

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF JANUARY 28, 2016

TIME OF MEETING: 7:00 P.M.

***** AGENDA *****

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.

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)

CLOSED SESSION

Public Employment Performance Evaluation

Gov. Code § 54957

Title: District Manager

Conference with Legal Counsel - Anticipated Litigation

Gov. Code § 54956.9(d)(2) or (d)(3)

Number of Potential Cases: 3

IV. Approval of Minutes

Motion:

A. Approval of Minutes of January 14, 2016 Board Meeting

(The Board will be asked to review and approve the minutes of January 14, 2016 Board Meeting)

Info:

V. Communications

A. Oral Communications

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF JANUARY 28, 2016

TIME OF MEETING: 7:00 P.M.

1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings
 - a. City & Community Meetings
 - b. California Association of Sanitation Agencies (CASA) Palm Springs, CA January 20-22, 2016
- B. Written Communications:

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

- A. Attorney's Report:
- B. Manager's Report:
 1. Monthly Maintenance Summary Report – December 2015
 2. Monthly Report of Sewer Replacements and Repairs
 3. Sanitary Sewer Capacity Study Criteria
 4. UPDATE: Shared lateral agreement between 411 & 413 Village Drive

VII. Business

- Resolution/Motion: A. Resolution No. 2054-0116 Resolution Approving and Authorizing Disposal of Surplus Property of the Stege Sanitary District
(The Board will consider approval of the Resolution)
- Info/Motion: B. Board Governance Policy Manual – Review
(The Board will receive clarification of items from District Counsel)

Info: **VIII. Financial Statements – December 2015**

- A. Monthly Investment, Cash, Receivables Report, December 2015
- B. Monthly Operating Statement, December 2015
- C. Local Agency Investment Fund (LAIF) Quarterly Statement
- D. California Employers' Retiree Benefit Trust (CERBT) Quarterly Statement
(The Board will review the statements)

Motion: **IX. Approval of Checks**

- A. Checks for January 28, 2016 - Fund No. 3418 & 3423
(The Board will be asked to approve the monthly checks)

Info: **X. Future Agenda Items**

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF JANUARY 28, 2016

TIME OF MEETING: 7:00 P.M.

February 11, 2016

Board Governance Approval

Actuarial Analysis of Retiree Health Benefits Report

Service Rate Discussion

Form 700

CASA Conference

Board Training Summary

March 10, 2016

Long Range Planning Discussion of Topics

CASA Conference – Director’s Report

Service Rate Discussion

Board Training Summary

Auditors – RFP (2016)

XI. Adjournment

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on February 11, 2016 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF JANUARY 14, 2016

TIME OF MEETING: 7:00 P.M.

*****MINUTES*****

Per the election at the Board Meeting held on December 10, 2015, President Alan C. Miller and Vice President Beatrice O'Keefe formally commenced their terms of office as of January 1, 2016.

I. Call To Order: President Alan Miller called the meeting to order at 7:00 P.M.

II. Roll Call: Present: James, Gilbert-Snyder, Merrill, O'Keefe (arrived 7:02 P.M.), Miller
Absent: None
Others Present: Rex Delizo, District Manager
Paul Keith, Resident
Stacey Alexeeff, Resident

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 December 10, 2015 Board Meeting

MOTION: By Gilbert-Snyder, seconded by James, to approve the minutes of the December 10, 2015 Board Meeting

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

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

VII. Business

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF JANUARY 14, 2016

TIME OF MEETING: 7:00 P.M.

B. Consideration of Granting Waiver From Strict District Regulations – Shared Lateral Between 411 & 413 Village Drive, El Cerrito

The Board reviewed the request for a waiver to share a sewer lateral. The proposal includes one property owner granting an access easement to the other property owner to allow a sewer lateral encroachment that is to be recorded at the County. Both parties will then sign an agreement granting the waiver from strict District regulations. The shared lateral is proposed to be replaced by high density polyethylene (HDPE) pipe.

A motion was made to reject the waiver for not providing evidence of justification for the waiver but the motion died due to lack of a second. Another motion was made to conditionally approve the waiver pending verification that the existing alignment is due to elevation limitations and the excess cost to change to a traditional alignment is up to three times the typical cost of trenchless replacement. The motion included stating these facts, if verified, into the agreement recitals along with language stating that permits were issued in 1943 that previously authorized the alignment. The waiver agreement would also be pending District Counsel review and approval. A concurrent motion was made to table the discussion until the next Board meeting when all the information could be available for review. Neither motion got a second. A related motion was made accepting and approving the request for the waiver pending *staff* verifying the elevation limitations and the quotes for changing the alignment. If staff is not satisfied with the evidence obtained, the matter would be brought back to a future board meeting for the Board's further consideration.

MOTION: By Gilbert-Snyder, seconded by Merrill, to accept and approve the request to grant a waiver from strict District regulations to allow 411 & 413 Village Drive, El Cerrito to share a common sanitary sewer lateral, pending staff verification of the elevation limitations and quote for changing to a traditional alignment, inclusion in the recitals of these facts, inclusion in the recitals that permits were issued in 1943 that previously authorized the alignment, and pending District Counsel review and approval

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF JANUARY 14, 2016

TIME OF MEETING: 7:00 P.M.

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

NOES: None

ABSTAIN: None

ABSENT: None

V. Communications

A. Oral Communications

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

- a. City & Community Meetings

James gave a report on his and Director Miller’s attendance at the California Water Environment Association (CWEA) Awards Banquet held on January 8, 2016. Miller then gave a report on his attendance at the El Cerrito City Council Meetings held on December 21, 2015 and January 5, 2016.

B. Written Communications

There were no written communications for the Board to consider.

VI. Reports of Staff and Officers

A. Manager’s Report:

1. Director’s Contact Info

The Manager verified the Board’s contact information.

2. District of Distinction

The Manager reviewed the application requirements with the Board.

3. Board of Director’s Training

The Manager reviewed the training deadlines with the Board.

4. California Association of Sanitation Agencies (CASA)

The Manager reminded the Board of the upcoming CASA conference in January in Palm Springs, CA.

5. Contra Costa Special Districts Association (CCSDA) Chapter Meeting – January 25, 2016 @ Pleasant Hill Recreation & Park District Community Center, 320 Civic Drive, Pleasant Hill, CA

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF JANUARY 14, 2016

TIME OF MEETING: 7:00 P.M.

The Manager informed the Board about the CCSDA meeting. James indicated that he would be able to attend the meeting on behalf of the District.

VII. Business

A. Ordinance No. 2053-0116 Amending Chapter 7 of the Stege Sanitary District Ordinance Code – Connection Fees

The Board approved the ordinance increasing connection fees from \$1,913 to \$2,079. The change is mainly attributed to total assets having increased to \$41,042,288 largely due to capital improvement projects adding value to the collection system.

MOTION: By, seconded by, to approve Ordinance No. 2053-0116 Amending Chapter 7 of the Stege Sanitary District Ordinance Code – Connection Fees

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

Item VII. B was taken out of order earlier in the meeting.

C. Board Governance Policy Manual – Review

The Board reviewed the Board Governance Policy Manual and asked to have District Counsel clarify several items at the next meeting before considering approval.

D. Strategic Planning

The Board continued the strategic planning process with the added information from a strengths, weaknesses, opportunities and threats (SWOT) analysis conducted by District staff on Thursday, November 19, 2015. The Board asked staff to create a matrix indicating which items of the SWOT analyses by the Board and staff corresponded to each of the goals. The matrix will be added to a future Board meeting for consideration.

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF JANUARY 14, 2016

TIME OF MEETING: 7:00 P.M.

VIII. Approval of Checks

A. Checks for January 2016 - Fund No. 3418 & 3423

MOTION: By O'Keefe, seconded by Merrill, to pay the bills, Check Nos. 24116 through 24149 in the amount of \$113,469.63

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

IX. Future Agenda Items

January 28, 2016

Resolution for Disposal of Surplus Property

CLOSED SESSION – Quarterly Claims Report

CLOSED SESSION – Manager Performance Evaluation

Quarterly Financial Statements

CASA Conference – Director's Reports

Service Rate Discussion

Sanitary Sewer Capacity Study Criteria

Board Governance Policy Manual – Review

February 11, 2016

Board Governance Approval

Actuarial Analysis of Retiree Health Benefits Report

Service Rate Discussion

Form 700

CASA Conference

Board Training Summary

The Board also asked for an update on the shared lateral agreement between 411 & 413 Village Drive at the next Board meeting.

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF JANUARY 14, 2016

TIME OF MEETING: 7:00 P.M.

X. Adjournment

The meeting was adjourned at 9:52 P.M. The next meeting of the District Board of Directors will be held on Thursday, January 28, 2016 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary

DRAFT

MONTHLY SERVICE CALLS

December-2015

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
12/2/2015 Wednesday 10:11 AM	186202 186201	5937 JORDAN AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.
12/4/2015 Friday 4:50 PM	161903 161902	1621 RICHMOND ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.
12/5/2015 Saturday 10:10 AM	283632 283631	8665 DON CAROL DR. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	E				WE FOUND THIS TO BE AN EBMUD PROBLEM.
12/7/2015 Monday 12:16 PM	172607 172606	1645 JULIAN CT. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.
12/7/2015 Monday 3:26 PM	212316 213304	6105 FRESNO AVE. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				BROKEN CONCRETE
12/8/2015 Tuesday 9:35 AM	221201 221004	414 KEARNEY ST. EL CERRITO, CA 94530 <i>Last Call: 7/4/1991</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.
12/8/2015 Tuesday 10:55 AM	265101 265001	745 ALBEMARLE ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.
12/9/2015 Wednesday 10:15 AM	171012 171010	7222 BLAKE ST. EL CERRITO, CA 94530 <i>Last Call: 1/21/2011</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.
12/11/2015 Friday 9:40 AM	102429 102427	1314 SANTA CLARA ST. RICHMOND, CA 94804 <i>Last Call: 4/1/2014</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.
12/11/2015 Friday 3:40 PM	226112 226113	7275 A ST. EL CERRITO, CA 94530 <i>Last Call: 6/12/2015</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.
12/11/2015 Friday 4:07 PM	282319 282318	815 EVERETT ST. EL CERRITO, CA 94530 <i>Last Call: 6/1/2015</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				WE FOUND SEWAGE IN YARD FROM NEIGHBOR. WE ADVISED THEM TO TALK TO NEIGHBOR TO CLEAN UP.
12/13/2015 Sunday 3:55 AM	231840 231807	610 CANON DR. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				ALARM AT CANNON PUMP STATION. INVESTEGATED AND FOUND NO PROBLEM.
12/19/2015 Saturday 1:06 AM	231840 231807	610 CANON DR. KENSINGTON, CA 94707 <i>Last Call: 12/13/2015</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				ALARM AT CANNON PUMP STATION. INVESTEGATED AND FOUND NO PROBLEM.
12/21/2015 Monday 10:37 AM	226112 226113	7275 A ST. EL CERRITO, CA 94530 <i>Last Call: 12/11/2015</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.
12/21/2015 Monday 12:44 PM	172402 172033	2006 TAMALPAIS AVE. EL CERRITO, CA 94530 <i>Last Call: 1/1/2004</i>	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	OF,W,T	MH	B	Y	WIPES COLLECTED ON STICKS FOUND IN LINE CAUSED SSO.
12/21/2015 Monday 8:28 PM	231840 231807	610 CANON DR. KENSINGTON, CA 94707 <i>Last Call: 12/19/2015</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				ALARM AT CANNON PUMP STATION. INVESTEGATED AND FOUND NO PROBLEM.
12/22/2015 Tuesday 8:48 AM	185125 185124	6415 HAGEN BLVD. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.
12/24/2015 Thursday 9:14 AM	191226 191225	6505 LAGUNITAS AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
12/24/2015 Thursday 9:42 PM	231840 231807	610 CANON DR. KENSINGTON, CA 94707 <i>Last Call: 12/21/2015</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				ALARM AT CANNON PUMP STATION. INVESTIGATED AND FOUND NO PROBLEM.
12/25/2015 Friday 11:52 AM	234013 234012	533 COVENTRY RD. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	F, OF	MH	B	ST	TOILET PAPER CAUSED THE OVERFLOW IN THE MAIN LINE.
12/25/2015 Friday 1:05 PM	274122 274121	604 BELOIT AVE. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.
12/26/2015 Saturday 11:31 AM	251218 251217	650 SEA VIEW DR. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	A				WE FOUND WATER ON SIDEWALK FROM YARD DRAIN.
12/27/2015 Sunday 11:41 AM	161215 161227	1716 ELM ST. EL CERRITO, CA 94530 <i>Last Call: 10/21/2012</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.
12/30/2015 Wednesday 11:05 AM	142107 142119	1300 ELM ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.
12/31/2015 Thursday 10:00 AM	162030 162025	1429 SCOTT ST. EL CERRITO, CA 94530 <i>Last Call: 2/1/1993</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	T				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.

PROBLEM TYPE:

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

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: 14

OTHER: 9

TOTAL SERVICE CALLS: 25

MAINLINE OVERFLOW: 2

MAINLINE SURCHARGE: 0

**STEGE SANITARY DISTRICT
MONTHLY MAINTENANCE SUMMARY REPORT
Dec-15**

1. ROUTINE PREVENTIVE MAINTENANCE ACTIVITIES

	Days	Feet
There were 21 normal working days		
Unit #5 (hydro) operated:	0	0
Unit #10 (rodder) operated:	5	9,117
Unit #11 (rodder) operated:	7	30,247
Unit #15 (video) operated:	16	19,118
Unit #16 (combo) operated:	18	42,588

	Month (feet)		Quarter (feet)		
	Planned	Unplanned	Planned	Unplanned	Remaining
Total Cleaned	69,060	12,892	166,850	43,202	556
Total Video	435	18,683	13,083	60,992	

2. MONTHLY SERVICE CALLS

Service calls:	25	
After-hour phone calls:	9 calls	9 out

STEGE SANITARY DISTRICT - SERVICE CALLS, OVERFLOWS AND BACKUPS

YEAR	MO	SERVICE CALLS		LATERAL PROBLEMS		MAINLINE FAILURES		MAINLINE OVERFLOWS INTO HOMES	
		MONTHLY	12 MONTH AVERAGE	MONTHLY	12 MONTH AVERAGE	MONTHLY	TOTAL LAST 12-MOS	MONTHLY	TOTAL LAST 12-MOS
2015	Dec	25	15.8	14	8.8	0	4	0	3
CATEGORY 1 SSOs		OVERFLOWS CAUSED BY MAINLINE				OVERFLOWS RELATED TO WET WEATHER			
TOTAL MONTHLY	TOTAL LAST 12-MONTHS	TOTAL MONTHLY	TOTAL LAST 12-MONTHS	TOTAL MONTHLY	TOTAL LAST 12-MONTHS	TOTAL MONTHLY	TOTAL LAST 12-MONTHS	TOTAL MONTHLY	TOTAL LAST 12-MONTHS
0	1	2	14	0	0	0	0	0	0

3. SAFETY AND TRAINING

Safety and training meetings were conducted twice a month.

STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
December 2015

I SEWER REPLACEMENT - FY 2015-16			
A.	BUDGET ALLOCATION		\$2,081,000
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$1,195,076
C.	SEWER REPLACEMENTS PAID THIS MONTH		
1.	Snowdon Ave. CIPP	\$44,791	
SUBTOTAL FOR THIS MONTH			\$44,791
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	56.72%	\$1,180,248
E.	TOTAL RETENTION HELD	4.99%	\$61,976
F.	BUDGET REMAINING	40.31%	\$838,776
G.	PERCENTAGE OF FISCAL YEAR REMAINING	50.00%	
H.	TOTAL FOOTAGE REPLACED TO DATE	7,625 (\$ 162.91 /LF)	
II SEWER REPAIRS - FY 2015-16			
A.	BUDGET ALLOCATION		\$58,000
B.	PRIOR BUDGET EXPENDED		\$20,425
C.	SEWER REPAIRS PAID THIS MONTH		
1.	Reimb. from Golden Bay Constr. 9999 S. P. Ave, EC	-\$4,150	
SUBTOTAL FOR THIS MONTH			-\$4,150
D.	TOTAL BUDGET EXPENDED	28.06%	\$16,275
E.	BUDGET REMAINING	71.94%	\$41,725
F.	PERCENTAGE OF FISCAL YEAR REMAINING	50.00%	
G.	TOTAL NUMBER OF REPAIRS TO DATE	6 (\$ 2,712.42 /REPAIR)	

SANITARY SEWER CAPACITY STUDY CRITERIA

ISSUE:

The Board will review the Sanitary Sewer Capacity Study Criteria.

FISCAL IMPACT:

The cost to review the study is minimal.

BACKGROUND:

The Sanitary Sewer Capacity Study is intended to verify whether the existing sanitary sewer system can accommodate a proposed development, and if not, help identify needed improvements that would allow the development to move forward. While the studies do take time and there is an expense involved, they are vital to safeguard the public and to insure that adequate sewer services are provided to both the existing and new customers of the District.

When a proposed development exceeds the Sanitary Sewer Capacity Study Criteria triggers, the District requires the developer to contract for, at their own expense, a qualified engineering firm to conduct a study of the impact of such proposed development on existing sewer pipelines and any required sewer improvements to eliminate any adverse impacts to the flow capacity of the existing sewer system. Upon District approval and agreement with such study, the developer would be responsible for paying the entire cost of the required improvements.

The Board requested the Sanitary Sewer Capacity Study be added to a future Board meeting agenda for review and discussion.

RECOMMENDATION:

Review the study and recommend any revisions, if needed.

ATTACHMENTS:

- Sanitary Sewer Capacity Study

Stege Sanitary District

serving Kensington, El Cerrito, and the Richmond Annex

SANITARY SEWER CAPACITY STUDY CRITERIA

PURPOSE

The sanitary sewer capacity study shall analyze the impact of the proposed project on the capacity of the existing sanitary sewer system. The developer shall pay for all costs associated with the study. If a study is required, no "will serve" letter will be issued until the District determines the required improvements, if any.

TRIGGER

A sanitary sewer study shall be required for a proposed project if it exceeds one or more of the following criteria:

1. 10 or more residential dwelling units
2. 10,000 square feet of office or commercial facility
3. 1,000 square feet of restaurant
4. Laundromat and/or industrial laundry

CRITERIA

1. At a minimum, two manhole locations shall be flow monitored for a two-week wet weather period to determine existing flow characteristics. The locations shall be at the sewer line nearest the project site, and at the nearest trunk line. The monitoring shall be dynamic, continuous and be recorded at 15-minute intervals.
2. The analysis of this data will use the following peaking factors for dry weather flow:
4.5 for local lines
1.5 for trunk lines
3. In lieu of wet weather monitoring, wet weather flow will be calculated at 400% of peak dry weather flow.
4. Fixture unit equivalents shall be used to determine the amount of proposed project flow.
5. The average family unit shall be 3.0 persons per residence and 100 gal/person/day for proposed residential flows.

FINDINGS

1. Existing capacity of system.
2. The post-development capacity of system.
3. Percent (%) of pipe full at peak flow.
4. Confirm adequacy of existing local and trunk lines for both existing and anticipated future flows. Recommended actions required to mitigate any impact that overcharges the system.

FLOW MONITORING

Developers may use a reputable company of their choice to perform flow monitoring required by the Sanitary Sewer Capacity Study. The following companies are two of several companies that will provide services of the type required by these criteria. The District is **not** recommending these firms, but merely makes their contact information available as a customer service.

*E2 Consulting
1900 Powell Street, Suite 250
Emeryville, CA 94608*

*Contact Person: Jeff Blum
(510) 652-1164 Office
(510) 652-5604 Fax*

*V&A Consulting Engineers, Inc.
1999 Harrison Street, Suite 975
Oakland, CA 94612*

*Contact Person: Kevin Krajewski
(510) 903-6600 Office
(510) 903-6601 Fax*

RESOLUTION NO. 2054-0116
APPROVING AND AUTHORIZING DISPOSAL OF SURPLUS PROPERTY

ISSUE:

The District is required to take formal action to dispose of its surplus property.

FISCAL IMPACT:

Most of the items have no value except for the smart covers and one work truck worth \$28,412 total.

BACKGROUND:

The District has reviewed its inventory and determined it has property that is no longer needed or useful. State law requires that the District identify the property as “surplus” to authorize its disposal. The attached resolution provides for this requirement.

RECOMMENDATION:

Approve the Resolution.

ATTACHMENTS:

- Resolution No. 2054-0116

RESOLUTION NO. 2054-0116

RESOLUTION APPROVING AND AUTHORIZING DISPOSAL OF
SURPLUS PROPERTY OF THE STEGE SANITARY DISTRICT

The Board of Directors of Stege Sanitary District finds and determines as follows:

The following items of property have the values indicated. They are no longer useful for the operation of the District:

DESCRIPTION	DATE ACQUIRED	ORIGINAL VALUE	ACCUMULATED DEPRECIATION	ESTIMATED VALUE
CONFERENCE TABLE	1947	\$349.00	\$349.00	\$0.00
CHAIRPADS F/CONF. CHAIRS	1985	\$368.00	\$368.00	\$0.00
IBM TYPEWRITER	1973	\$621.00	\$621.00	\$0.00
CONFERENCE TABLE	1990	\$436.00	\$436.00	\$0.00
GIS TABLETS-MAINT CREW	2011	\$3,356.00	\$3,356.00	\$0.00
SHELVES	1990	\$1,500.00	\$1,500.00	\$0.00
SHELVES	1990	\$642.00	\$642.00	\$0.00
1 MOBILE RADIO	1992	\$941.00	\$941.00	\$0.00
1 MOBILE RADIO	1992	\$1,179.00	\$1,179.00	\$0.00
2 TRAFFIC LIGHTS	1992	\$777.00	\$777.00	\$0.00
1 PLUG WITH SEAL	1992	\$615.00	\$615.00	\$0.00
MOBILE RADIOS	1992	\$2,551.00	\$2,551.00	\$0.00
1 MONITOR-VCR	1992	\$498.00	\$498.00	\$0.00
1 RECOVERY SYSTEM	1992	\$2,635.00	\$2,635.00	\$0.00
MANHOLE "SMART COVERS"	2010	\$13,240.00	\$6,620.00	\$6,620.00
MANHOLE "SMART COVERS"	2011	\$12,440.00	\$4,976.00	\$7,464.00
MANHOLE "SMART COVERS"	2012	\$17,976.00	\$7,190.00	\$10,786.00
2003 SILVERADO	2003	\$20,933.00	\$20,933.00	\$3,542.00

The Board of Directors of Stege Sanitary District resolves as follows:

1. The above items of property are declared surplus, since they are no longer useful to the District.

2. The District Manager is authorized to sign and execute all documents necessary to sell the surplus property or otherwise dispose of it in accordance with District policies and procedures and applicable law.

* * * * *

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution No. 2054-0116 was duly and regularly adopted by the Board of Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 28th day of January 2016 by a X-X vote as follows:

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

ALAN MILLER, President
Stege Sanitary District
Contra Costa County, California

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

BOARD GOVERNANCE POLICY MANUAL - REVIEW

ISSUE:

The Board shall review the Board Governance Policy Manual annually.

FISCAL IMPACT:

The expense of this review is minimal.

BACKGROUND:

The Board decided to prepare a Board Governance Policy Manual in 2004. The Manual was completed in April 2005 and includes sections on roles, beliefs, norms and protocols, policies and procedures. The Manual was reviewed in January 2015 and last updated in May 2015.

The Board reviewed the Board Governance Policy Manual at the last meeting and asked to have District Counsel clarify several items at this meeting before considering approval.

RECOMMENDATION:

Review the Board Governance Policy Manual and recommend revisions, if necessary.

ATTACHMENTS:

- SSD Board Governance Policy Manual January 2015

STEGE SANITARY DISTRICT

BOARD GOVERNANCE POLICY MANUAL



MAY 2015

(First Issued April 2005)

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SECTION 1

MISSION STATEMENT

It shall be the mission of the Stege Sanitary District to plan and operate a safe, efficient and economical wastewater collection and transfer system for the present and future customers of the District.

(Resolution No. 2020-0114)

SECTION 2

DISTRICT SUMMARY

The Stege Sanitary District (District) was organized in 1913 to provide for the collection, treatment and disposal of wastewater from the developed area in southwest Contra Costa County. The original District boundaries were similar to those of today, however service within the boundaries has expanded to include approximately 33,000 people and 13,900 sewer connections. The only expected growth of the District is through building on the few remaining vacant parcels and commercial area redevelopment.

The present service area of the District comprises 5.3 square miles and includes the communities of El Cerrito, Kensington and a part of Richmond Annex. The sewage collection system includes approximately 150 miles of collection lines and two small pump stations. The primary elements of this collection system are the public main sewers and the private lateral sewers. The District owns and has maintenance responsibility for the main sewers located in public rights-of-way or in easements on private land. Individual property owners own and have maintenance responsibility for their lateral sewers installed from the building plumbing to the main sewer. Wastewater collected in the District system flows to the Special District #1 Interceptor sewer and is then conveyed to the East Bay Municipal Utility District (EBMUD) Wastewater Treatment Facility in Oakland.

SECTION 3

ROLES OF DISTRICT OFFICERS

The Stege Sanitary District Board of Directors comprises five (5) Directors elected at large and serving staggered four (4) year terms with elections being held on even-numbered years. The roles, obligations and responsibilities of members of the Board are as follows:

Officers of the Board include the **President**, **Vice-President** and **Secretary** of the Board. The term of office of the President and Vice-President of the Board of Directors shall commence on January 1 of the year immediately following their election by the Board.

The **President** of the Board shall be elected annually by the Board at the last regular meeting of each calendar year. The President of the Board shall serve as Chairperson at all Board meetings. She/he shall have the same rights as the **other Directors** to vote; introduce motions, resolutions and ordinances; and to engage in debate. The President signs all contracts, deeds, warrants, releases, receipts and documents in the name of the District unless the Board, by resolution, authorizes the Manager or other District officers or employees to sign the documents. The President of the Board is also responsible for interacting with and communicating Board directions to the Manager so that the Manager can effectively and efficiently carry out Board directives.

The **Vice-President** shall be elected annually by the Board at the last regular meeting of each calendar year, to act in the President's absence or inability to act.

The **Secretary** of the Board may be a Director or an individual appointed by the Board to serve in the position of Secretary of the Board for a period of time deemed appropriate by the Board. It is the current practice of the Board to designate the District Manager as Secretary.

If a Secretary is a Director, the Secretary shall be elected annually to the office by the Board at the last regular meeting of each calendar year. If not a Director, the Secretary shall serve at the pleasure of the Board for an unspecified term of office. The Secretary shall be responsible for preparation of minutes and a record of actions taken at Board and Board Committee meetings and other duties established by the Sanitary District Act of 1923 (the "Act") or otherwise by law.

District Counsel's Role in Representing the District

As a direct report of the Board of Directors, the District Counsel is responsible for representing the Stege Sanitary District in all legal matters. As Chief Legal Officer, the District Counsel represents the District as a whole, including the District Board of Directors, District management

and staff. The District Counsel shall comply with all applicable professional rules of conduct that govern the representation of organizations, including State Bar Rules of Professional Conduct, Rule No. 3-60, which states:

“In representing an organization, a member [lawyer] shall conform his or her representation to the concept that the client is the organization itself, acting through its highest authorized officer, employee, body, or constituent overseeing the particular engagement.”

It is the policy of the District Board of Directors that the District Counsel may not represent any Board Member or employee of the District in an individual or personal capacity. The District Counsel shall take direction from the majority of the Board. The District Counsel cannot take any action requested by an individual Board member or employee contrary to the desires of the Board as expressed by the Board majority. However, given the nature of legislative entities, which may often be split with a consistent “majority” and “minority,” the District Counsel should provide balanced legal advice to both sides.

This policy is not intended to discourage the individual Board Members or the District Manager or Staff from seeking legal advice from the District Counsel related to District policy and operations. The District Counsel shall use his or her professional judgment to ensure that legal services are provided in a manner consistent with this policy and the Rules of Professional Conduct.

SECTION 4

CORE BELIEFS OF THE DISTRICT BOARD OF DIRECTORS

1. We strive to meet our public health and environmental requirements, in the most cost effective way, for present and future District customers.
2. Our work will be of high-quality and responsive to our customers' desires and needs. Our customers are those who pay our rates and/or use our services.
3. Stege Sanitary District operates for the benefit of our customers and the public, not for the benefit of our staff or board. We will try to accommodate both our customers and our staff, but our customers come first.
4. We are committed to working in the long term best interests of the District, not short term personal interests.
5. We will earn and keep the public trust in our stewardship by adhering to high standards of honesty, transparency and personal integrity.
6. We will plan and proactively take advantage of evolving technology and best management practices by implementing emerging, yet proven, technology when appropriate.
7. Recognizing the special hazards involved in operating a wastewater collection system, we are committed to minimizing hazards to our employees and the public.

FINANCIAL RATES

8. Our rates shall be fair, equitable, and reasonable.
9. Our reserves shall be maintained at levels that will provide adequate, but not excessive, funds to support anticipated working capital and emergency needs.
10. "Pay as you go" is the preferred way to finance our sewer infrastructure, particularly in a built-up district such as ours.
11. We will periodically review all procedures and policies to ensure our rates are fair, justified and as low as can be sustained to achieve our mission and maintain the current and long-term viability of the District.

ASSET MANAGEMENT

12. We are entrusted by our customers with funds and fixed assets to accomplish our mission. We are stewards of these resources, not owners.
13. Recognizing the long life of our fixed assets, we are committed to managing them over the long term and maintaining them in a serviceable condition.
14. The benefits of capital replacements must justify the costs.

PERSONNEL

15. We believe that management must strive to create a safe, productive and positive working environment for all staff, ensuring effective collaboration and communication at all levels.
16. To encourage safe and productive work methods, we support professional training and development for staff and Directors.
17. We believe that our staff should be compensated at levels that are consistent with recruiting, hiring and retaining high quality employees.
18. Our personnel management philosophy is based on the belief that our employees value doing a good job.

ETHICS/INTEGRITY

19. We are committed to ethical personnel practices.
20. We are committed to prudent, ethical and legal financial practices.
21. We are committed to an open and transparent governance.
22. We believe that the staff, manager and board should work together as a team in order to accomplish District goals.
23. We believe in equal opportunity for all, and special privilege for none.
24. As individuals, we demand total responsibility of ourselves; as a group, we support our colleagues in their efforts to fulfill their responsibilities.
25. We are mindful that, as elected officials, our actions, both inside and outside the board room, may reflect on the District.

SECTION 5

CULTURAL NORMS OF THE DISTRICT BOARD OF DIRECTORS

1. The Board will be efficient in the number of meetings it holds to limit costs and payments to Directors. One board meeting and one committee meeting per month or two board meetings per month should be the normal schedule.
2. Directors will be compensated with meeting fees consistent with current law and will not receive any health or pension benefit.
3. Board members will be reimbursed only for pre-approved meetings which offer significant benefits to the District. CASA meetings will generally be reimbursed for actual and reasonable travel expenses and each Director should try to hold down costs.
4. If a member is attending a non-board meeting for which reimbursement will be provided, the member should attend the sessions, pay attention, and, in accordance with AB 1234, provide a brief report at the next regular meeting.

5. Directors are expected to attend all board meetings. It is understood that there sometimes will be personal and business reasons that result in absences. In the event when Directors need to be excused from attendance at a meeting, they should give notice at an earlier meeting. If this is not possible, Directors should contact the Board President prior to the meeting, rather than the District Manager or staff.
6. The Board President will contact and speak to Directors that have attendance, tardiness, lack of attentiveness, or meeting participation issues or problems.
7. Directors should be engaged, participate, and pay attention at all board meetings.
8. Newly elected or appointed Directors should receive a copy of the Board Governance Policy Manual and Board Handbook prior to attendance at their first board meeting. The new Directors will be asked to review the material and be ready to discuss it with the full board at a meeting about six months after their term begins, or earlier if the Directors request an earlier discussion. The purpose is to reach a consensus regarding board operations, which may include modifications of certain items.
9. Newly elected or appointed Directors should take a tour of District facilities within the first three months of their term. The Manager and Superintendent should be contacted to arrange this tour, which is an important part of a new Director's orientation.
10. In order to distribute the Directors' duties evenly, the offices of President and Vice President will be rotated among Directors so that each Director will hold those offices about once every five years. The Director who is Vice President will ordinarily be the President the following year. This rotational scheme will be followed unless there are unusual circumstances or a significant change in the composition of the Board.
11. Except in extraordinary circumstances, neither District staff nor District vehicles shall be used to transport board members to or from regular board meetings.

SECTION 6

PROTOCOLS

BOARD MEETINGS

In general, District Ordinance Code Section 2.5.2 covers Board meetings.

1. Rules of Order. Ordinarily, meetings of the Board will be conducted informally in the manner determined by the President. However, at the request of any Director, the meeting shall be conducted in accordance with the rules of order and parliamentary procedure as specified in the current edition of The Standard Code of Parliamentary Procedure by Alice F. Sturgis, copyright 1950. A copy of that reference work shall be available at every Board meeting.

2. Board Room Layout/Seating. Board meetings shall be conducted around a rectangular meeting table so Directors, Manager and Counsel face each other. Seats for the public will be available.
3. Agenda Preparation. The Board Secretary shall prepare the agenda consistent with the Board President, with assistance from District staff. The agenda shall be completed and posted at the District office and website no later than 72 hours prior to the start of the meeting, and agenda packets will be delivered to Directors at least 72 hours prior to the start of the meeting. Some supporting information may be supplied closer to the meeting or at the meeting.
4. Agenda Structure. The basic structure of each regular meeting agenda includes items for Roll Call, Conflict of Interest review, Public Comment for issues not included on the agenda, Approval of Minutes, Closed Sessions, including prior Public Comment Section, (if needed), Communications (both oral and written), reports of Staff and Officers, Business, Monthly Financial Statements, Approval of Checks, Future Agenda Items (generally for the next two meetings), Information Items, and Adjournment. The first meeting of the month will be considered a study session and will generally not include any monthly or quarterly reports.
5. Agenda Item Identification. The Manager, as Secretary, will provide specific items for Board meeting agendas. Other agenda items may be identified as part of the Future Agenda Item section of the regular meeting. Items identified after the adjournment of the most recent Board meeting may be added by request of any Director. Requests for inclusion of urgent agenda items should be directed to the Manager. The President shall be contacted if the Manager discourages inclusion of requested items.
6. Getting Questions Answered About Agenda Items Before a Meeting. Directors are encouraged to contact the Manager prior to the meeting if they have any questions. Some questions on agenda items may be answered prior to the meeting and this will help to minimize the length of meetings. The Manager will let the Board know if these questions become excessive.
7. Public Participation. All Board meetings are open and public, and all persons are permitted to attend any meeting, except closed sessions of the Board held in accordance with law. Public participation is addressed in Ordinance Code 2.5.2.8. Directors and staff members shall treat members of the public who attend Board meetings with respect. The President will accommodate public members wishing to speak on specific agenda items by moving these items up on the agenda, if the Board determines it is practical. The President may invite members to sit at the table if seating is available.
8. Public Addressing Board. Members of the public will be asked to complete a request slip if they wish to address the Board. The Board President may choose to limit the time allowed for any member of the public to address the Board. In the event there is a large group completing slips, the Board President may ask the public members to refrain from repeating what others have said, and to further limit time allowed to speak.

9. Informal Board Reports at Meetings. Directors may briefly comment on any subject not on the agenda during the Public Comment section of the agenda. There will also be an agenda item titled Oral Communication at each Board meeting that provides an opportunity for informal, verbal reports. Other informal reports should be brief and limited to specific subjects on the agenda.
10. Allow Majority to Set Direction – How We Act When We’re Not in Majority. Directors shall accept decisions of the Board after action is taken. Discussion of an item shall not continue at that meeting after a vote on it has been taken.
11. Bringing Agenda Items Back for Further Discussion – Revisiting Issues. There are times that additional discussion on items may be desirable and necessary. Additional information or analysis may help to clarify questions and it may be appropriate to defer items for future agendas if and when a majority of Directors want this. Tabling should not be used as a mechanism to simply defer decisions.
12. Explanation of Votes. Explanation of a vote after the vote has been taken is discouraged. Director’s viewpoints should be expressed as part of the discussion of an issue prior to the vote.
13. Sharing Expertise. The expertise of individual Directors can be an important and useful tool in deliberating issues and setting policies. Directors should share their expertise in a judicious manner, staying on topic and being mindful not to engage in lengthy accounts of personal experiences.
14. Deliberation at Meetings. Deliberation of issues at meetings should be focused, open, honest and undertaken with a goal of reaching a solution. When the Board is stymied or obviously there are differing opinions regarding an item under discussion or review, the Board should first focus on issues where there is agreement among directors. Disagreements should then be discussed and deliberated, in hopes of reaching a consensus.
15. Preparation for Board Meetings. Directors should come to meetings well-prepared. Agenda materials should be read and reviewed in advance of the meeting, and questions that can be answered in advance of the meeting that are not relevant to policy decisions and/or agenda items should be asked of the Manager outside of the meeting.
16. Discussion of Policy vs. Non-Policy Issues. The major focus at Board meetings shall be on policy issues, Manager’s performance and Board fiduciary responsibilities. The Board should avoid directing the Manager on day-to-day operations.
17. Disclosure. Directors should disclose to the Board if they have had discussions with parties that have a personal, financial interest in an agenda item that is to be considered by the Board.
18. Number of Meetings. The number of meetings should be minimized. The Board will generally meet twice monthly in all months except December, when there will usually be one meeting. An annual special meeting for long-range planning will usually be held in the Spring. Other special meetings should be scheduled to be on the same days as regular meetings, when possible, to avoid extra meeting expense compensation.

BOARD/MANAGER RELATIONS

19. Board/Manager Communications. Informal communications between the Manager and individual Directors by phone, electronic mail or personal meeting is expected to occur periodically. Formal communications regarding any concerns of Manager conduct should be directed to the Manager through the Board President. There will be communications with the Manager at Board meetings as part of the normal meeting process, and at times as specific agenda items.
20. Manager/Board Communications. The Manager's concern about Board members' conduct should be directed through the Board President or the Vice President if the concern regards the President.
21. Manager Performance Evaluation and Review. The Board will review the performance of the Manager periodically, at least twice per year. An interim review by the Board will occur sometime late in the calendar year at a Board meeting. An annual review will be performed in June at a Board meeting and will be used as a factor in the determination of any compensation adjustments for the Manager for the next fiscal year.
22. Individual Board Member Request for Action. Individual Directors should ask the Manager to take action on issues only if there is a concern such as safety that necessitates immediate action, or there is a situation that requires quick action. Otherwise, Directors should request actions through the Board meeting process.
23. Individual Board Members Request for Information. Individual Board members are encouraged to ask the Manager if they have questions regarding District business or activities. The Manager will let the Board know if these types of questions become excessive. Requests for information that would require substantial staff time to handle should only come through the Board, not individual Directors.

BOARD/STAFF RELATIONS

24. Individual Board Member Request for Information. There may be instances when information should be obtained from staff. For example, when the Manager is not present or the information requested is ministerial such as conference, meeting or hotel arrangements, staff should be contacted. Directors should generally request information regarding District business from the Manager instead of directly from staff members.
25. Individual Board Member Request for Action. Directors should not request action of staff, unless the requests involve ministerial types of actions such as conference, meeting or hotel arrangements.
26. Handling Complaints from Staff. Directors who receive complaints from staff related to the District Manager should direct that staff to contact/inform the Board President for follow up and consideration. Complaints related to other issues should be directed to the Manager.
27. Board/Staff Communications. Directors may informally communicate with staff at various District functions like the holiday lunch, safety and recognition awards lunch, and day-to-day

encounters at the District office. Communications on issues like employee salaries and benefits, disciplinary issues, and other Board business should be directed through the Manager.

BOARD/COMMUNITY RELATIONS

28. Handling Complaints from the Community. Complaints from the community directed to Directors should be passed on to the Manager for response/action.
29. Addressing Concerns of the Community. Directors should be sensitive to the concerns of the community. Hosting a booth at the annual El Cerrito Fourth of July Fair, answering questions, listening to customers at this and other public events and venues provides an awareness of the community's concerns and issues. Specific concerns may be discussed at Board meetings, and some may be easily handled by passing on to the Manager and staff for action.
30. Visiting District Sites. Directors are invited to visit District facilities and projects periodically. New Directors should be taken on a tour of District facilities within three months after assuming office.

BOARD/BOARD RELATIONS

31. Role of the President. The President is in charge of the conduct of the Board meetings and has final approval of the agenda. The Board traditionally appoints the President as representative of the Board in negotiations with the Manager for the Manager's compensation. The President is also the official representative and spokesperson for the Board of Directors.
32. Use of Committees. Ad hoc Committees, created in accordance with the District Ordinance Code, may be used to address special issues as they arise.
33. Confidentiality and Trust. In order for the Board to function most effectively, there must be a high level of trust among the Board members. In order to maintain trust, Board members will respect the confidentiality of closed sessions and personal information. Board members may disagree, but will not indulge in back stabbing, double crossing, or other counterproductive activities.
34. Role in Public. Directors shall identify themselves as speaking for themselves, not as a representative of the Board, unless relating Board policy. Directors should not undercut Board actions in Public.
35. Board/Board Communications. Conversations between and among Board members are often governed by the Brown Act. All Board members shall familiarize themselves with the Brown Act and comply with its requirements. Whenever three or more Board members are together, they will avoid discussing specific District matters which are or might be agendized at future Board meetings. When two members are together, they shall also avoid discussing specific District matters which might become matters the Board would act on, thus avoiding the possibility of "serial" meetings. Communications include electronic communications.

General matters relating to sewage collection and local government are not restricted by the Brown Act and are appropriate topics of conversation under any circumstances.

36. Electronic Communication during Meetings. The Board shall avoid disrupting meetings with electronic communication devices (e.g., cellular phones). All Board Members shall turn off electronic communication devices or set them to silent or vibrate. Board Members shall step outside of the meeting room to talk on a cellular phone. No communication is allowed that would be a violation of the Brown Act.
37. Self-Assessment of Governance. The Board will have an item at its annual Long Range Planning Workshop to assess the effectiveness of its governance.
38. Team Effectiveness. Directors are expected to support each other and function as a team. Newly appointed or elected Directors are expected to review the Board Governance Policy Manual and Board Handbook. Existing Directors are expected to assist new Directors in their transition onto the Board. Both new and existing Directors should work together constructively to develop a new consensus as to how the Board will govern and conduct its business.

SECTION 7

CODE OF ETHICS AND BEHAVIOR

The Board of Directors of the Stege Sanitary District is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to its constituents. In order to foster civil and ethical behavior between and among members of the Board of Directors, the following rules shall be observed.

1. The dignity, style, values and opinions of each Director shall be respected.
2. Responsiveness and attentive listening in communication is encouraged.
3. The needs of the District's constituents should be the priority of the Board of Directors.
4. The primary responsibility of the Board of Directors is the formulation and evaluation of policy and oversight of operations. Routine matters concerning the operational aspects of the District are the domain of the District Manager.
5. Directors should commit themselves to emphasizing the positive and avoid double talk, hidden agenda, gossip, backbiting, and other negative forms of interaction.
6. Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.
7. Differing viewpoints are a healthy part of the decision-making process. Individuals have the right to disagree with ideas and opinions without being disrespectful. Once the Board

of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.

The Board of Directors shall observe the following rules when interacting with District Staff.

1. In seeking clarification on ministerial items, Directors may approach staff members directly to obtain information.
2. In seeking clarification on non-ministerial items, especially those involving personnel, legal action, land acquisition and development, finance, and programming, Directors should refer directly to the District Manager.
3. In handling complaints from residents and property owners of the District, said complaints should be referred directly to the District Manager.
4. In handling items related to safety, concerns for safety or hazards should be reported to the District Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.
5. When approached by District staff concerning specific District policy, Directors should direct inquiries to the District Manager. The chain of command should be followed.

The work of the District is a team effort. The Board should work together in a collaborative process with District Staff, assisting each other in conducting the affairs of the District.

1. When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions to the District Manager.
2. Directors should develop a working relationship with the District Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.
3. Individual Directors should function as a part of the whole Board. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.
4. Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

SECTION 8

CONFLICT OF INTEREST CODE

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission (FPPC) has adopted a regulation (2 Cal. Code of Regs. Sec. 18730) which

contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, it may be amended by the FPPC to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the Conflict of Interest Code of the STEGE SANITARY DISTRICT.

Designated employees shall file their statements of economic interest with the STEGE SANITARY DISTRICT who will make the statements available for public inspection and reproduction. (Cal. Gov. Code Sec. 81008). Statements for all designated employees will be retained by the STEGE SANITARY DISTRICT.

(Ordinance No. 1660-0397)

APPENDIX TO STEGE SANITARY DISTRICT
CONFLICT OF INTEREST CODE
DESIGNATED OFFICIALS AND EMPLOYEES

<u>Designated Positions</u>	<u>Disclosure Category</u>
Secretary of the Board	All
Legal Counsel	All
Consultants* **	All

It has been determined that the positions listed below manage public investments and will file a Statement of Economic Interest pursuant to Government Code Section 87200:

Members of the Board of Directors
District Manager/Engineer

Persons who hold more than one position need only file one Statement of Economic Interest.

*With respect to Consultants, the District Manager of the District may determine, in writing, whether a particular consultant is hired to perform a range of duties which are limited in scope and thus are not required to comply with the disclosure requirements described in these categories. Such determination shall include a description of the consultant's duties, and, based upon that description, a statement of the extent of disclosure requirements. The District Manager shall forward a copy of this determination to the Board of Supervisors of the County of Contra

Costa. Nothing herein excuses any such consultant from any other provisions of this Conflict of Interest Code.

**If these Designated Employees are business firms, the Statement shall be filed by the individual or individuals in the firm who participate in the making of governmental decisions in conducting the firm's business with the District.

Disclosure Categories

Category 1. A designated employee assigned to Category 1 is required to disclose investments which may foreseeably be materially affected by any decision made or participated in by the designated employee.

Category 2. A designated employee assigned to Category 2 is required to disclose interests in real property which may be materially affected by any decision made or participated in by the designated employee.

Category 3. A designated employee assigned to Category 3 is required to disclose income which may be materially affected by any decision made or participated in by the designated employee.

Category 4. A designated employee assigned to Category 4 is required to disclose any business entity in which the designated employee is a director, officer, partner, trustee, or holds any position of management which may be materially affected by any decision made or participated in by the designated employee.

SECTION 9

STATEMENT OF ECONOMIC INTEREST (FORM 700)

The California Political Reform Act requires certain state and local government officials to disclose their private economic interests on an official Statement of Economic Interests form. The purpose of the financial disclosure is to alert public officials to personal interests that might be affected while they are performing their official duties (i.e., making governmental decisions). Disclosure also helps inform the public about potential conflicts of interest.

Disclosure is made on the Statement of Economic Interests (Form 700) available at Fair Political Practices Commission website (www.fppc.ca.gov). Filed forms are public documents that must be made available to anyone who requests them.

Essentially, there are four times to file Form 700:

- An "initial" statement is required within 30 days of the date when an office or position has been added to a newly-adopted or newly-amended conflict of interest code.
- An "assuming office" statement is required within 30 days of the date when taking a position already designated in a conflict of interest code.
- "Annual" statements are required before April 1 of each year, covering the preceding calendar year.
- A "leaving office" statement is required within 30 days of the date you leave a designated position.

To ensure current regulations and deadlines are met, Directors shall refer to the Fair Political Practices Commission website (www.fppc.ca.gov) for up to date rules and filing schedules.

SECTION 10

CAMPAIGN FINANCES (FORM 470)

Any candidate or officeholder who does not have a controlled committee and who does not intend to raise or spend \$1,000 or more in a calendar year shall file a California Fair Political Practices Commission Form 470 - Officeholder and Candidate Campaign Statement available at the Fair Political Practices Commission website (www.fppc.ca.gov).

This statement is used to declare that the candidate/officeholder has no intention of receiving or spending \$1,000 or more in a calendar year. In most cases, July 31 is the filing deadline.

To ensure current regulations and deadlines are met, Directors shall refer to the Fair Political Practices Commission website (www.fppc.ca.gov) for up to date rules and filing schedules.

SECTION 11

BOARD MEMBER COMPENSATION POLICY

It is the policy of the Stege Sanitary District Board of Directors that Board members will be compensated for attendance at all Board meetings, in accordance with Section 2.9 of the District Code of Regulations. Board members will not be compensated for attendance at CASA, City Council, Council Committee, Neighborhood Council, or special district association meetings.

Compensation will consist of meeting fees consistent with current law and will not include any health, pension or other benefit.

The Board may decide that it needs to be represented at certain functions, meetings or events and that attending members should be compensated for services rendered in these cases. Authorization of compensation for these “special events” shall be made by a majority of the Board. Consideration of authorization may be done during the Communications section of the meetings, and shall be considered at a Board meeting before the special event at the request of the attending member or the Board President.

The current Directors’ fees payable to members of the Board of Directors of the Stege Sanitary District is \$200 per meeting day of service.

(Ordinance No. 2000-0812)

SECTION 12

POLICY PROHIBITING ACCEPTANCE OF GRATUITIES

Board members shall not accept gratuities offered or presented except for trivial items of negligible commercial value, such as a hat, cap, note pad, pen, blotter, calendar or other item that does not exceed \$25.

Gifts that are offered should be refused; gifts that are delivered shall be returned if possible, and gifts that cannot be returned should be donated to the District for disposition.

One area that is often troublesome is the acceptance of meal invitations. Inexpensive, working meals (such as lunch) for the purpose of discussion of business related to the District may be acceptable; however, Board members are cautioned that these events shall be kept as infrequent as possible.

To ensure current regulations are met, Directors shall refer to the Fair Political Practices Commission website (www.fppc.ca.gov) for up to date rules regarding limits on gifts.

SECTION 13

ATTENDANCE AT MEETINGS, SEMINARS AND CONFERENCES POLICY

It shall be the policy of the Board of Directors of the Stege Sanitary District to encourage its members to maintain and enhance their directorship and committee skills through attendance at Board approved meetings, seminars and conferences determined to have value for that purpose.

(Ordinance No. 1456-0189)

SECTION 14

EXPENSE REIMBURSEMENT POLICY

If time permits, Directors shall seek Board approval before attending meetings, seminars, and conferences at which reimbursement is sought. District staff attendance at such function shall be preapproved by the Manager and within the constraints of the appropriate budget.

All Directors and staff who claim reimbursement of travel expenses shall be responsible for maintaining and submitting a record of travel expenses incurred on behalf of the District and, where required, for documenting said costs.

Meal and incidental expenses shall be reimbursed at amounts that do not exceed the Internal Revenue Service (IRS) standards established for the location in which the expenses were incurred.

District procedures regarding reimbursement of personal expenses related to travel on District business should be reviewed and updated periodically.

It shall be the policy of the Stege Sanitary District to reimburse travel expense claims for its Directors and staff, in conformance with all applicable District policies and procedures, and appropriate procedures shall be established.

(Ordinance No. 1762-0501)

SECTION 15

REQUIRED TRAINING COURSES

The Board of Directors of the Stege Sanitary District shall, at a minimum, take the required training courses as follows:

- AB 1234 Ethics Training every 2 Years, as required by law
- AB 1825 Harassment Prevention Training every 2 Years, as required by law
- Governance Training every 5 Years, as required to maintain Special District Leadership Foundation's District of Distinction Accreditation

SECTION 16

PUBLIC RELATIONS POLICY

It is the policy of the Stege Sanitary District Board of Directors that: 1) customers should be periodically informed about District business, and 2) any requests from the media (print, audio, or video) regarding District affairs shall be directed to the District Manager.

District newsletters are a preferred means of conveying this information, and newsletters should be sent to all known customers. There shall be two newsletters each year, and the target transmittal dates are May and November. These dates provide an even spacing of six months between letters and the May date allows for informing customers about budget information for the next fiscal year, including service charge increases.

SECTION 17

NON-DISCRIMINATION POLICY

It is the policy of the District that employment practices and conditions shall be free of unlawful discrimination on the basis of race, religion, color, national origin, ancestry, pregnancy, childbirth, medical condition, physical or mental disability, marital status, gender, age, sexual orientation, political affiliation, or any other basis as defined and protected by federal or state law. This policy covers District employees, applicants, and elected or appointed officials.

(Resolution No. 1781-1201)

SECTION 18

NON-HARASSMENT POLICY

The District is committed to providing a work environment free of harassment prohibited by state or federal law. Harassment in employment based upon unlawful discrimination is prohibited by the District and may result in disciplinary action, up to and including dismissal. This policy covers District employees, applicants, and elected or appointed officials. In addition, harassment carried out by persons with whom the District has a business, service or professional relationship is prohibited and may result in termination of the business relationship, or other appropriate response as determined by the District.

A. Prohibited Harassment. Harassment in employment may take many different forms including:

1. Verbal conduct such as epithets, derogatory comments, threats, slurs or unwanted jokes or comments. This can include making explicit or implied threats, and promises in return for submission to physical acts.
2. Visual conduct such as derogatory and/or sexually oriented posters, cartoons, drawings, photographs, or gestures.
3. Physical conduct such as assault, offensive touching, impeding or blocking movement, restraint, or physical interference with normal work or movement. This can include, but is not limited to, pinching, grabbing, patting, propositioning, leering or making explicit or implied threats or promises in return for submission to physical acts.
4. Retaliation for having in good faith reported, or having threatened to report, or having assisted another employee in good faith to report prohibited harassment.

Harassment on the basis of race, religion, gender or any characteristic specified in the EEO Policy is prohibited. Conduct based on these protected characteristics constitutes harassment when it: (a) has the purpose or effect of creating an intimidating, hostile or offensive working environment; (b) has the purpose or effect of unreasonably interfering with an individual's work performance; or (c) otherwise adversely affects an individual's employment opportunities.

B. Sexual Harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly as a term or a condition of an individual's employment; or

2. Submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual; or
 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
- C. Annual Training. All District employees are required to participate annually in training on sexual and other prohibited harassment. The District will make this training available to employees during regular working hours at no cost to the employee. Records of these training activities will be maintained in District files.
- D. Employee Response. An employee who thinks he/she is a victim of sexual or other prohibited harassment should notify the offending person that the behavior is inappropriate, unwelcome, and that it must cease or a formal complaint will be made.
- E. Remedial Action:
1. If harassment or discrimination is found to have occurred in violation of District policy, the District shall take action to ensure or confirm that the harassment or discrimination is stopped. The District shall take whatever measures are reasonably necessary to ensure its workplaces remain free from unlawful discrimination or harassment.
 2. The District shall maintain a complaint procedure to provide an avenue for complaints, investigations and appropriate remediation. Employees are encouraged to utilize the complaint process if they experience unlawful discrimination or harassment. The complaint process shall be available and disseminated to all District employees.
 3. Employees found to have engaged in discrimination or harassment covered by this policy may be subject to disciplinary action up to and including termination of employment.
 4. Employees found to have been dishonest or uncooperative during an investigation into allegations of discrimination or harassment may be subject to disciplinary action up to and including termination of employment.
 5. This policy shall not be construed to create a private or independent right of action against the District, or any of its employees or officials. The District reserves the right to interpret and apply this policy to provide greater protection than what is afforded under existing federal and state law.

(Resolution No. 1781-1201)

SECTION 19

DISTRICT ELECTIONS POLICY

The Stege Sanitary District Board of Directors is comprised of five (5) Directors elected at large and serving staggered four (4) year terms with elections being held on even-numbered years.

California Elections Code Section 10505 requires a general district election be held in each district to choose a successor for each elective officer whose term will expire on the first Friday in December following the election to be held on the first Tuesday after the first Monday in November in each even-numbered year. The elected or appointed official will be sworn in the first board meeting in December.

As set forth in California Elections Code Section 10400, District elections shall be consolidated with the statewide general elections to reduce costs and achieve greater voter participation.

As set forth in California Elections Code Section 10520, the District shall reimburse the county for the actual costs incurred by the county elections official in conducting the election for the District.

As set forth in California Elections Code Section 13307, before a nominating period opens, the District Board must determine whether a charge shall be levied against each candidate submitting a candidate's statement to be sent to the voters; determine the number of words, may estimate the cost; and determine whether the estimate must be paid in advance.

As set forth in California Elections Code Section 12112, the election official of the principal county shall publish a notice of the election once in a newspaper of general circulation in the District.

At the first regular Board Meeting in December following the district election, the District Board of Directors shall adopt a Resolution certifying the election results. The Resolution shall direct the Secretary of the Stege Sanitary District to enter on the official records of the Stege Sanitary District, the Resolution certifying the results of the election, showing: 1) the whole number of ballots cast in the Stege Sanitary District; 2) the names of the persons voted for; 3) for what office each person was voted for; 4) the number of votes given at each precinct to each person and 5) the total number of votes given to each person. The Resolution shall also direct the Secretary of the Stege Sanitary District to deliver to each of the persons so elected a certified copy of the Resolution signed by the Secretary and authenticated.

Following the adoption of the Resolution certifying the election results, the Secretary of the Stege Sanitary District shall administer to each Director elected the Oath of Office prescribed in the Constitution of the State of California. All Directors so elected shall then be inducted into the respective office after taking the Oath of Office.

SECTION 20

CHECK APPROVAL POLICY

All Stege payments shall be reviewed and approved by the Board. Time critical payments, where there is not time for Board review and approval, shall be reviewed and approved by the Board President (or his/her designee).

SECTION 21

POLICY PROHIBITING DISCUSSION WITH BIDDERS

Directors shall not discuss District projects or bids with any potential bidders. Any inquiries regarding District projects or procurements shall be referred to the District Manager or staff, with the District Manager's permission, for appropriate handling and response.

SECTION 22

BOARD HANDBOOK

(Under Separate Cover)

SECTION 23

DISTRICT ORDINANCE CODE

(Under Separate Cover)

**STEGE SANITARY DISTRICT
Investment, Cash & Receivables Report**

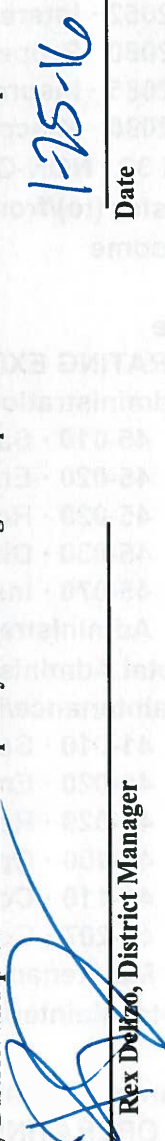
As of December 31, 2015

1:05 PM
01/25/2016

	December 31, 2015	November 30, 2015	\$ Change	Deposits	Checks	Transfers
ASSETS						
Current Assets						
Checking/Savings						
LAIF Investment Accts						
11012 · Sewer Operations- 3418	843,528	970,528	-127,000	0	0	-127,000
11014 · System Rehab- 3423	1,343,617	1,343,617	0	0	0	0
Total LAIF Investment Accts	<u>2,187,144</u>	<u>2,314,144</u>	<u>-127,000</u>	<u>0</u>	<u>0</u>	<u>-127,000</u>
Checking Accts						
100 · Mechanics Bank	2,644,854	39,076	2,605,778	2,659,812	-181,034	127,000
100 · County Cash Acct #3418	-6,050	-6,050	0 *	0 *	0	0
Total Checking Accts	<u>2,638,804</u>	<u>33,026</u>	<u>2,605,778</u>	<u>2,659,812</u>	<u>-181,034</u>	<u>127,000</u>
11021 · Petty Cash	250	250	0	0	0	0
Total Checking/Savings	<u>4,826,198</u>	<u>2,347,420</u>	<u>2,478,778</u>	<u>2,659,812</u>	<u>-181,034</u>	<u>0</u>
301 · Ca Employer's Retiree Benefit Trust	169,515	165,618	3,897	3,897	0	0
Total CA Employer's Retiree Benefit Trust	<u>169,515</u>	<u>165,618</u>	<u>3,897</u>	<u>3,897</u>	<u>0</u>	<u>0</u>
Accounts Receivable						
11072 · Accounts Receivable	1,322	1,365	-43			
Total Accounts Receivable	<u>1,322</u>	<u>1,365</u>	<u>-43</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 DeKro, District Manager

Date

1-25-16

STEGE SANITARY DISTRICT

Operating Statement

01/25/2016

Dec 2015

50.68% of Fiscal year Completed

	<u>July 15- December 15</u>	<u>Annual Budget</u>	<u>% of Annual Budget</u>
Income			
31 - OPERATING REVENUE			
31010 - Sewer Service Charges	1,412,865	2,435,000	58%
31020 - Permit & Insp. Fees	7,628	15,000	51%
31030 - Connection Fees	10,809	100,000	11%
31080 - Contracted Services	22,102	40,000	55%
xxxxx - Capital Service Charges	1,052,868	2,242,000	47%
Total 31 - OPERATING REVENUE	2,506,273	4,832,000	52%
32 - NON-OPERATING REVENUE			
32050 - Interest - 3418	1,237	5,000	25%
32052 - Interest - 3423	1,883	5,000	38%
32080 - Property Taxes	217,026	339,000	64%
32085 - Insurance Dividend	958	-	0%
32090 - Miscellaneous	1,685	21,000	8%
Total 32 - NON-OPERATING REVENUE	222,789	370,000	60%
Transfer (to)/from Reserves	-	(535,290)	0%
Total Income	2,729,061	4,666,710	58%
Expense			
OPERATING EXPENSES			
Administration/General			
45-010 - Salaries & Wages	83,870	169,680	49%
45-020 - Employee Benefits	51,051	94,280	54%
45-029 - Retiree Health	3,393	7,650	44%
45-030 - Directors Expenses	13,864	36,500	38%
45-070 - Insurance	108,927	87,500	124%
Administration - Other	73,107	241,750	30%
Total Administration	334,212	637,360	52%
Maintenance/Engineering			
41-010 - Salaries & Wages	404,161	829,810	49%
41-020 - Employee Benefits	220,159	407,700	54%
41-029 - Retiree Health	6,785	15,250	44%
41-100 - Operating Supplies	16,889	40,000	42%
41-110 - Contractual Services	17,556	95,800	18%
41-207 - Contracted Repairs	12,261	58,000	21%
Maintenance- Other	49,734	193,530	26%
Total Maintenance/Engineering	727,545	1,640,090	44%
Pump Stations	20,249	15,060	134%
Total OPERATING EXPENSES	1,082,005	2,292,510	47%
CAPITAL			
41-650 - Debt Repayment (SRF Loans)		148,200	0%
Construction Projects	1,289,662	2,156,000	60%
Outlay(Maintenance/Engineering)	15,676	70,000	22%
Total CAPITAL	1,305,338	2,374,200	55%
Total Expense	2,387,343	4,666,710	51%
Net	341,718	0	



BETTY T. YEE

California State Controller

LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE

Agency Name	STEGE SANITARY DISTRICT
Account Number	70-07-002

As of 01/15/2016, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 12/31/2015.

Earnings Ratio		.00001006140492611
Interest Rate		0.37%
Dollar Day Total	\$	261,588,592.68
Quarter End Principal Balance	\$	2,187,144.32
Quarterly Interest Earned	\$	2,631.95



Market Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Balance	\$165,618.13	\$175,938.93
Contribution	0.00	0.00
Distribution	0.00	0.00
Transfer In	0.00	0.00
Transfer Out	0.00	0.00
Investment Earnings	3,933.33	(6,350.75)
Admin Expense	(21.12)	(42.40)
Investment Expense	(15.50)	(30.94)
Other	0.00	0.00
Ending Balance	\$169,514.84	\$169,514.84
YTD Accrual	0.00	0.00
Grand Total	\$169,514.84	\$169,514.84

Unit Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Units	13,343.167	13,343.167
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	13,343.167	13,343.167
Period Beginning Unit Value	12.412204	13.185696
Period Ending Unit Value	12.704246	12.704246

Please note that the Grand Total is your actual fund account balance at the end of the period, including all accrued Contributions and Distributions. 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 12/31/2015

Stege Sanitary District

Entity #: SKB0-2595946637

No Transactions for the Period



Client Contact:
CERBT4U@CalPERS.ca.gov

If you have any questions or comments regarding the new statement format please contact CERBT4U@CalPERS.ca.gov

10:35 AM	STEGE SANITARY DISTRICT			
01/25/2016	Check Report			
Accrual Basis	January 28, 2016			
	Name	Memo	Amount	Num
Jan 28, 16				
	3T Equipment Company, Inc.	Repair Camera Reel Cable	-327.67	24150
	CalPers	1959 Survivor Benefits	-316.80	24151
	Municipal Maintenance Equipment	Gasket & Hose	-143.94	24152
	Pastime Hardware	Maintenance Supplies	-187.93	24153
	R & R Auto Services	Gas 07/09/15-12/28/15	-4,713.01	24154
	Reserve Account	Postage	-200.00	24155
	Speed-Ox, Inc.	Cylinder Rental	-32.85	24156
	Staples Credit Plan	Void \$11.54	0.00	24157
	WECO Industries, Inc.	Root Saw	-776.49	24158
	Xerox Financial Services	Copier Lease Payment 1/08-02/07	-185.93	24159
Jan 28, 16			-6,884.62	

STEGE SANITARY DISTRICT

January 2016

JANUARY 2016	FEBRUARY 2016	MARCH 2016	APRIL 2016	MAY 2016	JUNE 2016
1/1 & 1/18 HOLIDAY CASA Conference January 20-22, 2016 Palm Springs, CA	2/15 HOLIDAY CASA Conference February 22-24, 2016 Washington, DC		CASA Public Policy Forum April 6, 2016 Sacramento, CA	5/30 HOLIDAY	6/8 Safety and Recognition Awards Luncheon
01/14/2016 – 7:00 P.M.	02/11/2016 - 7:00 P.M.	03/10/2016 – 7:00 P.M.	04/14/2016 – 7:00 P.M.	05/14/2016 – 9:00 A.M	06/9/2016 – 7:00 P.M.
Board of Directors Meeting ◆ Board Governance Review ◆ Connection Charge Ord. ○ Service Rate Discussion ○ District of Distinction (even years) ○ CASA Conference ○ Director’s Contact Info ○ Board Training Summary	Board of Directors Meeting ◆ Board Governance Approval ○ Actuarial Analysis of Retiree Health Benefits Report (even years) ○ Service Rate Discussion ○ CASA Conference ○ Board Training Summary	Board of Directors Meeting ○ Long Range Planning Discussion of Topics ○ CASA Conf. – Director’s Reports ○ Service Rate Discussion ○ Board Training Summary ○ <i>Form 700</i> ○ Auditor – RFP (2016)	Board of Directors Meeting ○ <i>CASA Conf. – Director’s Reports</i> ○ Service Rate Discussion/Approval (& 30-day Notice) ○ Long Range Planning Discussion of Topics ○ Board Training Summary	Board of Directors Meeting <i>9AM Meeting Time</i> ○ Long Range Planning Workshop	Board of Directors Meeting ○ Draft Budget ◆ Review Directors Meeting Compensation ○ July 4 th Fair Discussion ◆ Approve Project Plans and Specs (+CEQA) ◆ Approve Salary Ranges for District Positions ◆ Long Range Planning Draft Action Plan
01/28/2016 – 7:00 P.M.		03/24/2016 – 7:00 P.M.	04/28/2016 – 7:00 P.M.	05/26/2016 – 7:00 P.M.	06/23/2016 – 7:00 P.M.
Board of Directors Meeting ◆ Resolution for Disposal of Surplus Property ○ CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval. ○ Quarterly Financial Statements ○ CASA Conf. – Director’s Reports ○ Service Rate Discussion		Board of Directors Meeting ○ Long Range Planning Discussion of Topics ○ California Employer’s Retiree Benefit Trust (CERBT) Contributions ○ Form 700 ◆ <i>Auditor – RFP (2016)</i>	Board of Directors Meeting ○ CLOSED SESSION – Quarterly Claims Rpt ○ Quarterly Financial Statements ○ Long Range Planning Discussion of Topics ◆ Draft Budget ◆ Elections Resolution (even years) ◆ Employee Benefits Req. ○ Service Rate Discussion/Approval (& 30-day Notice) ○ July 4 th Fair Discussion	Board of Directors Meeting ○ CLOSED SESSION – District Counsel Performance Evaluation ○ Draft Budget ○ July 4 th Fair Discussion ○ Service Rate Discussion/Approval (& 30-day Notice) ○ Board Training Summary	Board of Directors Meeting ○ CLOSED SESSION – Manager Perf. Eval. ◆ Approve and Adopt Final Budget ◆ Ordinance – Directors’ Meeting Compensation ◆ Review and Approve Incentive Award ◆ Adopt Employee Incentive Award Goals & Objectives ○ District Reserve Policy ○ July 4 th Fair Discussion

○ INFORMATIONAL ITEMS

◆ ACTION ITEMS

CHANGES IN ITALICS

STEGE SANITARY DISTRICT

January 2016

JULY 2016	AUGUST 2016	SEPTEMBER 2016	OCTOBER 2016	NOVEMBER 2016	DECEMBER 2016
7/4 HOLIDAY 4 th of July Fair Booth	CASA Conference August 10-12, 2016 Monterey, CA	9/5 HOLIDAY	CSDA Annual Conf. October 10-13, 2016 San Diego, CA	11/24-25 HOLIDAY	12/8 Christmas Luncheon 12/25 HOLIDAY
07/14/2016 – 7:00 P.M.	08/18/2016 – 7:00 P.M.	09/8/2016 – 7:00 P.M.	10/13/2016 – 7:00 P.M.	11/10/2016 – 7:00 P.M.	12/8/2016 – 2:00 P.M.
<p style="text-align: center;">Board of Directors Meeting</p> <ul style="list-style-type: none"> ○ July 4th Fair Debrief ○ District Investment Policy ○ <i>CASA Conference</i> ◆ Resolution Est. Salary of District Manager ◆ Form 470 	<p style="text-align: center;">Board of Directors Meeting</p> <ul style="list-style-type: none"> ○ <i>CASA Conference – Attendee Reports</i> ○ CSDA Conference ○ Select Actuarial for Analysis of Retiree Health Benefits (odd years) ○ Quarterly (FY End) Financial Statements 	<p style="text-align: center;">Board of Directors Meeting</p> <ul style="list-style-type: none"> ○ <i>CSDA Conference</i> 	<p style="text-align: center;">Board of Directors Meeting</p> <ul style="list-style-type: none"> ○ <i>CSDA Conference – Attendee Reports</i> 	<p style="text-align: center;">Board of Directors Meeting</p> <ul style="list-style-type: none"> ○ Proposed Meeting Calendar ○ Board Officer Succession Plan ○ <i>CASA Conference</i> 	<p style="text-align: center;">Board of Directors Meeting</p> <p><u>2PM Meeting Time</u></p> <ul style="list-style-type: none"> ◆ Nomination & Election of Officers ◆ Fiscal Year Financial Audit ◆ Connection Charge Calculation Report ○ <i>CASA Conference</i> ○ <i>Meeting Calendar</i>
07/28/2016 – 7:00 P.M.		09/22/2016 – 7:00 P.M.	10/27/2016 – 7:00 P.M.		
<p style="text-align: center;">Board of Directors Meeting</p> <ul style="list-style-type: none"> ○ CLOSED SESSION – Quarterly Claims Rpt ○ <i>CASA Conference</i> ○ Reimb. Report per Gov. Code 53065.5 ○ <i>Quarterly Financial Statements</i> ◆ Establish and Collect Sewer Service Charges ◆ Notice of Completion/ Award of Contract 		<p style="text-align: center;">Board of Directors Meeting</p> <ul style="list-style-type: none"> ◆ Flexible Benefits Plan Contribution Rate Review ◆ Deferred Compensation Matching Contribution Rate Review ○ <i>CSDA Conference</i> 	<p style="text-align: center;">Board of Directors Meeting</p> <ul style="list-style-type: none"> ○ CLOSED SESSION – Quarterly Claims Rpt ○ Quarterly Financial Statements 		

○ INFORMATIONAL ITEMS

◆ ACTION ITEMS

CHANGES IN ITALICS