito Library		x			<i>Al</i>
El Cerrito Rec Department and Parks		x			
El Cerrito Recycling Center		?			<i>Paul</i>
Friends of the El Cerrito Library			?		<i>Al</i>
Kensington Farmers Market	Sunday mornings @ Kensington Circle	x			
Kensington Library		x			<i>Paul</i>
Kensington Neighborhood Association	1st Thurs, 6:30		x		<i>Dwight</i>
NAACP - El Cerrito Branch	Third Saturday @ 1:30 pm, except no meetings in JUL & AUG		x	x	<i>Al</i>
NAACP - Richmond Branch					
National Society of Black Engineers			x	x	<i>Bea</i>
Richmond Chamber of Commerce			x (a newsletter and blog)		
Richmond City Council	1st, 3rd, 4th Tuesday evenings				
Richmond Our Power Coalition	October 7, November 9 & December 8, 1-2:30			x	<i>Juliet</i>
East Bay Young Democrats	2nd Wednesday of the month from 7:00pm – 9:00pm				
Latino Young Democrats				x	
Contra Costa Young Democrats				x	
Wellstone Democrats					
Richmond Progressive Alliance					<i>Paul</i>

STEGE SANITARY DISTRICT BOARD OF DIRECTORS INFORMATION SHEET

The Stege Sanitary District (District) is an independent Special District of the State of California that provides sanitary sewer services to El Cerrito, Kensington, and a portion of the Richmond Annex in Richmond. The District's mission statement is "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." The Board of Directors (Board) is the policy-making body of the District.

The Board is comprised of five (5) board members elected at large. The Board members serve staggered four-year terms with elections being held in even-numbered years. Three terms are up for election in 2022 and the remaining two terms are up for election in 2024.

The Board holds its regular meetings once or twice a month on a Thursday at 7:00pm to conduct the business of the District. The Board may also, from time to time, call special meetings to act on timely issues. Board members must attend all regular and special District meetings unless they can show good cause for their absence. Members of the public are welcome to attend all Board meetings.

Other Board requirements include the completion of:

- An economic interest disclosure statement (Form 700)
- A campaign disclosure statement (Form 460 or 470)
- Mandatory AB 1234 ethics training
- Mandatory AB 1825 harassment prevention training

In addition to these requirements, there is an expectation that District Board members also participate in the following:

- Governance Foundation Training as required to maintain Special District Leadership Foundation's (SDLF) District of Distinction Accreditation
- Annual long range planning workshops typically on a Saturday in March
- Continuing professional education programs such as conferences and meetings of the California Association of Sanitation Agencies (CASA), the California Special Districts Association (CSDA), and other local or state organizations
- Community outreach events such as a District booth at the City of El Cerrito 4th of July Fair

A Board member of the Stege Sanitary District receives \$233.12 per meeting day of service. Board members are also reimbursed for expenses incurred when participating in approved training, conferences, and meetings. Campaign costs are not reimbursed. The District provides no healthcare, leave, pension, or other benefits to Board members.

For more information, visit our website at stegesand.org. For any questions, please feel free to contact staff by emailing staff@stegesand.org or by calling (510) 524-4668.

RESOLUTION NO. 2186-0422 FINDING THAT THERE IS A PROCLAIMED STATE OF EMERGENCY; FINDING THAT MEETING IN PERSON WOULD PRESENT IMMINENT RISKS TO THE HEALTH OR SAFETY OF ATTENDEES AS A RESULT OF THE STATE OF EMERGENCY; AND AUTHORIZING REMOTE TELECONFERENCED MEETINGS OF THE STEGE SANITARY DISTRICT FOR THE 30 DAY PERIOD BEGINNING APRIL 7 PURSUANT TO AB 361

ISSUE:

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

FISCAL IMPACT:

The fiscal impact to continue to meet remotely is minimal.

STRATEGIC PLAN:

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

BACKGROUND:

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

AB 361 allows the following:

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

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

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

RECOMMENDATION:

Approve the resolution.

ALTERNATIVES:

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

ATTACHMENTS:

- Resolution No. 2186-0422

RESOLUTION NO. 2186-0422

RESOLUTION FINDING THAT THERE IS A PROCLAIMED STATE OF EMERGENCY; FINDING THAT MEETING IN PERSON WOULD PRESENT IMMINENT RISKS TO THE HEALTH OR SAFETY OF ATTENDEES AS A RESULT OF THE STATE OF EMERGENCY; AND AUTHORIZING REMOTE TELECONFERENCED MEETINGS OF THE STEGE SANITARY DISTRICT FOR THE 30 DAY PERIOD BEGINNING APRIL 7 PURSUANT TO AB 361

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

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

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

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

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

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

* * * * *

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 7th day of April 2022 by a X-X vote as follows:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

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

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

9:37 AM	STEGE SANITARY DISTRICT			
04/04/2022	Check Report			
Accrual Basis	April 7, 2022			
	Name	Memo	Amount	Num
Apr 7, 22				
	APB Engineering	Manhole Repair: Central/Yosemite & Central/Carlson. Point Repair 1605 Arlington Blvd.	-15,621.05	27535
	Aramark Uniform Services	Uniform Services	-624.55	27536
	City Of El Cerrito Recreation	4th of July Sponsorship	-2,500.00	27537
	Clark Pest Control	Pest Control	-145.00	27538
	DEK Electric	Repairs Office & Canon Pumpstation	-4,550.91	27539
	EBMUD 39830388387	Hydrant Meter	-1,364.14	27540
	EBMUD 92526846174	Hydrant Meter	-487.12	27541
	Exxonmobil	Gas	-181.23	27542
	L.S Construction	5435 Rosalinda Ave PSL Loan Program	-6,950.00	27543
	Nakano Landscape	Landscaping Mar 2022	-290.00	27544
	Olivero Plumbing	Test and certify RP valve	-150.00	27545
	Pastime Hardware	Maintenance Supplies	-24.24	27546
	PG&E- #6675831511-4	Office/Shop	-1,621.34	27547
	Premier Graphics	Magnets & Pens	-470.08	27548
	Reserve Account	Postage	-200.00	27549
	Streamline	Website 4/1-5/1/2022	-300.00	27550
	TelePacific Communications	Office Phones	-1,204.85	27551
	Underground Service Alert	USA	-699.69	27552
	United Laboratories	Disinfectant Soap	-1,375.03	27553
	Xerox Financial Services	Copier Lease Payment 2/03-04/02	-542.78	27554
Apr 7, 22			-39,302.01	

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JANUARY 2022	FEBRUARY 2022	MARCH 2022	APRIL 2022	MAY 2022	JUNE 2022
1/3 & 1/17 HOLIDAY CASA Winter Conf. Jan 19-21, Palm Springs	2/21 HOLIDAY CASA Policy Forum Feb 28-Mar. 1, Wash, DC			5/30 HOLIDAY	6/8 Safety and Recognition Awards Luncheon
1/6/2022 – 7:00 P.M.	2/17/2022 – 7:00 P.M.	3/5/2022 – 9:00 A.M.	4/7/2022 – 7:00 P.M.	5/5/2022 – 7:00 P.M.	6/2/2022 – 7:00 P.M.
<ul style="list-style-type: none"> • Board Governance Manual Review • Long Range Planning Workshop Agenda • Service Rate Discussion • District of Distinction (even years) • Director’s Contact Info • Board Training Summ. • CASA Conference • Diversity, Equity, and Inclusion 	<ul style="list-style-type: none"> • Actuarial Analysis of Retiree Health Benefits Report (even years) • Long Range Planning Workshop Agenda • Service Rate Discussion • Performance Report • Board Training Summ. • CASA Conference • Form 700 	<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. • Diversity, Equity, and Inclusion 	<ul style="list-style-type: none"> • Appoint Labor Negot. • CLOSED SESSION – Conf. Labor Negot. • Draft Budget • Board Training Summ. • July 4th Fair Discussion • Review of Comparable Agencies 	<ul style="list-style-type: none"> • Draft Budget • Review Directors’ Meeting Compensation • District Working Capital and Reserve Policy • Approve Project Plans and Specs (+CEQA) • July 4th Fair Discussion • CASA Conference • Diversity, Equity, and Inclusion
1/27/2022 – 7:00 P.M.		3/17/2022 – 7:00 P.M.	4/21/2022 – 7:00 P.M.	5/19/2022 – 7:00 P.M.	6/16/2022 – 7:00 P.M.
<ul style="list-style-type: none"> • CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval. • Board Governance Manual Approval • Long Range Planning Workshop Agenda • Service Rate Discussion • Quarterly Financial Statements • SPASPA Status Report • CSDA Conference Attendee Reports 		<ul style="list-style-type: none"> • Auditor – RFP • California Employer’s Retiree Benefit Trust (CERBT) • Service Rate Discussion • Action Plan • Consent Decree Quarterly Report • Board Training Summ. • CASA Conference Attendee Reports • Form 700 	<ul style="list-style-type: none"> • CLOSED SESSION – Quarterly Claims Rpt • Draft Budget • Employee Benefit Package Review • Service Rate Discussion/Approval (+ 30-day Notice) • July 4th Fair Discussion • Quarterly Financial Statements • SPASPA Status Report 	<ul style="list-style-type: none"> • CLOSED SESSION – Manager Perf. Eval. – Conf. Labor Negot. • Resolution Ordering Board Election (even years) • Draft Budget • July 4th Fair Discussion • Service Rate Discussion/Approval (+ 30-day Notice) 	<ul style="list-style-type: none"> • CLOSED SESSION – Counsel Perf. Eval. • Resolution Salary of District Manager • Resolution Employee Salary Ranges • Resolution Approve/Adopt Budget • Review and Approve Incentive Award • Adopt Incentive Award Goals & Objectives • Connection Charge Review • July 4th Fair Discussion • CD Quarterly Report • CASA Conference

STEGE SANITARY DISTRICT

BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JULY 2022	AUGUST 2022	SEPTEMBER 2022	OCTOBER 2022	NOVEMBER 2022	DECEMBER 2022
7/4 HOLIDAY 4 th of July Fair Booth	CASA Annual Conf. Aug 10-12, Squaw Creek CSDA Annual Conf. Aug 22-25, Palm Springs	9/5 HOLIDAY Board Training AB 1234 (even years) AB 1661 (odd years)		11/24-25 HOLIDAY	12/8 HOLIDAY LUNCHEON 12/26 HOLIDAY
7/7/2022 – 7:00 P.M.	8/18/2022 – 7:00 P.M.	9/1/2022 – 7:00 P.M.	10/6/2022 – 7:00 P.M.	11/10/2022 – 7:00 P.M.	12/8/2022 – 2:00 P.M.
<ul style="list-style-type: none"> • July 4th Fair Debrief • CASA/CSDA Conf. • Diversity, Equity, and Inclusion 	<ul style="list-style-type: none"> • Select Actuary for Analysis of Retiree Health Benefits (odd years) • Quarterly (FY End) Financial Statements • Conn. Charge Report per Gov. Code 66013 • CASA/CSDA Conf. 	<ul style="list-style-type: none"> • CASA/CSDA Conf. Attendee Reports • Diversity, Equity, and Inclusion 	<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 • Diversity, Equity, and Inclusion 	<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
7/21/2022 – 7:00 P.M.		9/15/2022 – 7:00 P.M.	10/20/2022 – 7:00 P.M.		
<ul style="list-style-type: none"> • CLOSED SESSION – Quarterly Claims Rpt • Hearing +Res./Ord. – Establish and Collect Sewer Service Charges – Director Meeting Compensation • Resolution Filing Notice of Completion • District Investment Policy • Reimb. Report per Gov. Code 53065.5 • Quarterly Financial Statements • Candidate filing period (even years) • SPASPA Status Report • CASA/CSDA Conf. • Form 470 		<ul style="list-style-type: none"> • Health Care Benefits Review • Consent Decree Quarterly Report 	<ul style="list-style-type: none"> • CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval. • SPASPA Status Report • Quarterly Financial Statements 		