

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF MARCH 9, 2017  
TIME OF MEETING: 7:00 P.M.  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

\*\*\*\*\* **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](http://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)

**IV. Approval of Minutes**

Motion:

A. Approval of February 16, 2017 Board Meeting Minutes

(The Board will be asked to review and approve the minutes of February 16, 2017 Board Meeting)

Info:

**V. Communications**

A. Oral Communications

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

a. California Association of Sanitation Agencies (CASA) Washington D.C., February 27-March 1, 2017

b. City & Community Meetings

B. Written Communications

1. CSDA: Supreme Court Rules Private Email Accounts Subject to CPRA

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2. Meyers Nave: California Supreme Court: Public Officials' and Employees' Communications on Private Devices and Accounts May be Public Records Subject to Disclosure
3. Washington Post: Alexandria seeks to extend deadline to fix sewage overflows

**VI. Reports of Staff and Officers**

Info:

A. Manager's Report

1. Long Range Planning (LRP) Discussion of Topics
2. Board Access to District Email Instructions
3. Form 700 – Statement of Economic Interest/Conflict of Interest

**VII. Business**

Info/Motion:

- A. Professional Auditing Service – Request for Proposals (RFP)  
(The Board will consider issuing an RFP)

**VIII. Approval of Checks**

Info/Motion:

- A. Checks for January 12, 2017 - Fund No. 3418 & 3423  
(The Board will be asked to approve the January 2017 checks)

Info:

**IX. Future Agenda Items**

**March 23, 2017**

Long Range Planning Discussion of Topics

California Employer's Retiree Benefit Trust (CERBT) Contributions

Form 700

PUBLIC HEARING – Sewer Service Charge Amendment

ORDINANCE - Sewer Service Charge Amendment

Sewer Service Charge 30-day Notice

**April 13, 2017**

Service Rate Discussion

Long Range Planning Discussion of Topics

Board Training Summary

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
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**X. Adjournment**

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on March 23, 2017 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF FEBRUARY 16, 2017  
TIME OF MEETING: 7:00 P.M.  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

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

**I. Call To Order:** President Beatrice O'Keefe called the meeting to order at 7:00 P.M.

**II. Roll Call:** Present: Gilbert-Snyder, James, Merrill, Miller, O'Keefe  
Absent: None  
Others Present: Rex Delizo, District Manager  
Ben Reyes, District Counsel

**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 January 26, 2017 Board Meeting Minutes

MOTION: By James, seconded by Miller, to approve the minutes of the January 26, 2017 Board Meeting

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

**V. Communications**

A. Oral Communications

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

a. City & Community Meetings

Miller gave a report on his attendance at the El Cerrito City Council Meeting held on February 7, 2017.

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
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B. Written Communications

1. CSRMA Did You Know Newsletter January 2017 Article – Ergonomic Excellence “Preventing Injuries at Stege Sanitary District”

The Board reviewed the article that shares 2 techniques the District implements to reduce musculoskeletal injuries.

2. CSDA Free Ethics AB1234 Compliance On-Demand Webinar

The Board reviewed the CSDA offer of free ethics training that will be available until March 15, 2017.

3. East Bay Times Article: West County Wastewater District manager let go

The Board reviewed the article about the West County Wastewater District Board of Directors voting unanimously to not renew the contract of the General Manager.

**VI. Reports of Staff and Officers**

A. Attorney’s Report:

Reyes reported on Assembly Bill 626 which creates new requirements for administering the claims process for public works projects in California. He then reported that Meyers Nave can provide the required AB 1661 sexual harassment prevention training at a special meeting before a future regular meeting. Lastly, Reyes reported that there has not yet been a final ruling on the case regarding whether emails and texts sent on personal devices are public record.

B. Manager’s Report

1. Monthly Maintenance Summary Report – January 2017

The Manager reported on last month’s maintenance activities to the Board with no significant issues.

2. Monthly Report of Sewer Replacements and Repairs

The Manager reported that there were no replacements and 11 repair invoices paid in January.

3. Service Call Response to Backups Discussion

The Manager reported on recent discussions with staff regarding standard operating procedures when responding to backups.

4. Stege Sanitary District Performance Report for 2016

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The Manager reported on the District's Performance Report for Calendar Year 2016 which will be posted on the District website for public access.

5. San Pablo Ave. Future Capacity Update

The Manager reported that staff is continuing to work with the City of El Cerrito and their consultants to install flow meters along a portion of San Pablo Ave. to monitor conditions during recent rain storms.

6. Form 700 – Statement of Economic Interest/Conflict of Interest

The Manager reported that each Director should have received an email with instructions to e-file their annual Form 700 statement by the filing deadline of April 3, 2017.

7. California Association of Sanitation Agencies (CASA)

The Manager reported on the conference dates for 2017. Director Merrill and Miller reported their intention to attend the Public Policy Forum on April 19.

**VII. Business**

A. Resolution No. 2075-0217 Resolution Approving and Authorizing Disposal of Surplus Property of the Stege Sanitary District

The Board approved the resolution authorizing the sale of a 1996 Ford Taurus.

MOTION: By James, seconded by Gilbert-Snyder, to approve Resolution 2075-0217 Resolution approving and Authorizing Disposal of Surplus Property of the Stege Sanitary District

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

B. Board Governance Manual Approval

The Board reviewed and approved the proposed minor amendments to the Board Governance Manual.

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF FEBRUARY 16, 2017  
TIME OF MEETING: 7:00 P.M.  
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MOTION: By Merrill, seconded by James, to approve the Board Governance Manual, as amended

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

C. Service Rate Discussion

The Board discussed putting a hold on service rate increases for another year due to the District's reserve amount fund balance being 139% of the reserve target goal of \$3.67 million at the end of last FY 2015-16.

MOTION: By James, seconded by Miller, to approve preparation of an amendment to the rate ordinance to hold sewer service rates constant for FY 2017-18 (no increase), conduct a public hearing and issue a 30 day rate notice

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

**VIII. Financial Statements – January 2017**

A. Monthly Investment, Cash, Receivables Report, January 2017

B. Monthly Operating Statement, January 2017

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

**IX. Approval of Checks**

A. Checks for February 16, 2017 - Fund No. 3418 & 3423

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MOTION: By Gilbert-Snyder, seconded by James, to pay the bills, Check Nos. 24781 through 24824 in the amount of \$629,961.45.

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

**X. Future Agenda Items**

**March 9, 2017**

Long Range Planning Discussion of Topics

CASA Conference – Director's Report

~~Service Rate Discussion~~

Auditors – RFP

An agenda item regarding instructions for Board access to District email was asked to be added to this agenda.

**March 23, 2017**

Long Range Planning Discussion of Topics

California Employer's Retiree Benefit Trust (CERBT) Contributions

Form 700

*PUBLIC HEARING – Sewer Service Charge Amendment*

*ORDINANCE - Sewer Service Charge Amendment*

*Sewer Service Charge 30-day Notice*

Both Director Gilbert-Snyder and District Counsel Ben Reyes gave notice that they will not attend the March 23 meeting.

**XI. Adjournment**

The meeting was adjourned at 8:34 P.M. The next meeting of the District Board of Directors will be held on Thursday, March 9, 2017 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California



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Rex Delizo  
STEGE SANITARY DISTRICT  
Secretary

DRAFT

Sent: Thursday, March 02, 2017 3:04 PM

Subject: Supreme Court Rules Private Email Accounts Subject to CPRA

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Districts Association  
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## Supreme Court Rules Private Email Accounts Subject to CPRA

Today, the California Supreme Court held that the public has a right to emails and other communications, such as text messages, regarding government business written or received by public officials and employees, regardless of whether the communication was done using a private account or device.

Writing for a unanimous court, Justice Carol Corrigan relied on a broad interpretation of the California Public Records Act (CPRA) along with the mandate provided by the Proposition 59 amendment to the California Constitution in 2004, providing that statutes be broadly construed if they further the people's right of access. The court recognized that "In today's environment, not all employment-related activity occurs during a conventional workday, or in an employer-maintained workplace."

The court concluded that a writing prepared by a public employee or official conducting agency business is considered to be "prepared by" the agency within the meaning of the CPRA, even if the writing is prepared using the employee or official's personal account. Documents or communications that meet the CPRA's definition of a "public record" do not lose their status merely because they are located in a private account or device.

Stay tuned to CSDA's e-News next Tuesday for more information on the decision and its impact on special districts. In addition, register for CSDA's March 9 webinar on the court's ruling. Attorneys Nicholas Norvell and Ruthann Ziegler at Meyers Nave will discuss the impact of this decision on local governments. [Click here](#) to sign up for this webinar.

A full copy of the Supreme Court opinion can be found by [clicking here](#).

For additional information, please contact CSDA Legislative Analyst Mustafa Hessabi at [mustafah@csda.net](mailto:mustafah@csda.net).

[California Special Districts Association](#) | 1112 I Street | Suite 200 | Sacramento, CA 95814



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From: [Meyers Nave](#)

Sent: Thursday, March 02, 2017 8:22 PM

To: [meyersnave@stegesano.org](mailto:meyersnave@stegesano.org)

Subject: California Supreme Court: Public Officials' and Employees' Communications on Private Devices and Accounts May be Public Records Subject to Disclosure



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MEYERS NAVE LEGAL ALERT  
CALIFORNIA PUBLIC RECORDS ACT

## California Supreme Court: Public Officials' and Employees' Communications on Private Devices and Accounts May be Public Records Subject to Disclosure

On March 2, the California Supreme Court decided a landmark case concerning the California Public Records Act ("CPRA," Government Code §§ 6250 *et seq.*), which is expected to have wide-ranging administrative, operational and financial impacts on public agencies. The issue concerned whether e-mails and text messages, sent or received on private electronic devices or personal accounts used by public officials and their staffs, were subject to production under the CPRA. The Court held that such communications, if they relate to the conduct of public business, are subject to the CPRA and may be public records subject to disclosure. (*City of San Jose v. Superior Court (Smith)* (March 2, 2017, S218066).)

Meyers Nave attorneys [Ruthann G. Ziegler](#) and [Nicholaus W. Norvell](#) prepared an analysis of the Court's decision below. Ruthann and Nick will provide additional information about the decision and its impact on public agencies during a webinar on March 9 hosted by the California Special Districts Association. (Please click [here](#) to register for the webinar.)

### Case Analysis

Under the CPRA, a public record includes "any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics." (Section 6252 (e).) According to the Court, communications such as e-mails and text messages on private devices and accounts can qualify as public records if their contents relate to the conduct of public business.

The Court acknowledged that it may be difficult to draw the line between public records and personal information on private devices and accounts. The Court indicated that distinguishing the difference would involve several factors, including: (1) the content of the communication itself; (2) the context of, or purpose for, the communication; (3) the person to whom the communication was directed; and (4) whether the communication "was prepared by an employee acting or purporting to act within the scope of his or her employment." As an example, the Court explained that, depending on the precise context, an e-mail to a spouse complaining about a co-worker would not be a public record. On the other hand, an e-mail to a supervisor about a co-worker's performance might be a public record.

The Court held that records which otherwise "meet CPRA's definition of 'public records' do not lose this status because they are located in an employee's personal account." Furthermore, "a writing prepared by a public employee conducting agency business has been 'prepared by' the agency within

the meaning of" the CPRA, regardless of whether the writing is prepared using the employee's personal account.

In reaching this significant decision, the Court addressed important privacy concerns raised by the City and other parties interested in the case. First, if a record contains both public and private information, the Court reassured public agencies that they can redact information that is exclusively personal or otherwise exempt from disclosure under the CPRA.

Second, and more significantly, the City and interested public agencies were concerned with how they can locate responsive records on private devices and accounts without violating public officials' or employees' privacy rights. Relying on federal and state court decisions in similar cases, the Court offered "guidance" on how California public agencies can conduct searches that are reasonably calculated to locate responsive documents, even if those documents are contained on private devices or accounts.

Specifically, the Court provided several suggestions for public agencies in this area. "Federal courts applying FOIA [Freedom of Information Act; the federal equivalent of CPRA] have approved of individual employees conducting their own searches and segregating public records from personal records, so long as the employees have been properly trained in how to distinguish between the two." The Court noted that, for federal employees and public agency employees in other states, if an employee "withholds a document identified as potentially responsive," he or she may "submit an affidavit providing the agency, and a reviewing court, 'with a sufficient factual basis upon which to determine whether contested items were agency records' or personal materials." The Court indicated that this type of process could meet an agency's duty to produce responsive records while also protecting individual privacy interests of officials and employees.

In addition, the Court noted that California public agencies might consider adopting policies to reduce the possibility of public records being located on private devices or accounts. For example, federal statutes and regulations require some federal employees to use their official agency accounts for all communications relating to public business or copy their official agency accounts on all public business communications conducted on private accounts.

This decision will undoubtedly have a significant impact on how California's public agencies handle CPRA requests. Agency representatives should consult with legal counsel about this decision, both for purposes of complying with CPRA obligations and determining whether to adopt or update internal records policies.

Meyers Nave attorneys are available to provide advice to public agencies on all issues related to the California Public Records Act, including this decision. The Court's complete decision is available [here](#).

## AUTHORS



[Ruthann G. Ziegler](#)  
[E-mail](#)

Ruthann Ziegler, a Principal at Meyers Nave, has over 30 years of experience in public law, representing municipalities and special districts. She serves as Chair of the California Public Records Act Practice Group. Ruthann represents clients in all matters affecting local governance and decision-making, from day-to-day operations to long-term policy issues. She regularly advises clients on issues such as rate setting, public contracts and bidding, land use, public power and environmental issues.



[Nicholaus W. Norvell](#)  
[E-mail](#)

Nicholaus Norvell is an Associate with the Municipal and Special District Law Practice Group and California Public Records Act Practice Group. He advises clients on a comprehensive range of public law issues, including the Ralph M. Brown Act,

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## VIRGINIA

# Alexandria seeks to extend deadline to fix sewage overflows

BY PATRICIA SULLIVAN

Alexandria's local government, stung by the General Assembly's recent vote requiring the city to fix its sewage discharges into the Potomac River by 2024, is asking Gov. Terry McAuliffe (D) for more time to solve the problem.

At a meeting with local legislators Tuesday night, Mayor Allison Silberberg (D) said the city is "fully committed" to fixing all four combined sewage outfalls but simply cannot meet the deadline imposed by Richmond.

City Council member Redella S. "Del" Pepper (D) described the legislative action as "very punitive, mean-spirited and hateful." Council member Paul Smedberg (D) warned of "huge financial implications" if the newly approved legislation stays as is.

"I believe in science," Silberberg said. "And our engineers have told us emphatically that 2029 is as soon as we could get it all done — and that was a very aggressive end date."

The city wants McAuliffe to amend House Bill 2383, which was approved by the General Assembly on Saturday, the final day of its annual session.

McAuliffe is now reviewing the bill, said his spokesman, Brian Coy, and could offer an amendment anytime during the next three weeks, sending it back to the General Assembly for its reconvened session April 5. If he does, the legislature could accept the amendment, or reject it and risk a gubernatorial veto.

State Sen. George L. Barker (D-Fairfax) told the council that one option is for McAuliffe to add a provision that allows the state Department of Environmental Quality to extend Alexandria's deadline if necessary. Barker said when he tried to introduce such an amendment over the weekend, the legislature's Republican majority rejected it.

Del. Mark H. Levine (D-Alexandria) called the legislation "a political effort by certain members to tar Alexandria," noting the city's wealth in comparison with the rest of Virginia and its status as a liberal enclave in what is still a politically divided state.

But Sen. Richard L. Saslaw (D-Fairfax), the Senate minority leader, told city lawmakers there's far less anti-Alexandria feeling among legislators now than when he began serving in Richmond in

1976. "We'll get through this," he assured council members. "We'll get something worked out."

Like about 800 other old cities in the United States, Alexandria has combined sewer pipes, which handle both rainwater and the

*"Our engineers have told us emphatically that 2029 is as soon as we could get it all done — and that was a very aggressive end date."*

Alexandria Mayor Allison Silberberg

effluent washed down sinks and toilets. Whenever it rains more than a trace, storm water runoff combines with sewage and overflows into the Potomac River at four separate discharge points. The pollution rankles environmentalists and communities located down river, in Fairfax County and beyond.

Responding to legal requirements from both state and federal authorities, the city last year approved a \$188 million plan to capture runoff from three of the four discharge pipes, contain it in giant underground holding tunnels and tanks and send it to the local wastewater treatment plant before discharging the cleaner water into the river.

But that plan did not address the biggest source of sewage, the Oronoco outfall, which enters the river at the foot of Pendleton Street. City officials say the outfall spills 11.3 million gallons of raw sewage — or 70 million of combined sewage and rainwater — into the river each year.

Alexandria initially said it would launch a study of possible solutions in the mid-2030s, after the other overflow sites were fixed. After some residents objected, the city accelerated its response by 14 years.

By then, it was too late. Lawmakers from Fairfax and farther south began filing bills in Richmond demanding that Alexandria live up to its "eco-city" nickname. One would have required Alexandria to fix the sewers by 2020 or lose every cent of state funding it

receives for schools, roads, affordable housing and other needs.

The sewerage fixes will be expensive for taxpayers, say Alexandria officials, who have already announced a sewer rate hike for the coming fiscal year. Last week, City Manager Mark Jinks proposed a new storm water utility fee, which would cost homeowners an average of \$70 in the first half year it is deployed. Both changes would generate revenue to help defray the cost of bonds to pay for the city's first tunnel and tank project.

Ultimately, officials say, the initial project will probably add an additional \$10 to \$15 per month to the average residential sewer bill, which now ranges from \$45 to \$60. A similar fix at the Oronoco site probably would add another \$12.50 a month.

State Sen. Adam P. Ebbin (D-Alexandria) noted that the state has given about \$97 million in loans and grants to the city of Richmond and about \$180 million to Lynchburg to help address their combined sewer system repairs.

Alexandria officials vowed to ask the state next year for similar financial help.

patricia.sullivan@washpost.com

Stege Sanitary District  
**DRAFT** Long Range Planning Workshop Agenda  
 Saturday, May 13, 2017  
 9:00am - 4:00pm

TIME	TOPIC
9:00 AM	<i>Review of Agenda &amp; Last Action Plan</i>
9:15 AM	<b>Past 5 Years Budget and Expenditures Review [1.0 hrs.]</b> The Board will review and discuss trends from the District's budget and actual expenditures for the past 5 years
9:30 AM	
9:45 AM	
10:00 AM	
10:15 AM	<b>Strategic Plan [0.75 hr.]</b> The Board will review and discuss the plan.
10:30 AM	
10:45 AM	
11:00 AM	<i>Break</i>
11:15 AM	<b>Strategic Plan [0.75 hr.]</b> The Board will wrap up discussion of the plan.
11:30 AM	
11:45 AM	
12:00 PM	<b>Self Assessment Of Governance - Questionnaire [0.25 hr.]</b>
12:15 PM	<i>Lunch</i>
12:30 PM	
12:45 PM	<b>Tour/Overview of New Video Inspection Van [0.25 hr.] (Wright)</b>
1:00 PM	<b>Self Assessment Of Governance - Review &amp; Discussion [0.75 hr.]</b>
1:15 PM	
1:30 PM	
1:45 PM	<i>Break</i>
2:00 PM	<b>San Pablo Avenue Sewer Capacity [1.5 hr.]</b> The Board will review the latest information regarding future capacity along this corridor.
2:15 PM	
2:30 PM	
2:45 PM	
3:00 PM	
3:15 PM	
3:30 PM	<i>Wrap Up, Review, Action Items</i>
3:45 PM	



## BOARD OF DIRECTORS EMAIL ADDRESSES

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**Staff**

**Office**

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**Office Hours**

Monday - Thursday: 8:00am - 5:00pm  
Friday: 8:00am - 4:00pm  
Saturday - Sunday: CLOSED

**Staff Management**

Rex Delizo, P.E.	District Manager	<a href="mailto:Rex@StegeSan.org">Rex@StegeSan.org</a>
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**Engineering**

Paul Soo, Jr.	Associate Engineer	<a href="mailto:Paul@StegeSan.org">Paul@StegeSan.org</a>
Arvin Gonzales	Engr. Tech. II / Inspector	<a href="mailto:Arvin@StegeSan.org">Arvin@StegeSan.org</a>

**Administration**

Kary Richardson	Administrative Supervisor	<a href="mailto:Kary@StegeSan.org">Kary@StegeSan.org</a>
Julie McDonald	Administrative Specialist	<a href="mailto:Julie@StegeSan.org">Julie@StegeSan.org</a>

**Maintenance**

Walter Lunn	Maintenance Superintendent	<a href="mailto:Walt@StegeSan.org">Walt@StegeSan.org</a>
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**Collection System Workers**

Fred Bondoc  
Adam Clark  
Enrique Reyes  
Dennis Wright

**WEBMAIL LOGIN**

STEGE SANITARY DISTRICT  
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**CONSIDERATION OF PROFESSIONAL AUDITING SERVICES - REQUEST FOR PROPOSALS**

**ISSUE:**

The Board will consider continuing to use Vavrinek, Trine, Day, & Co. (VTD) for a fifth consecutive year of professional auditing services or issue a request for proposals (RFP).

**FISCAL IMPACT:**

The fee for VTD last year was \$14,700. The fee for professional auditing service is anticipated to be more this year due to new reporting requirements.

**BACKGROUND:**

The last four audits were conducted by VTD. Before VTD, Cropper Accountancy was used for four years of audits, and before that VTD was used for six years of audits. Standard practice is to use a different auditor at least every 5 years.

If the Board wishes to change audit firms, an RFP based on the one used in 2013 with some minor revisions can be ready for review and approval at an upcoming Board meeting. The 2013 RFP was developed with the aid of a template designed by the Government Finance Officers Association (GFOA).

A decision should be made soon whether to retain Vavrinek, Trine, Day, & Co. (VTD) or select a firm through an RFP process as the process can take up to 2-3 months.

**RECOMMENDATION:**

Authorize the Manager to proceed with Vavrinek, Trine, Day, & Co. (VTD) for one last year of professional auditing services.

**ATTACHMENTS:**

None.

10:51 AM	STEGE SANITARY DISTRICT			
03/06/2017	Check Report			
Accrual Basis	March 9, 2017			
	Name	Memo	Amount	Num
<b>Mar 9, 17</b>				
	Aramark Uniform Services	Uniform Service	-259.85	24825
	Aries	Video Camera Repair	-1,343.08	24826
	AT&T (510 526-9389)	Burlingame Pump Station	-113.44	24827
	AT&T (510 526-9489)	Canon Pump Station	-124.81	24828
	B&G Telephone Answering Serv.	Answering Service - Apr 2017	-109.00	24829
	Bay Alarm Company	Fire & Burglar	-562.86	24830
	Chevron and Texaco Card Services	Gas	-133.31	24831
	City of El Cerrito	4th of July Booth	-90.00	24832
	Clement Communications Inc.	Safety Poster	-176.93	24833
	CWEA-SFBS	Seminar-Bondoc	-65.00	24834
	East Bay Circulation	Newspaper Subscription	-259.20	24835
	East Bay Sanitary Co., Inc.	Garbage Mar-Apr	-722.60	24836
	EBMUD 12374900001	Office/Shop	-111.61	24837
	EBMUD 57132800001	Office/Shop	-453.32	24838
	Exxonmobil	Gas	-464.48	24839
	MR Copy	Copier Supplies	-159.65	24840
	Pastime Hardware	Maintenance Supplies	-34.17	24841
	PG&E- #0103467151-9	Burlingame Pump Station	-197.92	24842
	PG&E- #6675831511-4	Office/Shop	-1,206.80	24843
	Plaza Auto Service, Inc	Repairs 2001 Dodge	-830.28	24844
	Reserve Account	Postage	-200.00	24845
	Speed-Ox, Inc.	CO2 Cylinder Rental	-32.78	24846
	TelePacific Communications	Office Phones	-2,220.93	24847
	U.S. Bank	Safety Award, Maint. supplies & Misc.	-1,496.51	24848
	Vanguard Cleaning Systems	Janitorial Service Mar 2017	-295.00	24849

	<b>Name</b>	<b>Memo</b>	<b>Amount</b>	<b>Num</b>
	Xerox Financial Services	Copier Lease Payment 02/08-03/07	-176.63	24850
<b>Mar 9, 17</b>			<b>-11,840.16</b>	

# STEGE SANITARY DISTRICT

## MARCH 2017

MARCH 2017	APRIL 2017	MAY 2017	JUNE 2017	JULY 2017	AUGUST 2017
	CASA Public Policy Forum April 19, 2017 Sacramento, CA	5/29 HOLIDAY	6/14 Safety and Recognition Awards Luncheon	7/4 HOLIDAY 4 <sup>th</sup> of July Fair Booth	CASA Conference August 22-24, 2017 San Diego, CA
3/9/2017 – 7:00 P.M.	4/13/2017 – 7:00 P.M.	5/13/2017 – <b>9:00 A.M.</b>	6/8/2017 – 7:00 P.M.	7/13/2017 – 7:00 P.M.	8/17/2017 – 7:00 P.M.
<b>Board of Directors Meeting</b>	<b>Board of Directors Meeting</b>	<b>Board of Directors Meeting</b>	<b>Board of Directors Meeting</b>	<b>Board of Directors Meeting</b>	<b>Board of Directors Meeting</b>
<ul style="list-style-type: none"> <li>○ Long Range Planning Discussion of Topics</li> <li>○ CASA Conf. – Attendee Reports</li> <li>○ CASA Conference</li> <li>○ Service Rate Discussion</li> <li>○ Board Training Summary</li> <li>○ Form 700</li> <li>○ Auditor – RFP</li> </ul>	<ul style="list-style-type: none"> <li>○ Service Rate Discussion/Approval (&amp; 30-day Notice)</li> <li>○ Long Range Planning Discussion of Topics</li> <li>○ Board Training Summary</li> <li>○ CASA Conference</li> </ul>	<p><i>9AM Meeting Time</i></p> <ul style="list-style-type: none"> <li>○ Long Range Planning Workshop</li> <li>○ San Pablo Ave. Future Capacity Update</li> </ul>	<ul style="list-style-type: none"> <li>○ Draft Budget</li> <li>◆ Review Director Meeting Compensation</li> <li>○ July 4<sup>th</sup> Fair Discussion</li> <li>◆ Approve Project Plans and Specs (+CEQA)</li> <li>◆ Approve Salary Ranges for District Positions</li> <li>◆ Long Range Planning Draft Action Plan</li> </ul>	<ul style="list-style-type: none"> <li>○ July 4<sup>th</sup> Fair Debrief</li> <li>○ District Investment Policy</li> <li>○ CASA Conference</li> <li>◆ Resolution Est. Salary of District Manager</li> <li>◆ Form 470</li> </ul>	<ul style="list-style-type: none"> <li>○ CASA Conference</li> <li>○ CSDA Conference</li> <li>○ Select Actuary for Analysis of Retiree Health Benefits (odd years)</li> <li>○ Quarterly (FY End) Financial Statements</li> <li>○ Conn. Charge Report per Gov. Code 66013</li> <li>○ San Pablo Ave. Future Capacity Update</li> </ul>
3/23/2017 – 7:00 P.M.	4/27/2017 – 7:00 P.M.	5/25/2017 – 7:00 P.M.	6/22/2017 – 7:00 P.M.	7/27/2017 – 7:00 P.M.	
<b>Board of Directors Meeting</b>	<b>Board of Directors Meeting</b>	<b>Board of Directors Meeting</b>	<b>Board of Directors Meeting</b>	<b>Board of Directors Meeting</b>	
<ul style="list-style-type: none"> <li>◆ Auditor – RFP</li> <li>○ Long Range Planning Discussion of Topics</li> <li>○ California Employer’s Retiree Benefit Trust (CERBT) Contributions</li> <li>○ Form 700</li> <li>○ Consent Decree Min. Req. Quarterly Report</li> <li>○ CASA Conference</li> </ul>	<ul style="list-style-type: none"> <li>○ CLOSED SESSION – Quarterly Claims Rpt</li> <li>○ Quarterly Financial Statements</li> <li>○ Long Range Planning Discussion of Topics</li> <li>○ Draft Budget</li> <li>◆ Employee Benefits Req.</li> <li>○ Service Rate Discussion/Approval (&amp; 30-day Notice)</li> <li>○ July 4<sup>th</sup> Fair Discussion</li> <li>○ CASA Conf. – Attendee Reports</li> </ul>	<ul style="list-style-type: none"> <li>○ CLOSED SESSION – District Counsel Performance Evaluation</li> <li>○ Draft Budget</li> <li>○ July 4<sup>th</sup> Fair Discussion</li> <li>○ Service Rate Discussion/Approval (&amp; 30-day Notice)</li> <li>○ Board Training Summary</li> </ul>	<ul style="list-style-type: none"> <li>○ CLOSED SESSION – Manager Perf. Eval.</li> <li>◆ Approve and Adopt Final Budget</li> <li>◆ Ordinance – Director Meeting Compensation</li> <li>◆ Review and Approve Incentive Award</li> <li>◆ Adopt Incentive Award Goals &amp; Objectives</li> <li>○ District Reserve Policy</li> <li>○ July 4<sup>th</sup> Fair Discussion</li> <li>○ Consent Decree Min. Req. Quarterly Report</li> </ul>	<ul style="list-style-type: none"> <li>○ CLOSED SESSION – Quarterly Claims Rpt</li> <li>○ CASA Conference</li> <li>○ Reimb. Report per Gov. Code 53065.5</li> <li>○ Quarterly Financial Statements</li> <li>○ Candidate filing period (even years)</li> <li>◆ Establish and Collect Sewer Service Charges</li> <li>◆ Notice of Completion/ Award of Contract</li> </ul>	

○ INFORMATIONAL ITEMS

◆ ACTION ITEMS

*CHANGES IN ITALICS*

## STEGE SANITARY DISTRICT MARCH 2017

SEPTEMBER 2017	OCTOBER 2017	NOVEMBER 2017	DECEMBER 2017	JANUARY 2018	FEBRUARY 2018
9/4 HOLIDAY  CSDA Annual Conf. September 25-28, 2017 Monterey, CA		11/23-24 HOLIDAY	12/14 Christmas Luncheon 12/25 HOLIDAY	1/1 & 1/15 HOLIDAY  CASA Conference	2/19 HOLIDAY  CASA Conference Washington, DC
9/14/2017 – 7:00 P.M.	10/12/2017 – 7:00 P.M.	11/9/2017 – 7:00 P.M.	12/14/2017 – <b>2:00 P.M.</b>	1/11/2018 – 7:00 P.M.	2/15/2018 – 7:00 P.M.
<b>Board of Directors Meeting</b>  ○ CSDA Conference ○ CASA Conf. – Attendee Reports	<b>Board of Directors Meeting</b>	<b>Board of Directors Meeting</b>  ○ Proposed Meeting Calendar ○ Board Officer Succession Plan ○ CASA Conference ○ San Pablo Ave. Future Capacity Update	<b>Board of Directors Meeting</b>  <i>2PM Meeting Time</i> ◆ Nomination & Election of Officers ◆ Fiscal Year Financial Audit ◆ Connection Charge Calculation Report ○ CASA Conference ○ Meeting Calendar ○ Consent Decree Min. Req. Quarterly Report	<b>Board of Directors Meeting</b>  ◆ Board Governance Review ◆ Connection Charge Ord. ○ Service Rate Discussion ○ District of Distinction (even years) ○ CASA Conference ○ Director’s Contact Info ○ Board Training Summary	<b>Board of Directors Meeting</b>  ◆ Board Governance Approval ○ Actuarial Analysis of Retiree Health Benefits Report (even years) ○ Service Rate Discussion ○ CASA Conference ○ Board Training Summary ○ San Pablo Ave. Future Capacity Update
9/28/2017 – 7:00 P.M.	10/26/2017 – 7:00 P.M.			1/25/2018 – 7:00 P.M.	2/15/2018 – 7:00 P.M.
<b>Board of Directors Meeting</b>  ◆ Flexible Benefits Plan Contribution Review ◆ Deferred Compensation Matching Contribution Review ○ CSDA Conference – Attendee Reports ○ Consent Decree Min. Req. Quarterly Report	<b>Board of Directors Meeting</b>  ○ CLOSED SESSION – Quarterly Claims Rpt ○ Quarterly Financial Statements			<b>Board of Directors Meeting</b>  ○ CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval. ◆ Resolution for Disposal of Surplus Property ○ Quarterly Financial Statements ○ CASA Conf. – Attendee Reports ○ Service Rate Discussion	<b>Board of Directors Meeting</b>

○ INFORMATIONAL ITEMS

◆ ACTION ITEMS

*CHANGES IN ITALICS*