

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF SEPTEMBER 14, 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. 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)

Motion:

IV. Approval of Minutes

A. Approval of August 17, 2017 Regular Board Meeting Minutes

(The Board will be asked to review and approve the minutes of August 17, 2017 Regular 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. City & Community Meetings

b. CASA Conference Attendee Reports

B. Written Communications

Info:

VI. Reports of Staff and Officers

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF SEPTEMBER 14, 2017
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

A. Manager's Report

1. September 25-28, 2017 California Special District Association (CSDA) Annual Conference
2. September 16, 2017 El Cerrito Centennial Showcase Parade
3. Administration Building Replacement Fund Calculation
4. San Pablo Ave. Future Capacity Update

Info/Motion: **VII. Business**

A. Stege Sanitary District Strategic Plan

(The Board will consider approval of the plan)

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

A. Checks for September 14, 2017 - Fund No. 3418 & 3423

(The Board will be asked to approve the September 2017 checks)

Info: **IX. Future Agenda Items**

September 28, 2017

Flexible Benefits Plan Review

Deferred Compensation Matching Review

CSDA Conference Attendee Reports

Consent Decree Quarterly Report

PUBLIC HEARING and ORDINANCE - San Pablo Avenue Specific Plan Area

Sewer Capacity Charge

October 12, 2017

(none)

X. Adjournment

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on September 28, 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 AUGUST 17, 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
Kristopher Kokotaylo, 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 July 27, 2017 Board Meeting Minutes

MOTION: By James, seconded by Gilbert-Snyder, to approve the minutes of the July 27, 2017 Board Meeting, as amended

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 August 15, 2017. Gilbert-Snyder gave a report on his

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attendance at an East Bay Municipal Utility District (EBMUD) lunchtime presentation for employees that are also elected officials.

b. California Special District Association (CSDA) Attendee Reports

In accordance with AB 1234, Miller and James each gave a report on their attendance at the CSDA Financial Management for Special Districts Workshop held on August 10, 2017. Miller requested a topic be added to a future agenda to discuss a building replacement sinking fund.

B. Written Communications

There were no items to consider.

VI. Reports of Staff and Officers

A. Attorney's Report

Kokotaylo passed out handouts and reported on actions that are reportable out of closed session.

B. Manager's Report

1. Monthly Maintenance Summary Report – July 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 on a revised June 2017 report to complete fiscal year 2016-17 and then on the July 2017 report to begin fiscal year 2017-18.

3. Connection Charge Report per Government Code 66013

The Manager reported on the annual compliance report detailing the amount of charges received by the District and the public improvement on which the charges were solely expended. The report is posted on the District's website for public review.

4. San Pablo Ave. Future Capacity Update

The Manager reported that a draft engineering tech memo is complete and currently under review. The subsequent impact fee nexus study is still forthcoming but should be ready for Board consideration next month.

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5. August 22-24, 2017 California Association of Sanitation Agencies (CASA) Conference
The Manager reminded the Board of the upcoming conference.
6. September 16, 2017 El Cerrito Centennial Showcase Parade
The Manager reported on the plans for the upcoming parade.
7. September 25-28, 2017 California Special District Association (CSDA) Annual Conference
The Manager reported on the arrangements for the upcoming CSDA conference.

VII. Business

A. Proposal for Actuarial for Analysis of Retiree Health Benefits

The Board reviewed and discussed the proposal for an actuarial valuation as of July 1, 2017 with Total Compensation Systems, Inc. The fee for a full GASB 74/75 valuation with a 10% discount is \$2,700. The fee for a roll-forward valuation for the 2nd year with a 10% discount is \$1,350. An optional Funding Valuation Fee will cost an extra \$1,500. An optional onsite presentation of the report at a Board meeting, if requested, will cost an extra \$1,900.

MOTION: By James, seconded by Miller, to direct the manager to proceed with a full GASB 74/75 actuarial valuation with Total Compensation Systems, Inc. for a fee of \$2,700 and a roll-forward valuation for the 2nd year for a fee of \$1,350

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

B. Approval of Amended and Restated Consulting Services Agreement Between the Stege Sanitary District on Behalf of the Seven Collection Agencies

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Discharging to the East Bay Municipal Utility District and Humphrey Consulting

The Board reviewed and approved the amended and restated agreement with Humphrey Consulting on behalf of the Seven Collection Agencies Discharging to the East Bay Municipal Utility District (EBMUD) which would extend the contract up to June 30, 2019.

MOTION: By James, seconded by Gilbert-Snyder, to approve the Amended and Restated Consulting Services Agreement Between the Stege Sanitary District on Behalf of the Seven Collection Agencies Discharging to the East Bay Municipal Utility District and Humphrey Consulting

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

VIII. Monthly Financial Statements – July 2017

- A. Monthly Investment, Cash, Receivables Report, July 2017
- B. Monthly Operating Statement, July 2017
- C. California Employers' Retiree Benefit Trust (CERBT) Quarterly Statement

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

IX. Approval of Checks

- A. Checks for August 17, 2017 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by James, to pay the bills, Check Nos. 25087 through 25133 in the amount of \$125,865.86

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

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X. Future Agenda Items

September 14, 2017

CASA Conference Attendee Reports

CSDA Conference

Strategic Plan

El Cerrito Showcase Parade

September 28, 2017

Flexible Benefits Plan Review

Deferred Compensation Matching Review

Consent Decree Quarterly Report

CSDA Conference Attendee Reports

The Board requested topics be added to a future meeting agenda to discuss a building replacement sinking fund, Kids for the Bay programs at private schools, and informational welcome packages for new homeowners.

XI. Adjournment

The meeting was adjourned at 8:33 P.M. The next meeting of the District Board of Directors will be held on Thursday, September 14, 2017 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary

MILLER Report on CASA Meeting 22-24 AUG 2017, San Diego, CA

Tuesday, 22 AUG 2017;

Morning Session; CSRMA Training

Gordon Graham on *Predictable is Preventable* – Main Points:

- Discussed **RPM**:
 - R**: Recognize the risks
 - P**: Prioritize them in terms of frequency, severity, & time to think, then
 - M**: Mobilize to take action to do something to prevent them.
- He identified risks into 10 families:
 1. External environmental – The most difficult to deal with.
 2. Legal & regulatory
 3. Strategic
 4. Organizational
 5. Operational
 6. Information
 7. Human Resources – The most expensive.
 8. Technology
 9. Financial & reputational
 10. Political
- He then discussed the Frequency vs. Risk square, plus time to think which led to the most dangerous type of RISK, those that fall into the **NDT-HR_LF TRIANGLE**

Afternoon Sessions

Session 1:

1. Panel on *Implementing the New ADU Laws and Regulations & Prop 218*

Moderator: Adam Link – CASA

Members: Carl Nelson

Robert Kwong

Doug Dove

Check on the CASA web site for their presentations

My collective takeaway was that it will take awhile for regs and fees covering ADUs to get sorted out and it won't get done quietly.

2. Panel on *Achieving the Rates You Need: Prop 218 Notices*

Moderator: Sue Stephenson – Dublin San Ramon Services District

Members: Emily Barnett, Central SAN

Tim Healy, Napa Sanitary District

Paul Sciuto, Monterey ONE Water

Samples in my packet left with Rex.

These four different agencies used different approaches with different emphases, but all were successful with protests ranging from about 7 to 2360.

NSD (2360 protests) advised to make sure your mailer “look important” so people don’t throw it away, and to hire third party to receive and count the protests to reduce potential conflicts with opposition.

Central SAN emphasized telling your agencies story in your mailer with photos of people, big machinery/trucks, and scientific equipment.

Las Virgenes Municipal Water District notice advised of “proposed Rate Changes to Potable Water, Recycled Water, and Sanitation Service Rates.” They chose many charts and tables, and an explanatory letter from their GM. Their notice consists of eight pages! It must have done the job as they only had “<10 protests” from their 22,000 ratepayers.

Monterey One Water received less than 45 protests or about 0.065% of their ratepayers.

4:15 pm: Federal Legislative Committee Meeting

Positive comments were made on permit term extension to 10 years and WIFIA funding levels and selection process.

Wednesday, 23 AUG 2017;

Morning Sessions

7:30 – 9:00 am CSRMA Board Meeting

1. We approved a new member in the Pooled Workers Comp Program: North of the River Sanitary District. (Kern River?)
2. We approved minor changes in the Memorandum of Coverage that clarified the coverage but did not change it.
3. David Patzer presented information on Physical Demand Assessment from Occumetrics. CSRMA members can combine the \$1200 and \$2000 they get from CSRMA reduce the price for 8 PDs to \$6,000.

9:15 am to 12:00 pm:

1. Opening Address by Kevin Faulconer, Mayor, San Diego. Politician’s speech about the good things happening in San Diego, with encouragement to spend money and come back next year.

2. Strong supporter of re-cycled water programs. Pure Water San Diego is the City's phased, multi-year program that will provide one-third of San Diego's water supply locally by 2035.
3. Public Private Partnerships (P³)
 - a. Main drivers – Reduce project costs and ongoing costs, and improve service delivery.
 - b. Transfer risk by assigning risk to the entity best able to manage it. Best arrangement and outcomes is when each entity can completely control their aspects of the risk.
4. 2017 CASA Awards of Excellence
 - a. Innovation & Sustainability; **Inland Empire Utilities Agency**, *Regional Water Recycling Plant #5 Battery Storage*.
 - b. Public Outreach & Education; **Small district – Leucadia Wastewater District**, *Integrated Public Information Program*. **Large District – City of Santa Rosa**, *Sewerman Campaign*
 - c. Organizational Structure; **City of Richmond**, *Sewer Lateral Grant Program*
 - d. Outstanding Capitol Project; **Small district – Ora Loma & Castro Valley Sanitary Districts**, *Horizontal Levee Demonstration Project* **Large District – EBMUD**, *Design of the 3rd Street Interceptor Rehabilitation Project*
 - e. See pamphlet for details.

12:00 – 1:45 pm: Conference Luncheon & Business Session

1. Approved 2018 dues as proposed. No increase.
2. Elected the five recommended members to the Board of Directors.
3. Approved the Treasurer's report and passed the 2018 budget
4. See packet for details.

2:00 – 4:00 pm: Afternoon Session

1. Research for One Water: Reuse, Recovery, and Resiliency, Jeff Mosher, WERF; After the session I asked him if WERF had any reporting on the useful life of HDPE pipe used as mainline or lateral sewers.
2. His “two minute answer” (hopefully an email will follow later) was no, WERF doesn't, but it seems everyone is talking 50 years. He has heard/seen troubling reports coming out of Texas about HDPE pipes that are rupturing as soon as 10 years. This problem seems to be related to poor support of the pipes by the gravel used.

Thursday, 24 AUG 2017;

Morning Session

8:00 – 9:00 am: State Legislative Committee Meeting

1. Hi-Priority CASA Bill, AB 574(Quirk) -WaterReuse sponsored has no opposition
2. AB 967 (Gloria) Bio-cremation licensure and regulation. Funeral Directors want to discharge wastewater that includes bio-cremation process wastes into sewers. (Bio Cremation reduces the body to water and potassium hydroxide and bone fragments, which don't break down). If recycled water has a YUK factor, how will they sell this!
3. Flushable wipes: NACWA is working on the national level and CASA is working at the state level but no agreement has been reached on a "Flushable" standard.
4. Little Hoover Commission has recommended that the EBMUD Lateral Certification Program be adopted statewide!

9:15 to 11:00 am; Closing Session

1. Keynote: Perspective on Accountability and Reform; State Controller Betty Yee. Mentioned the hi-priority need to reform CA's tax revenue system because 70% of our \$130 billion budget comes from state income taxes. 40% of that 70% comes from 7,000 taxpayers. That's why a recession hits the CA finances so hard. Not a sustainable system.
2. She also advised people to notice the high tide level on this year's two "King Tides" as that will show what the new-normal sea level will soon be.



EL CERRITO CENTENNIAL SHOWCASE PARADE
Saturday, September 16, 2017
PARTICIPANTS LETTER #2

Dear Confirmed Centennial Showcase Parade Participant,

Thank you for confirming your participation in the parade by returning the Logistics Parade Letter #1 Entry Form. This letter should contain everything you will need to know about the parade. *Contact Task Force Chair Joann Steck-Bayat at 510-524-9468 or jsbayat1@comcast.net with any questions about the parade.*

Your unit # is _____. Bring the enclosed unit number card with you to the staging area.

Please share the attached information with all your unit members. There will be about 800 people in the parade with about 50 different units so having everyone know what to expect will prevent confusion and delays.

We want a spirited- and sound-filled parade so feel free to turn up your music in your vehicles and sing or play as you march.

September 14th kicks off the Centennial Celebration Weekend, including an event at Rialto Cinemas Cerrito. Please go to **www.elcerrito100.org** to see all the centennial events happening that weekend.

Sincerely,

Joann Steck-Bayat, Centennial Task Force Chair
Jsbayat1@comcast.net, 524-9468

PS: Horse units. A letter will follow with parking and other logistics.

City of El Cerrito Centennial Celebration Planning Task Force:

*Richard Brooks, Joan Carpenter, Ruth Cazden, Donna Houser,
Lisa Martinengo, Patricia Shaw, Bruce Yow, and Joann Steck-Bayat. Staff Liaison: Suzanne Iarla*

EL CERRITO CENTENNIAL SHOWCASE PARADE

Logistical Information and Safety Tips

Information and facts:

- 800 marchers with about 50 different units.
- Young children in the parade should be in strollers/wagons, etc.
- **Non-parade vehicles should park at Del Norte BART surface parking lot** – do not park in the Safeway lot.
- Parade staging area is in the north section of the Safeway parking lot, 11450 San Pablo Ave (at Hill St.)
- Parade distance is 1.7 miles which includes a lap around the paved path inside the Park.
- The parade route will go up Hill St, right on Elm Street which turns into Richmond St. Left onto Moeser Lane to Cerrito Vista Park.

FOR VEHICLE DRIVERS

Arrive at the staging area no later than 8:30am.

- Drivers need to have a valid driver's license and vehicle must have current registration and insurance.
- You will need to sign a waiver when you check in.
- Drive no faster than 5 miles per hour in the parade. Please use common sense when driving with passengers in truck beds/trailers/back of convertibles.
- Keep at least 10' behind the unit in front of you.
- Along the route, for closed intersections, proceed with caution but you can ignore the stop signs and stop lights as you are marching. For intersections monitored by Police officers, obey their instructions.
- Once your unit reaches the park, you will be directed into the park and proceed counterclockwise around the park to be announced on the final side (along Moeser Lane). Please stay in formation until your unit has been announced.
- Vehicles that enter the park must stay on the paved path. Do not drive on the grass. (Large vehicles such as buses and agency trucks will not be able to lap the park.)
- After your unit is announced, proceed to the entrance/exit point and follow traffic control instructions to exit the park.
- Vehicles that were in the parade may park in the Contra Costa Civic Theater's parking lot at 951 Pomona Ave. If you exit the theater parking lot while Pomona is still closed to traffic, please only travel southbound (towards Waldo Ave/Stockton Ave) – do not exit onto Moeser Lane while the street is still closed.

FOR WALKERS

Arrive at the staging area no later than 8:45am.

We are hoping to keep a walking pace of 5 miles an hour.

FOR VEHICLE PASSENGERS

Arrive at the staging area no later than 8:45am.

- If you are not driving in your own personal vehicle, you will need to sign the attached waiver and submit it when you check in.

FOR PIONEERS

Arrive at the staging area no later than 8:45am.

You will be able to immediately board the shuttle when you arrive.

***continued on the reverse side ***

WHAT TO EXPECT AT CHECK-IN:

- Upon your arrival at the Safeway parking lot, check in at the sign-in table at the entrance to the parking lot. Show your Unit number card.
- Once you are checked in, proceed to the area designated for your unit and remain in place.
- Please do not leave litter or items in the parking lot.
- Listen for departure announcements and instructions
- **The parade will start at 10:00am SHARP.**

WHAT TO EXPECT ALONG THE PARADE ROUTE:

- No candy or other items should be thrown in the parade.
- Make some noise!!
- The width of the street marching area is between 13-15'. Use the dotted line in the middle of Richmond Ave as the center of your unit.
- **Assign a member of your unit to 'monitor' your pace, distance of unit in front of you (should stay at 10'), keeping up on road turns, and formation.** For units with primarily children, please keep them paced with the speed of the unit in front of them. Turns in the road seem to slow children down, so please be mindful when those curves in the road come!
- For closed intersections, proceed with caution but you can ignore the stop signs and stop lights as you are marching. For intersections monitored by Police officers, obey their instructions.
- For units that have both vehicles and marchers, marchers should walk alongside or in front of the vehicles.
- There will be a support vehicle and first aid on site. If you feel you cannot continue walking the length of the parade route, let your unit leader know, then wait on the sidewalk for the Mexican Bus (a brightly painted green bus) that will be at the end of the parade. The bus will take you to Cerrito Vista Park where you can re-join your unit.
- If you need first aid, notify a parade monitor or police personnel.
- There will be volunteer parade monitors (wearing bright yellow t-shirts) along the route.

WHAT TO EXPECT WHEN YOU ARRIVE AT CERRITO VISTA PARK:

- Once your unit reaches the park, there will be volunteer parade monitors directing you to bear right on to the park's paved walk. Your unit will walk counterclockwise around the park's walk and the parade emcees will be announcing your unit. Please stay in formation until your unit has been announced. VEHICLES that enter the park must stay on the paved path. Do not drive on the grass.

FOR PIONEERS ONLY:

- After you have been driven around the park's walk, you will disembark from your designated vehicle and be shown to your reserved seats near the entrance to the park.

AFTER THE PARADE:

- Once the parade has concluded, there will be 1000 free sandwiches and birthday cupcakes for attendees (plus a food truck onsite) as well as great entertainment in the park until 3pm. There will also be a bounce house for the kids and chalk art. We hope you can stay and have fun!
- The city is providing a courtesy shuttle back to Del Norte BART parking lot. Between 12:40 and 2:40pm, it will leave about every 20 minutes from a marked shuttle stop near the park entrance on Moeser Lane. The last courtesy shuttle will leave the park at 2:40pm.

*** end ***

The information below for drivers is in the attached letter *plus updated facts below*.

FOR VEHICLE DRIVERS Arrive at the staging area no later than 8:30am. Address of the staging area is 11450 San Pablo Ave x Hill in El Cerrito

- Drivers need to have a valid driver's license and vehicle must have current registration and insurance.
- You will need to sign a waiver when you check in.
- Drive no faster than 5 miles per hour in the parade. Please use common sense when driving with passengers in truck beds/trailers/back of convertibles.
- Keep at least 10' behind the unit in front of you.
- Along the route, for closed intersections, proceed with caution but you can ignore the stop signs and stop lights as you are marching. For intersections monitored by Police officers, obey their instructions.
- Once your unit reaches the park, you will be directed into the park and proceed counterclockwise around the park to be announced on the final side (along Moeser Lane). Please stay in formation until your unit has been announced.
- Vehicles that enter the park must stay on the paved path. Do not drive on the grass. (Large vehicles such as buses and agency trucks will not be able to lap the park.)
- After your unit is introduced by the MCs on the stage by the snack shack at the park, proceed to the exit point and follow traffic control instructions to exit the park.
- To exit from park, turn an immediate right onto Moeser Lane. **A temporary driveway (picture attached) is set up on the curb to allow you to smoothly enter Moeser Lane.** There will be volunteer traffic directors to guide you onto Moeser.
- Keep your passengers in your car until you have exited onto Moeser Lane. The park side parking spots from the temporary driveway up to the crosswalk will be blocked off for passenger unloading. Do not park there permanently.
- After unloading, drive up Moeser, take the first right onto Avis, then right on Waldo and then finally a right onto Pomona. This will circle you around the east side of the park and bring you back to the Contra Costa Civic Theater's parking lot.

- Vehicles that were in the parade may park in the Contra Costa Civic Theater's parking lot at 951 Pomona Ave.

UNLOADING DIRECTIONS FOR TRUCKS, BUSES AND VANS

- DO NOT ENTER THE PARK BUT RATHER proceed up Moeser to the Passenger Unloading parking spots if you have passengers. The MCs will introduce your passengers if they are not part of another unit, as you unload them.

There will be three main parade traffic controllers at the park. Ruth Cazden will direct you into the park, Marsha Williamson will direct you leaving the park, and Tom Fattaruso will direct you in the passenger unloading area. They will have bright yellow t shirts on.

Please contact me with ANY questions.

Joann Steck-Bayat
Chair, El Cerrito Centennial Task Force
510- 524 9468
Jsbayat1@comcast.net

ADMINISTRATION BUILDING REPLACEMENT FUND CALCULATION

$$\text{Sinking Fund Factor} = \frac{i}{(1+i)^n - 1}$$

i = interest rate
n = number of years

Original Building Cost (2011) = \$2,823,805

Financial Statement (Audit) Estimated Useful Life = 30 Years

IRS Building Depreciation Recovery Period = 40 Years

Federal Reserve Maximum Estimated Useful Life = 50 Years

Current LAIF Interest Rate = 1%

Average Annual Inflation Rate = 3%

Average Annual LAIF Interest Rate (last 40 years) = 5%

CalPERS Discount Rate (Assumed Rate of Return) = 7%

Estimated Building Cost	Years	Interest Rate	Sinking Fund Factor	Annual Deposit
\$3,000,000	30	1%	0.02875	\$86,244
		3%	0.02102	\$63,058
		5%	0.01505	\$45,154
		7%	0.01059	\$31,759
	40	1%	0.02046	\$61,367
		3%	0.01326	\$39,787
		5%	0.00828	\$24,834
		7%	0.00501	\$15,027
	50	1%	0.01551	\$46,538
		3%	0.00887	\$26,596
		5%	0.00478	\$14,330
		7%	0.00246	\$7,380

STEGE SANITARY DISTRICT

**NOTICE OF PUBLIC HEARING CONCERNING PROPOSAL TO
ASSESS A SEWER CAPACITY CHARGE TO FUND
IMPROVEMENTS REQUIRED TO SERVE DEVELOPMENT
WITHIN THE SAN PABLO AVENUE SPECIFIC PLAN AREA OF
THE STEGE SANITARY DISTRICT**

NOTICE IS HEREBY GIVEN as follows:

The Directors of the Stege Sanitary District are considering a proposal to assess a sewer capacity charge of \$4,140 per residential dwelling unit and \$217.89 per non-residential fixture unit to all development within the San Pablo Avenue Specific Plan area, in addition to the existing sewer connection charge of \$2,154 per dwelling unit and \$112.95 per non-residential fixture unit, to fund required improvements and streamline the approval process.

Prior to adoption of an ordinance to effect the proposed sewer capacity charge, the District Board will hold a public hearing at which any interested person is invited to attend and address the Board concerning the proposal. The time, date and place of the public hearing is as follows:

Date: Thursday, September 28, 2017
Time: 7:00 P.M. Regular Board of Directors' Meeting
Place: Board Meeting Room, 7500 Schmidt Lane, El Cerrito, California

At the conclusion of the public hearing, the Board will consider the proposed Ordinance and may take action at that time.

Dated: 9/12/17



REX DELIZO
STEGE SANITARY DISTRICT
Secretary

STEGE SANITARY DISTRICT STRATEGIC PLAN

ISSUE:

The Board will consider approval of the Stege Sanitary District Strategic Plan.

FISCAL IMPACT:

The cost to review and consider approval of the plan is minimal.

BACKGROUND:

At the May 13, 2017 Long-Range Planning (LRP) Workshop, the Board reviewed the work plan that staff prepared for the strategic plan and made some amendments. The Board requested the plan use numbers/letters instead of bullets so staff can refer to the plan items in staff and budget reports.

The Board asked to have the amended plan back for consideration at a future board meeting by October 2017 and, when approved, post the final plan on the District website.

RECOMMENDATION:

Approve the plan and post on the District website.

ATTACHMENTS:

Stege Sanitary District Strategic Plan

STEGE SANITARY DISTRICT

STRATEGIC PLAN



SEPTEMBER 2017

STEGE SANITARY DISTRICT STRATEGIC PLAN

I. MISSION

“...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. “

II. VISION

The District will continue to:

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

III. **VALUES**

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

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

IV. **GOALS/OBJECTIVES & WORK PLAN**

1. Comply with State and Federal Regulations

- a. Meet United States Environmental Protection Agency Consent Decree requirements including submittal of an Annual Report by September 30th of each year
- b. Meet State of California Wastewater Discharge Requirements (WDR) requirements including electronic reporting of Sanitary Sewer Overflows (SSOs)
- c. Meet Regional Water Quality Control Board (Region 2) Sewer System Master Plan (SSMP) requirements including a documented self-audit every 2 years
- d. Complete a comprehensive legal review and update of the District's Ordinance Code by June 2018 and at least every ten (10) years thereafter
- e. Maintain a safety sensitive commercial driver program which includes a substance abuse policy for all employees who are required to possess a class B license
- f. Work with professional associations such as CWEA, CASA, CSDA and BACWA that monitor and advocate on behalf of wastewater agencies before state and federal regulators on pending and proposed legislation or regulations

2. Maintain and Improve Infrastructure

- a. Perform proactive maintenance and assessment of the sewer system through cleaning, CCTV inspection and chemical root control to eliminate "preventable" SSOs
- b. Update and implement sewer system master plan to prioritize sewer replacement, funding, and maintain a sewer system life cycle of 60+ years
- c. Update and maintain the District's Asset Management and Data Collections Program which includes the Geographic Information System (GIS) and Computerized Maintenance Management System (CMMS)

- d. Work with the Regional Private Sewer Lateral (PSL) and Regional Technical Support Program (RTSP) to facilitate property owner replacement of leaky laterals and elimination of cross connections
 - e. Conduct risk assessments for cyber security and natural disasters
 - f. Conduct risk assessments for pump stations, force mains, and siphon
 - g. Transition from pump station landline communication to a telemetry system
 - h. Work with local agencies to develop growth strategies that ensure necessary sewer collection infrastructure is prudently funded and installed
3. Ensure Financial Stability and Efficiency
- a. Annually review the Sewer Service Charge and conduct a Financial Plan and Rate Study at least every five (5) years
 - b. Annually develop and implement a financial budget
 - c. Annually undertake an independent financial audit and change auditors at least every five (5) years
 - d. Annually review the District's Connection Charge
 - e. Annually review the District's Long Term Financial Plan
 - f. Annually review the District's Reserve Policy
 - g. Annually review the District's Investment Policy
 - h. Every 2 years conduct a retiree medical actuarial evaluation
 - i. Annually compare service rates with East Bay agencies
 - j. Monthly Board review of financial statements
 - k. Fully fund retirement liabilities
4. Provide Safe and Rewarding Work Environment that Recognizes the Worth and Value of Employees
- a. Provide employees with the proper tools, resources and technology necessary to perform their duties safely, effectively and efficiently
 - b. Annually review employee salary and benefits and conduct a survey vs. comparable agencies at least every five (5) years
 - c. Encourage employee participation in professional organizations
 - d. Provide effective training, professional development and quality educational opportunities at District expense to promote professional development and certification
 - e. Provide a flexible work schedule as a benefit for employees to support employee morale, retention and recruitment

- f. Provide an incentive award program and safety awards to recognize employee achievements
 - g. Develop a succession plan that will identify and train back-up staff to mitigate the loss or retirement of key employees and maintain institutional and technical knowledge
 - h. Provide a safety and wellness program that promotes a safe work environment and good health
5. Maintain and Improve Community Outreach and Communication
- a. Update the District website with information that maintains a high level of transparency for the public
 - b. Publish the Endeavor Newsletter twice a year, mail to every District resident and provide copies to service area libraries, community centers, senior centers, cafés, coffee shops, donut shops, & waiting rooms
 - c. Maintain a 24 hour “live” person contact phone number
 - d. Send a customer service satisfaction survey after each service call to track fulfillment of expectations
 - e. Participate in community events such as the 4th of July Fair
 - f. Provide educational pamphlets, door hangers and notices, such as Proposition 218 notices, to inform the public of rate changes, proper disposal of “flushable” wipes & other non-flushables, Fats, Oils & Grease (FOG) disposal, Underground Service Alert (USA) damage prevention services, backflow prevention device (BPD) installation and maintenance, and actions that can help prevent SSOs
 - g. Work cooperatively with other agencies within and around our service area
 - h. Maintain a presence on social media and online communities such as Facebook, Nextdoor and Yelp
 - i. Maintain governance and transparency practices that qualify for the Special District Leadership Foundation District of Distinction Accreditation and the District Transparency Certificate of Excellence

11:17 AM	STEGER SANITARY DISTRICT			
09/11/2017	Check Report			
Accrual Basis	September 14, 2017			
	Name	Memo	Amount	Num
Sep 14, 17				
	Alan C Miller	CASA Conference Reimb 08/21-24/17	-1,212.27	25134
	Aramark Uniform Services	Uniform Service	-1,008.70	25135
	Aries	Camera Repair & Freight	-8,741.54	25136
	AT&T (510 526-9489)	Canon Pump Station	-138.88	25137
	Bay Alarm Company	Fire & Burglar Alarm	-562.86	25138
	Bay Area News Group - East Bay	Meeting Notice	-19.80	25139
	Capital One Commercial	Costco Supplies	-156.71	25140
	Cerrito Printing, Inc.	Door Hangers	-206.33	25141
	Chevron and Texaco Card Services	Gas	-78.05	25142
	Clark Pest Control	Pest Control	-129.00	25143
	County of Contra Costa	Data Processing Svcs July 2017	-4.28	25144
	CWEA-SFBS	Seminar-Bondoc & Clark	-130.00	25145
	Direct Line	Answering Service 08/01-31/17	-88.67	25146
	Dwight Merrill	CASA Conference 08/22-24/17	-800.76	25147
	EAST BAY MUNICIPAL UTILILITY DISTRICT	Annual CDAG & TAB FY2018	-11,605.00	25148
	East Bay Sanitary Co., Inc.	Sep-Oct 2017	-722.60	25149
	EBMUD 52485300001	Hydrant Meter	-484.42	25150
	EBMUD 92526846174	Hydrant Meter	-683.34	25151
	Exxonmobil	Gas	-226.48	25152
	Mobile Fleetcare	Vaccon & Generator Repair	-1,312.72	25153
	MR Copy	Copier Supplies	-200.31	25154
	Nakano Landscape	Landscaping Aug 2017	-280.00	25155
	PG&E- #0103467151-9	Burlingame Pump Station	-82.23	25156
	PG&E- #0607499583-5	Canon Pump Station	-61.70	25157
	PG&E- #6675831511-4	Office/Shop	-572.59	25158
	TelePacific Communications	Office Phones	-888.65	25159
	Total Compensation Systems, Inc.	2017 Actuarial Valuation	-1,350.00	25160
	U.S. Bank	CASA, Maintenance Supplies & Misc	-2,391.98	25161
	Vanguard Cleaning Systems	Janitorial Service Sep 2017	-295.00	25162

	Name	Memo	Amount	Num
	Vavrinek, Trine, Day & Co., LLP	Audit	-5,000.00	25163
	WECO Industries, Inc.	Sewer Hose	-2,023.48	25164
	Xerox Financial Services	Copier Lease Payment 08/08-09/07	-219.28	25165
Sep 14, 17			-41,677.63	

STEGE SANITARY DISTRICT SEPTEMBER 2017

SEPTEMBER 2017	OCTOBER 2017	NOVEMBER 2017	DECEMBER 2017	JANUARY 2018	FEBRUARY 2018
9/4 HOLIDAY CSDA Annual Conf. September 25-28 Monterey, CA		11/23-24 HOLIDAY	12/14 Christmas Luncheon 12/25 HOLIDAY	1/1 & 1/15 HOLIDAY CASA Winter Conf. January 25-28 Palm Springs, CA	2/19 HOLIDAY CASA Policy Forum February 26-28 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 – 2:00 P.M.	1/11/2018 – 7:00 P.M.	2/15/2018 – 7:00 P.M.
Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting
<ul style="list-style-type: none"> ○ CSDA Conference ○ CASA Conf. – Attendee Reports ○ Strategic Plan ○ El Cerrito Showcase Parade on 9/16 		<ul style="list-style-type: none"> ○ Proposed Meeting Calendar ○ Board Officer Succession Plan ○ CASA Conference 	<p><u>2PM Meeting Time</u></p> <ul style="list-style-type: none"> ◆ Nomination & Election of Officers ◆ Fiscal Year Financial Audit ◆ Connection Charge Calculation Report ○ CASA Conference ○ Meeting Calendar ○ Consent Decree Quarterly Report 	<ul style="list-style-type: none"> ◆ Board Governance Review ◆ Connection Charge Ord. ○ Service Rate Discussion ○ District of Distinction (even years) ○ CASA Conference ○ Director’s Contact Info ○ Board Training Summary ○ <i>Long Range Planning Discussion of Topics</i> 	<ul style="list-style-type: none"> ◆ Board Governance Approval ○ Actuarial Analysis of Retiree Health Benefits Report (even years) ○ Service Rate Discussion ○ CASA Conference ○ Board Training Summary ○ <i>Form 700</i> ○ <i>Long Range Planning Discussion of Topics</i>
9/28/2017 – 7:00 P.M.	10/26/2017 – 7:00 P.M.			1/25/2018 – 7:00 P.M.	
Board of Directors Meeting	Board of Directors Meeting			Board of Directors Meeting	
<ul style="list-style-type: none"> ◆ Flexible Benefits Plan Contribution Review ◆ Deferred Compensation Matching Contribution Review ○ CSDA Conference – Attendee Reports ○ Consent Decree Quarterly Report 	<ul style="list-style-type: none"> ○ CLOSED SESSION – Quarterly Claims Rpt ○ Quarterly Financial Statements ○ Financial Training/Education ○ Regional Private Sewer Lateral Program Update 			<ul style="list-style-type: none"> ○ CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval. ◆ Resolution for Disposal of Surplus Property ○ Quarterly Financial Statements ○ CASA Conf. – Attendee Reports ○ Service Rate Discussion ○ <i>Long Range Planning Discussion of Topics</i> 	

○ INFORMATIONAL ITEMS

◆ ACTION ITEMS

CHANGES IN ITALICS

STEGE SANITARY DISTRICT SEPTEMBER 2017

MARCH 2018	APRIL 2018	MAY 2018	JUNE 2018	JULY 2018	AUGUST 2018
AB 1234 Training (even years)	CASA Public Policy Forum April 11 Sacramento, CA	5/28 HOLIDAY AB 1661 Training (odd years)	6/13 Safety and Recognition Awards Luncheon	7/4 HOLIDAY 4 th of July Fair Booth	CASA Annual Conf. August 8-10 Monterey, CA
3/10/2018 – 9:00 A.M.	4/12/2018 – 7:00 P.M.	5/10/2018 – 7:00 P.M.	6/14/2018 – 7:00 P.M.	7/12/2018 – 7:00 P.M.	8/16/2018 – 7:00 P.M.
Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting
<i>9AM Meeting Time</i> ○ Long Range Planning Workshop	○ Service Rate Discussion/Approval (& 30-day Notice) ○ Long Range Planning Discussion of Topics ○ Board Training Summary ○ <i>CASA Conf. – Attendee Reports</i>	○ <i>Board Training Summary</i>	○ Draft Budget ◆ Review Director Meeting Compensation ○ July 4 th Fair Discussion ◆ Approve Project Plans and Specs (+CEQA) ◆ Approve Salary Ranges for District Positions ◆ Long Range Planning Action Plan	○ July 4 th Fair Debrief ○ District Investment Policy ○ CASA Conference ◆ Resolution Est. Salary of District Manager ◆ Form 470	○ CASA Conference ○ CSDA Conference ○ Select Actuary for Analysis of Retiree Health Benefits (odd years) ○ Quarterly (FY End) Financial Statements ○ Conn. Charge Report per Gov. Code 66013
3/22/2018 – 7:00 P.M.	4/26/2018 – 7:00 P.M.	5/24/2018 – 7:00 P.M.	6/28/2018 – 7:00 P.M.	7/26/2018 – 7:00 P.M.	
Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	
◆ Auditor – RFP ◆ California Employer’s Retiree Benefit Trust (CERBT) ○ Form 700 ○ Consent Decree Quarterly Report ○ CASA Conference ○ <i>Service Rate Discussion</i> ○ <i>CASA Conf. – Attendee Reports</i> ○ <i>Board Training Summary</i> ○ <i>Auditor – RFP</i>	○ CLOSED SESSION – Quarterly Claims Rpt ○ Quarterly Financial Statements ○ Long Range Planning Discussion of Topics ○ Draft Budget ◆ Employee Benefits ○ Service Rate Discussion/Approval (& 30-day Notice) ○ July 4 th Fair Discussion	○ CLOSED SESSION – District Counsel Performance Evaluation ○ Draft Budget ○ July 4 th Fair Discussion ○ Service Rate Discussion/Approval (& 30-day Notice)	○ CLOSED SESSION – Manager Perf. Eval. ◆ Approve and Adopt Final Budget ◆ Ordinance – Director Meeting Compensation ◆ Review and Approve Incentive Award ◆ Adopt Incentive Award Goals & Objectives ○ District Reserve Policy ○ July 4 th Fair Discussion ○ Consent Decree Quarterly Report	○ CLOSED SESSION – Quarterly Claims Rpt ○ CASA Conference ○ Reimb. Report per Gov. Code 53065.5 ○ Quarterly Financial Statements ○ Candidate filing period (even years) ◆ Establish and Collect Sewer Service Charges ◆ Notice of Completion/ Award of Contract	

○ INFORMATIONAL ITEMS

◆ ACTION ITEMS

CHANGES IN ITALICS