

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF MAY 10, 2018  
TIME OF MEETING: 7:00 P.M.  
DISTRICT BOARD ROOM, 7500, SCHMIDT LANE, EL CERRITO, CA

\*\*\*\*\* **AGENDA** \*\*\*\*\*

(Items on the agenda may be taken out of order.)

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)

Motion:

**IV. Approval of Minutes**

A. Approval of April 26, 2018 Board Meeting Minutes

(The Board will be asked to review and approve the minutes of April 26, 2018 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. Written Communications

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
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1. Contra Costa LAFCO – Call for Nominations to Appoint an Independent Special District Representative to the Countywide Redevelopment Agency Oversight Board
2. Letter from Doug Humphrey RE: Retiree Medical Benefits

**VI. Reports of Staff and Officers**

Info:

- A. Manager's Report
1. 4<sup>th</sup> of July Fair Discussion
  2. Board Training Summary
  3. Staff Transition Procedure to be Followed in the Event of the Sudden Loss of Key Personnel (District Manager)
  4. Draft Budget FY 2018-2019

**VII. Business**

Info/Motion:

- A. Board Governanace Manual  
(The Board will be consider approval of the manual)

Info:

- B. Self-Assessment of Governance Questions Review  
(The Board will review questions from the self-assessment of governance completed at the Long Range Planning Workshop)

Motion:

**VIII. Approval of Checks**

- A. Checks for May 2018 - Fund No. 3418 & 3423  
(The Board will be asked to approve the monthly checks)

Info:

**IX. Future Agenda Items**

**May 24, 2018**

CLOSED SESSION – District Counsel Performance Evaluation

Draft Budget

July 4<sup>th</sup> Fair Discussion

**June 14, 2018**

Draft Budget

Review Directors Meeting Compensation

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF MAY 10, 2018

TIME OF MEETING: 7:00 P.M.

DISTRICT BOARD ROOM, 7500, SCHMIDT LANE, EL CERRITO, CA

July 4<sup>th</sup> Fair Discussion

Approve Salary Ranges for District Positions

**X. Adjournment**

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on May 24, 2018 at 7:00 A.M. at the District office, 7500 Schmidt Lane, El Cerrito, California.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF APRIL 26, 2018  
 TIME OF MEETING: 7:00 P.M.  
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

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

**I. Call To Order:** President Dwight Merrill called the meeting to order at 7:00 P.M.

**II. Roll Call:** Present: Gilbert-Snyder, James, O'Keefe, Merrill  
 Absent: Miller (gave prior notice)  
 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.

**CLOSED SESSION**

**Liability Claims**

Gov. Code § 54956.95

Claimant: Lungkhawa

Agency Claimed Against: Stege Sanitary District

The Board entered into closed session at 7:01 P.M. and returned to open session at 7:03 P.M. President Merrill announced the Board had taken no reportable actions

**IV. Approval of Minutes**

A. Approval of March 22, 2018 Board Meeting Minutes

MOTION: By James, seconded by O'Keefe, to approve the minutes of the March 22, 2018 Board Meeting

VOTE: AYES: James, O'Keefe, Merrill  
 NOES: None

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ABSTAIN: Gilbert-Snyder

ABSENT: Miller

**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 provided a written report on his attendance at the El Cerrito City Council Meetings held on April 3 & 17 and on the Contra Costa Special District Association (CCSDA) meeting held on April 16. In accordance with AB 1234, James reported on his attendance at the Special District Leadership Academy (SDLA) held on April 15-18 and Gilbert-Snyder reported on his attendance at the SDLA Governance Foundations Workshop held on March 20.

b. California Association of Sanitation Agencies (CASA) - Public Policy Forum, Sacramento, CA

In accordance with AB 1234, Director Merrill gave a report on his attendance at the CASA Conference.

**B. Written Communications**

1. EMAIL- 2018 Election for Contra Costa LAFCO Special District Seats Results

The Board reviewed the results of the election.

2. Kids for the Bay – Watershed Action Program (WAP) Interim Report

The Board reviewed the report.

3. Contra Costa LAFCO – Call for Nominations to Appoint an Independent Special District Representative to the Countywide Redevelopment Agency Oversight Board

The Board reviewed the call for nominations and asked to bring this item back for consideration at the next Board meeting.

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

**VII. Business**

D. Consideration to Reroute District Sanitary Sewer Main to Avoid a Type III Easement Encroachment at 610 Beloit Avenue, Kensington

Yuval Shimoni, property owner of 610 Beloit Avenue, explained his request to reroute a sanitary sewer main, at his expense, and/or demolish part of a recently constructed unpermitted retaining wall that sits directly on top of a sanitary sewer main.

MOTION: By Gilbert-Snyder, seconded by O'Keefe, to deny without prejudice the request to reroute the District Sanitary Sewer Main at 610 Beloit Avenue, Kensington, CA and instead remove the unpermitted retaining wall structure that encroaches on the District easement

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

The Board resumed the order of the agenda at this time in the meeting.

**VI. Reports of Staff and Officers**

A. Attorney's Report:

Kokotaylo reported that the Senate Transportation and Housing Committee blocked Senate Bill 827, sponsored by Senator Scott Wiener, which proposed to override local zoning controls on properties within major public transit areas.

B. Manager's Report

1. Monthly Maintenance Summary Report

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

2. Monthly Report of Sewer Replacements and Repairs

The Manager reported there were no invoices paid in March.

3. Employee Benefits

The Manager reported on discussions with staff regarding employee benefits.

4. USEPA Consent Decree Compliance Check-in Meeting

The Manager reported on the USEPA Consent Decree Compliance Check-in Meeting held on April 3, 2018 and that stipulated penalties were assessed on April 24, 2018. The Manager is requesting clarification from the USEPA for the stipulated penalty of \$25,000 assessed for the 12/11/2014 SSO of 34,250 gallons. The SSO was due to a rain event exceeding the December 5, 1952 Design Storm and was stated as such on the 2014-15 Annual Report and then further clarified, per USEPA's request, in the following 2015-16 Annual Report.

5. California Association of Sanitation Agencies (CASA)

The Manager reported on the upcoming CASA conference dates.

6. California Special District Association (CSDA)

The Manager reported on the upcoming CSDA conference dates.

**VIII. Business**

A. Resolution No 2096-0418 Amending Resolution No.2003-1012 and the Personnel Policies of the Stege Sanitary District Regarding Article IV, Section 1 - 4.1.6 Deferred Compensation Program

The Board approved the resolution increasing the deferred compensation matching benefit amount up to \$250 per month that was approved on March 22, 2018.

MOTION: By James, seconded by Gilbert-Snyder, to approve Resolution No. 2096-0418 Amending Resolution No.2003-1012 and the Personnel

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Policies of the Stege Sanitary District Regarding Article IV, Section 1-  
 4.1.6 Deferred Compensation Program

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

B. Resolution No. 2097-0418 Approving and Authorizing Professional Services Agreement for Chemical Root Control of Sanitary Sewer Lines

The Board approved the resolution to execute a professional services agreement for chemical root control of sanitary sewer lines with Root Tamers Inc.

MOTION: By O'Keefe, seconded by Gilbert-Snyder, to approve Resolution No. 2097-0418 Approving and Authorizing Professional Services Agreement for Chemical Root Control of Sanitary Sewer Lines with Root Tamers Inc.

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

C. Professional Auditing Services – Evaluation of Proposals

The Board evaluated, rated and scored the proposals and chose a firm based on the rankings.

MOTION: By O'Keefe, seconded by Gilbert-Snyder, to approve the selection of Chavan and Associates as the firm to provide Professional Auditing Services for the District for \$12,500



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

- D. Consideration to Reroute District Sanitary Sewer Main to Avoid a Type III Easement Encroachment at 610 Beloit Avenue, Kensington  
 This item was taken out of order earlier in the meeting (see above).

**IX. Financial Statements – March 2018**

- A. Monthly Investment, Cash, Receivables Report  
 B. Monthly Operating Statement, March 2018  
 C. Monthly Cash on Hand vs. Target Reserves  
 D. California Employers' Retiree Benefit Trust (CERBT) Quarterly Statement  
 E. Local Agency Investment Fund (LAIF) Quarterly Statement

The financial items were reviewed by the Board.

**X. Approval of Checks**

- A. Checks for April 26, 2018 - Fund No. 3418 & 3423

MOTION: By James, seconded by Gilbert-Snyder, to pay the bills, Check Nos.25442 through 25493 in the amount of \$699,317.77

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

**X. Future Agenda Items**  
May 10, 2018

## STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF APRIL 26, 2018

TIME OF MEETING: 7:00 P.M.

DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

Board Training Summary

Draft Budget

July 4<sup>th</sup> Fair Discussion*Board Governance Manual approval**Sudden loss of the District Manager**Self-Assessment of Governance Questions review**Contra Costa LAFCO – Call for Nominations to Appoint an Independent Special District**Representative to the Countywide Redevelopment Agency Oversight Board***May 24, 2018**

CLOSED SESSION – District Counsel Performance Evaluation

Draft Budget

July 4<sup>th</sup> Fair Discussion

Gilbert-Snyder gave notice that he will not attend the regular board meeting scheduled for May 24, 2018.

**XI. Adjournment**

The meeting was adjourned at 9:08 P.M. The next meeting of the District Board of Directors will be held on Thursday, May 10, 2018 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



**DATE:** April 25, 2018

**To:** Board Chair and Clerk, Each Independent Special District

**FROM:** Lou Ann Texeira, Executive Officer, Contra Costa LAFCO

**SUBJECT:** **CALL FOR NOMINATIONS TO APPOINT AN INDEPENDENT SPECIAL DISTRICT REPRESENTATIVE TO THE COUNTYWIDE REDEVELOPMENT AGENCY OVERSIGHT BOARD**

Dear District Chair:

**BACKGROUND**

In 2011, the State of California dissolved redevelopment agencies throughout the state and created redevelopment agency (RDA) oversight boards as successor agencies. As part of this legislation, on July 1, 2018, the more than 400 RDA oversight boards in California will be consolidated into one oversight board per county (with the exception of Los Angeles which will have five). In Contra Costa County, there are 17 RDA oversight boards which will be consolidated into one board per Health & Safety Code §34179(j).

When this occurs, each county’s Independent Special District Selection Committee (“ISDSC”) will be granted authority to appoint *one special district representative* to the county’s RDA oversight board. If this committee fails to appoint the special district representative by July 15, 2018, the Governor will make the appointment on its behalf. The Governor may also appoint individuals for any member position that remains vacant for more than 60 days. Therefore, it is important that the independent special districts in Contra Costa County take proactive steps to ensure a successful local appointment process.

**ELIGIBILITY REQUIREMENTS**

There are 44 independent special districts in Contra Costa County (excluding multi-county districts) that are eligible to participate in the election. A board member from any of the 44 independent special districts is eligible to be appointed to the RDA oversight board. Of the 44 independent special districts, the following have territory in the jurisdiction of a former RDA:

Alamo Lafayette Cemetery District	Los Medanos Community Healthcare District
Ambrose Recreation & Park District	Pleasant Hill Recreation & Park District
Byron Brentwood Knightsen Union Cemetery District	Rodeo Hercules Fire Protection District
Central Contra Costa Sanitary District	Rodeo Hercules Sanitary District
Contra Costa Mosquito & Vector Control District	San Ramon Valley Fire Protection District
Contra Costa Resource Conservation District	Stege Sanitary District
Contra Costa Water District	West Contra Costa Healthcare District
East Contra Costa Irrigation District	West County Wastewater District
Ironhouse Sanitary District	

***Members representing a majority (23) of the 44 independent special districts shall constitute a quorum for the conduct of the election. No action may be taken by the committee if there is no quorum.***

Your district's representative on the ISDSC is the presiding officer of the legislative body of the district (i.e., board chairperson) or an alternate board member, as appointed by your board. \*See attached list used in the recent election for the LAFCO special district seats. Please provide updated information as needed. *We encourage all independent special districts to vote!*

### **SELECTION OF SPECIAL DISTRICT REPRESENTATIVE TO COUNTY RDA OVERSIGHT BOARD**

Pursuant to Government Code §56332 *et seq.*, the LAFCO Executive Officer is giving written notice and calling for nominations for an independent special district member to the countywide RDA oversight board. As with the recent appointment of the special district seats to LAFCO, and as provided for in LAFCO law, this election will be conducted by mail/email.

Enclosed is a nomination form to be completed by your special district's presiding officer, or his or her alternate as designated by your board. Please return this nomination form to Contra Costa LAFCO by email or mail prior to the end of the nominating period, **May 30, 2018**. Feel free to attach a brief resume and/or candidate statement (one page) of the nominee, if you choose.

At the end of the nominating period, if only one candidate is nominated, that candidate shall be deemed appointed by the committee. If two or more candidates are nominated, the LAFCO Executive Officer will prepare and deliver ballots and voting instructions to the districts. The nominee with the second most votes among all ballots received will be appointed "alternate."

### **SCHEDULE**

The election schedule is as follows:

April 25, 2018	Start of Nomination Period
May 30, 2018	End of Nomination Period
May 31, 2018	Start of Voting Period
June 30, 2018	End of Voting Period
July 2, 2018	Ballots Counted
July 2, 2018	Results Announced

Contra Costa LAFCO encourages your district to participate in the election process. If you have any questions, please contact Contra Costa LAFCO by phone at 925-335-1094 or email [LouAnn.Teixeira@lafco.cccounty.us](mailto:LouAnn.Teixeira@lafco.cccounty.us).

Sincerely,

Lou Ann Teixeira, Executive Officer  
Contra Costa LAFCO

Attachments:

- Nomination Form
- List of Independent Special Districts

c: Each Commissioner, Contra Costa LAFCO  
Robert R. Campbell, Contra Costa County Auditor-Controller  
Maureen Toms, AICP, Contra Costa County Department of Conservation and Development

**NOMINATION OF THE INDEPENDENT SPECIAL DISTRICT  
REPRESENTATIVE TO THE CONTRA COSTA COUNTY COUNTYWIDE  
RDA OVERSIGHT BOARD**

The \_\_\_\_\_ (District) is pleased to  
(Name of Independent Special District)

nominate \_\_\_\_\_ as a candidate for the Special District  
(Name of Candidate)

Representative to the Contra Costa Consolidated Redevelopment Oversight Board [***attach  
brief candidate statement and/or resume (one page) if desired***].

I certify that:

- The nominee is an elected official or appointed to the District board for a fixed term;
- The nominee is not a member of the legislative body of a city or county (Government Code Section 56332(c); and
- The nominee is a member of a legislative body of an independent special district with Contra Costa County.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

DATE: \_\_\_\_\_

**This nomination form must be returned to Contra Costa LAFCO by May 30, 2018. Please email the completed form to Lou Ann Texeira at [LouAnn.Texeira@lafco.cccounty.us](mailto:LouAnn.Texeira@lafco.cccounty.us) or return by mail to Contra Costa LAFCO 651 Pine Street, 6<sup>th</sup> Floor, Martinez, CA 94553**

**INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE 2018**

DISTRICT	NAME	TITLE	BALLOT RECVD.	ALTERNATE
ALAMO-LAFAYETTE CEMETERY DIST	Nancy J. Flood	Chair	x	Carolyn Thiessen, Trustee
AMBROSE REC & PARK DIST	Trina Hudson	Chair	x	Mae Torlakson, Bd Member
B-B-K-U CEMETERY DIST	Barbara Guise	Chair		
BETHEL ISLAND MID	Bruce Smith	Board President	x	Anthony Berzinas, VP
BYRON SANITARY DISTRICT	Danny Hamby	Chair	x	Mike Nisen, Vice Chair
CASTLE ROCK COUNTY WATER DISTRICT				
CENTRAL CONTRA COSTA SANITARY DIST	Mike McGill	Board Member	x	Dave Williams, Board
CONTRA COSTA MOSQUITO & VECTOR CONTROL	Warren Clayton	Trustee	x	Darryl Young, Trustee
CONTRA COSTA RESOURCE CON DIST	Igor Skaredoff	President	x	
CONTRA COSTA WATER DISTRICT	John Burgh	Director	x	
CROCKETT COMMUNITY SERVICES DISTRICT	Luigi Barassi	President	x	Kent Peterson, VP
DIABLO CSD				
DIABLO WATER DISTRICT	Edward Garcia	Presiding Officer	x	
TOWN OF DISCOVERY BAY CSD	Kevin Graves	President	x	Bill Mayer, Director
EAST CONTRA COSTA IRRIGATION DIST	Glenn Stonebarger	President	x	
GREEN VALLEY REC & PARK DIST	Adam Glimme	Board Member	x	
IRONHOUSE SANITARY DIST	Dawn Morrow	Board Member	x	
KENSINGTON FIRE PROTECTION DISTRICT	Janice Kosel	President	x	Laurence Nagel, VP
KENSINGTON POLICE PROT & CSD	Christopher Deppe	Board Member	x	
TOWN OF KNIGHTSEN CSD				
LOS MEDANOS COMMUNITY HEALTHCARE DIST	Patt Young	Board Member		
MORAGA-ORINDA FIRE DIST	Steve Anderson	Board Member, LAFCO Liaison	x	Brad Barber, President
MT. VIEW SANITARY DIST	Brian Danley	President	x	
PLEASANT HILL REC & PARK DIST	Bobby Glover	Board Chair	x	
RECLAMATION DIST (RD) 799				
RD 800	Tom Judge	Trustee	x	
RD 830	Chad Davisson	Board Member	x	
RD 2024	Don Wagenet	President		John Jackson, Trustee
RD 2025	David Forkel	Chairman	x	
RD 2026	David Forkel	Chairman	x	
RD 2059				
RD 2065	Coleman Foley	President	x	Thomas E. Baldocchi Sr. Thomas E. Baldocchi Jr.
RD 2090				
RD 2117	Joyce Speckman	Trustee		Sandra Speckman Kiefer, Trustee
RD 2121				
RD 2122				
RD 2137				
RODEO-HERCULES FIRE PROTECTION DIST	Bill Prather	Board Member		
RODEO SANITARY DISTRICT	Richard Frakes	Secretary	x	Angela Noble, Director
ROLLINGWOOD-WILART PARK REC & PARK DIST				
SAN RAMON VALLEY FIRE PROTECTION DIST	Matt Stamey	President	x	
STEGE SANITARY DISTRICT	Dwight Merrill	President	x	
WEST CONTRA COSTA HEALTHCARE				
WEST COUNTY WASTEWATER DIST	Sherry Stanley	Board Member	x	David Alvarado, VP

shaded and ☑ = voting delegate named & ballot received in recent election  
shaded, no x = voting delegate named, no ballot received in recent election

May 1, 2018

Mr. Dwight Merrill  
President  
Stege Sanitary District Board of Directors  
7500 Schmidt Lane  
El Cerrito, CA 94598

President Merrill:


This is a request on behalf of the Stege retirees to increase the District contribution rate for retiree health care to the current supplemental/Medicare premium rate of \$316/month. The current contribution rate is \$290 and hasn't been revised for over 8 years.

It is our understanding that 8-15 years ago the District Board's philosophy was to provide supplemental Medicare coverage for retirees, and consequently used the Kaiser supplemental Medicare rate as its contribution rate for retirees' medical benefits.

An actuarial study prepared for the District in 2008 included annual increases of 3% for the retiree rate. The actual average annual rate increase since 2008 has been only about 1.3%.

We would also appreciate if the review and potential revision of this retiree contribution rate were done every year in the Fall, subsequent to receipt of the new premium rates from PERS and prior to implementation of new rates the following January.

Thank you for consideration of our request,

  
Doug Humphrey  
(on behalf of Stege retirees)

## July 4<sup>th</sup> Event List

- (2) Canopies
- (5) Tables
- (2) Chairs
- Red, White & Blue Bunting
- Hammer
- Crowbar
- Sandbags
- 
- Large SSD Banner
- CSRMA No Lost Time Accident Banner
- Canopy “window” banner
- Large District Map w/ map page blocks
- District Sewer Map book
- Root Foam Map book
- BPD Poster
- **BPD Examples**
- Park truck onsite - confirmation
- Bungee Cords
- Zip Ties
- Scissors
- Channel Lock Pliers
- Tissue
- Tape
- Garbage Can
- Bottled water for Directors
- **Fish Tank w/ Oil Display +extra batteries**
- Grease Blockage Display
- (2) Root Blockage Displays
- Tools Display
- Toilet Paper vs. Wipes Interactive Display
- “Flushable” Wipes Banner/Poster
- Kids for the Bay Display (**tie down securely**)
- Board Member Contact List (in each box)
- Day before setup - confirmation

### Informational Handouts & Giveaways

- Latest Newsletters
- Latest Registered Contractors List
- Plumbers Outreach Tri-fold
- Wipes Outreach Tri-fold/Poster
- BPD Outreach Tri-fold
- General Guidelines
- 100<sup>th</sup> Anniversary Book
- BPD Drawing
- Easement Ordinance
- SSD Pens/Magnets
- Misc. kid planes/duckies
- EBMUD Lateral Program
- EBMUD FOG Program
- EBMUD “Think Before You Flush”

### Schedule

Setup	_____
10am-11:40	_____
11:40-1:20	_____
1:20-3pm	_____
3pm-4:30	_____
4:30-6pm	_____
Tear down	_____

### Core Messages

*Do NOT flush wipes.*

*Call us first & after.*

*Install a BPD.*







*festival*

Plans are progressing for El Cerrito's largest community gathering – City of El Cerrito **4<sup>th</sup> of July/worldOne Festival Celebration 2018**. The event will be held on **Wednesday, July 4<sup>th</sup> from 10:00 am to 6:30pm** in **Cerrito Vista Park and 10:00 am – 6:00pm** on Pomona Ave and the Contra Costa Civic Theatre parking lot.

We invite you to share in the excitement with a Family Fun Zone, Main Stage entertainment, Art Exhibition, lots of great food and much more!

Our 4<sup>th</sup> of July/worldOne festival Celebration is an award winning 4<sup>th</sup> of July Festival and a hometown institution. If you are interested in participating in the 2018 celebration, please note the following information as you apply:

- Booth space is limited, so sign up early.
- Electricity **will not** be available to you at your booth.
- Vendor is required to have a 10' x 10' canopy. *\*If canopies don't adhere to the 10'x10' guideline, vendors will asked to take down their canopy.*
- Tables and Chairs will not be provided or available for use. You must bring your own.
- Once your application is received and accepted, there are no refunds. The event takes place rain or shine.

The City of El Cerrito invites you to participate in the 4<sup>th</sup> of July Fair in one of the following groups:

**Information Only:** This group is made up of non-profit organizations and government agencies planning to staff a table, display literature, and/or get their message to the public, but not sell any products.

**Booth Space Fee: \$45 by 5/16/18 Fee: \$55 after 5/16/18.**

**Non-Profit Organization/Home-Based Business Selling Items:** This group is made up of non-profit organizations and home-based businesses planning to sell raffle tickets, wares, and/or crafts, or other services that do not compete with the City of El Cerrito. No face painting or water distribution allowed.

**Booth Space Fee: \$65 by 5/16/18 Fee: \$80 after 5/16/18.**

**Commercial/Storefront Businesses located on Pomona Ave:** This group is made up of artisans and commercial businesses that are selling products and/or promoting their services. This group is located on Pomona Ave.

**Booth Space Fee: \$105 by 5/16/18 Fee: \$130 after 5/16/18.**

**Artisan/Home-Based Businesses (non-storefront) located in Cerrito Vista Park\*:** This group is made up of artisans and Home-based businesses that are selling products and/or promoting their services. This group is on the field in Cerrito Vista Park.

**Booth Space Fee: \$190 by 5/16/18 Fee: \$220 after 5/16/18.**

**Storefront/Commercial Businesses located in Cerrito Vista Park\*:** This group is made up of commercial/storefront businesses that are selling products and/or promoting their services. This group is located on the field in Cerrito Vista Park.

**Booth Space Fee: \$225 by 5/16/18 Fee: \$250 after 5/16/18.**

*\*Vendor hours in Cerrito Vista Park are 10 am – 6:30pm. Vendors affiliated with the worldOne festival should contact Debra Sue Kelvin, at 510.334.2472 or via email: [debrasuekelvin@gmail.com](mailto:debrasuekelvin@gmail.com) with questions.*

Application packet and cash/check/credit card payment are **due by Wednesday, May 16, 2018** to receive early bird pricing. Fees increase after 5/16/18. Booth space is limited and will be awarded on a first come, first-served basis. Don't delay in returning the enclosed application. *Applications can be mailed to or dropped off: City of El Cerrito 4<sup>th</sup> of July/worldOne Festival, 7007 Moeser Lane, El Cerrito, CA 94530. For online registration, go to: [www.el-cerrito.org/july4](http://www.el-cerrito.org/july4) and click on "Online Submittal". For additional information, contact Bridget Cooney at 510-559-7015 or email: [bcooney@ci.el-cerrito.ca.us](mailto:bcooney@ci.el-cerrito.ca.us).*

# City of El Cerrito 4<sup>th</sup> of July/worldOne festival Celebration

## Vendor Application

Application Deadlines: Postmarked May 16, 2018  
 Late registration accepted until June 21, 2018 if booth space is available  
**BOOTH SPACE RUNS OUT SO DON'T DELAY!**

**Group Name:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Describe what materials/items you will be displaying:**

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**Describe what interactive element you will have at your booth for our festival goers?**

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**If fundraising what will you be selling? Ex: T-Shirts, artwork, etc. (For Fundraising, a suggested donation fee should be requested and cannot be a required fee)**

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**501(c)3 Number Tax ID Number:**

### Vendor Space Request

Item Requested	# Requested	Fee	TOTAL FEE DUE
Non-Profit Org/Gov't Agency 10x10 Booth (information only) Pomona Ave Location		\$45 by 5/16/18 \$55 after 5/16/18	
Non-Profit Org/Home-Based Business 10x10 Booth (selling) Pomona Ave Location		\$65 by 5/16/18 \$80 after 5/16/18	
Store-Front/Commercial/Business 10x10 Booth Space Pomona Ave Location		\$105 by 5/16/18 \$130 after 5/16/18	
Artisan/Home-based Business (non-storefront) 10x10 Booth Space worldOne festival / Cerrito Vista Park Location		\$190 by 5/16/18 \$220 after 5/16/18	
Storefront/Commercial Business 10x10 Booth Space worldOne festival / Cerrito Vista Park Location		\$225 by 5/16/18 \$250 after 5/16/18	

I recognize and acknowledge that there are certain risks inherent in my participation in this El Cerrito Recreation Department event, including the risk of injury. I hereby agree to assume those risks. To the extent permitted by law, I hereby release in advance the City of El Cerrito, its officers, employees, agents and volunteers from any and all liability to me arising out of, or connected in any way with, my participation in this event, even though that liability may arise out of the negligence or carelessness of the City of El Cerrito, its officers, employees, agents, and volunteers. Additionally, to the extent permitted by law, I hereby agree to indemnify the City of El Cerrito, its officers, employees, agents and volunteers against any liability, loss damage, expenses and costs of every nature arising out of, or in connection with, my participation in the program. I have read and fully understand the terms of this Waiver, Release and Indemnity. I further agree to abide by the policies and procedures on the second page of this document.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Application Deadline: Received by May 16, 2018 during office hours to qualify for early bird pricing.**

**Booth space is limited and will be awarded on a first come-first-served basis.  
BOOTH SPACE RUNS OUT SO DON'T DELAY!**

*Applications can be mailed to: City of El Cerrito 4<sup>th</sup> of July/worldOne Festival, 7007 Moeser Lane, El Cerrito, CA 94530.  
Applications can also be faxed to: 510-528-9413, scanned and emailed to [bcooney@ci.el-cerrito.ca.us](mailto:bcooney@ci.el-cerrito.ca.us) (payment can be made by credit card over the phone once forms are approved)*

**Official Rules for Non-Food Vendors  
City of El Cerrito 4<sup>th</sup> of July / worldOne festival Celebration**

To ensure a pleasant and successful day for everyone, all booth participants are expected to conduct themselves in a professional manner. Please read and initial the items below in acknowledgment of festival policies.

1. El Cerrito's 4<sup>th</sup> of July/worldOne festival Celebration, the "Festival", will be presented by the City of El Cerrito and worldOne, on Wednesday, July 4<sup>th</sup>, 2018 from 10:00am – 6:00pm (or 6:30 pm in Cerrito Vista Park) rain or shine. **Initial:** \_\_\_\_\_
2. **Vendor agrees** that, NO food or beverages shall be handed out/sold whether packaged or not (including water and candy!). **Initial:** \_\_\_\_\_
3. **Vendor agrees** that, if accepted by the City of El Cerrito/worldOne festival 4<sup>th</sup> of July Celebration, **booth locations will be rented and assigned in accordance with the best interest of the Festival, which the City/worldOne at its sole discretion shall have the right to decide.** **Initial:** \_\_\_\_\_
4. **Vendor agrees to occupy booth space as assigned, and to be open and staffed during all regular festival hours (10am – 6pm on Pomona Ave and 10 am – 6:30 pm in Cerrito Vista Park).** In the event that the Vendor shall not occupy or staff said space, the City is expressly authorized to occupy or cause said space to be occupied in such a manner as it may deem best for the interest of the Festival without any refunds or allowance whatsoever to the Vendor and without anyway releasing the Vendor from any liability there under. The Vendor also agrees not to sublet or apportion said space to anyone else. **Initial:** \_\_\_\_\_
5. **It is the sole obligation of the City/worldOne to provide only a 10' x 10' booth space. Cerrito Vista Park vendors may inquire about increased space (20 w' x 10 d') for an additional fee of \$190 (early reg fee). Vendors must receive permission for increased space before completing this application. Double booth space is based upon availability. Each booth space should have a canopy; you must bring your own.** The City is not obligated to provide any other service of any nature. **Initial:** \_\_\_\_\_
6. **Vendor shall be liable** for delivery, handling, erection, storage and removal of his/her own displays, equipment and merchandise. All displays, merchandise, equipment and staff must be contained within the assigned booth space. **Vendors must deliver all booth displays and equipment no later than 8:30 am on the day of the Festival. For safety reasons NO cars will be permitted on Pomona Ave or given entry to Cerrito Vista Park after 8:30 am or before 6:30 pm on Pomona Ave/7:00 pm in Cerrito Vista Park at the end of event.** **Initial:** \_\_\_\_\_
7. **The City/worldOne will not be liable** for refunds or any other liabilities whatsoever for a) any items left, lost or stolen, and b) failure to fulfill this contract due to acts of nature, statutes, ordinances, or any legal authority, or any other cause beyond the City's control. Remember: this event happens regardless of weather. **Initial:** \_\_\_\_\_
8. **All pertinent Fire Codes, laws, ordinances, and regulations** pertaining to health, fire prevention and public safety shall be strictly obeyed. Nothing shall be nailed, stapled, taped or otherwise fixed to any community or private property. **Initial:** \_\_\_\_\_
9. **Payment Terms:** (1) Applicants must submit a cash, check, money order or credit card payment with their application/contract for booth space **made payable to the City of El Cerrito.** (2) Checks will be deposited/Credit cards will be charged upon acceptance. (3) Applications received without full payment & required forms will not be considered and will be returned to sender. **Initial:** \_\_\_\_\_

# ACTIVITY SALES RECEIPT



**Receipt #** 383530  
**Payment Date:** 02/27/2018  
**Household:** 2435  
**Wk Ph:** (510)524-4668

STEGE SANITARY DISTRICT  
 7500 SCHMIDT LANE  
 EL CERRITO CA 94530

Community Center  
 7007 Moeser Lane  
 El Cerrito CA 94530  
 Phone: (510)559-7000  
 Web: www.el-cerrito.org Tax ID: 94-6000325

**Activity Enrollment Details: 244775-02 (4th July Vendor - in Park)**

		<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
Enrollee Name:	<b>Stege Sanitary District</b>	90.00	90.00	90.00	90.00	0.00
Enrollment Date:	02/27/2018					
Enrollment Status:	Enrolled					
Class Location:	Cerrito Vista Field Cerrito Vista Park Moeser Lane & Pomona El Cerrito, CA 94530 (510)559-7000					
Class Dates:	07/04/2017 to 07/04/2017 12:00am to 12:00am Tu					
Scheduled Sessions:	1					
Special Comments:	Booths for this section located on the Cerrito Vista Park Play Field. Vendor assignments and load in/out information will be emailed mid-June.					

Processed on 02/27/18 @ 1:31pm by brc	Total New Fees	90.00
	Discount Applied	0.00
	<b>Total Due</b>	<b>90.00</b>
	Total Fees Paid	90.00
	<b>Total Paid</b>	<b>90.00</b>

**Household Balance Information**

Overall Household Balance Due 0.00

Payment of: 90.00 Made By: Check With Reference: 25388

**SUMMARY OF BOARD OF DIRECTORS  
TRAINING DUE DATES**

<b><i>Due Dates</i></b>	<b>Governance Training</b> [6 hrs. every 5 years]	<b>AB 1234 Ethics Training</b> [2 hrs. every 2 years]	<b>Harassment Prevention Training</b> [2 hrs. every 2 years]
<b>Paul Gilbert-Snyder</b>	3/2023	2/2020	5/2019
<b>Jay James</b>	3/2020	2/2020	5/2019
<b>Dwight Merrill</b>	3/2019	2/2020	5/2019
<b>Al Miller</b>	1/2019	2/2020	5/2019
<b>Bea O'Keefe</b>	1/2019	2/2020	5/2019
<b><i>Next Available Training</i></b>	<b>SDLA Governance Foundations</b> 9/25 Monterey, CA (add-on to Annual Conf.)	<b>FPPC Free Online Training</b> <a href="http://www.fppc.ca.gov">www.fppc.ca.gov</a>	(none)

*\*Highlighted dates are due w/in 30 days*



# STEGE SANITARY DISTRICT

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

*District Counsel:*  
Kristopher Kokotaylo

*Board of Directors:*  
Paul Gilbert-Snyder  
Jay James  
Dwight Merrill  
Alan C. Miller  
Beatrice R. O'Keefe

## ADMINISTRATIVE PROCEDURE NO. A112-0400

**EFFECTIVE: September 2003**  
**LAST REVIEWED: 11/2017**

### **TITLE: STAFF TRANSITION PROCEDURE TO BE FOLLOWED IN THE EVENT OF THE SUDDEN LOSS OF KEY PERSONNEL (District Manager)**

**PURPOSE:** This procedure will be followed in the event of the sudden loss of the District Manager. The purpose of the procedure is to provide reasonable job continuity to carry out the functions of the District while finding a replacement for the Manager.

**SCOPE:** This procedure should be used to replace the District Manager when his/her sudden loss has occurred.

#### **DEFINITIONS:**

- A. Sudden Loss: The loss of personnel occasioned by death, immediate termination, extended illness or a disabling injury.

**RESPONSIBILITY:** The Board of Directors will be responsible for the selection process. Until an Interim Manager is on board, the ranking Administrative, Maintenance and Engineering Personnel shall be responsible for their assigned functions. Actions normally requiring the authorization of the District Manager shall be directed to the President of the Board of Directors or his/her delegate.

#### **PROCEDURE:**

- A. Board of Directors shall appoint an AdHoc Committee.
- B. The AdHoc Committee shall decide if it wants to conduct a solicitation process for an Interim Manager. The process can be delegated to District staff who should contact Koff & Associates in Emeryville, CASA, League of California Cities, and employment search firms, if the Committee decides to conduct a search for an Interim Manager.

Applications, job descriptions and resumes received shall be distributed to the Board of Directors for screening and selection of an Interim Manager.

- C. Directors shall hold a Special Meeting to appoint a new Interim District Manager
- E. The President of the Board will appoint an AdHoc Committee to solicit candidates for the District Manager replacement.
  - 1. A Human Resources (HR) Consulting firm should be selected to conduct the solicitation process. The selected firm will:
    - a. Provide a District job application and job description to interested applicants.
    - b. Receive applications (for special skills required and experience, see Job Description and most recent solicitation for a District Manager.
    - c. Conduct screening of applications (to be completed by HR Consultant).
    - d. Schedule interviews of selected candidates with the District Board of Directors.
  - 2. Interviews of the screened candidates will be conducted at a Special Meeting of the Board of Directors scheduled by the President of the Board.
  - 3. Selection will be by action of the Board of Directors followed by salary negotiations.

**TIME LIMIT:** This procedure shall be reviewed every two (2) years.



# DRAFT BUDGET

## DETAIL SHEET

**STEGE SANITARY DISTRICT  
ACCOUNT NO. 41 - OPERATIONS**

**FISCAL YEAR 2018-2019**

ITEM	As of 5/04/18 EXPENDITURES 2017-2018	REMAINING BUDGET 2017-2018	Fiscal Year 2017-2018 Budget	Fiscal Year 2018-2019 Budget	% Change
<b>010 SALARIES AND WAGES</b>					
011 Engineering Salaries	\$ 328,448	24%	\$ 432,100	\$ 453,700	5%
011.6 Cell Phone (3)	1,620	25%	2,160	2,160	0%
012 Collection System Salaries	303,888	26%	411,000	431,600	5%
012.6 Cell Phone (5)	2,700	25%	3,600	3,600	0%
013 Overtime - Service Calls	6,875	55%	15,400	15,400	0%
014 Overtime - Engineering/Inspection	-	100%	500	500	0%
015 Standby	38,616	4%	40,150	40,150	0%
017 Performance Incentive	-	100%	12,000	12,000	0%
<b>TOTAL SALARIES AND WAGES</b>	<b>\$ 682,147</b>	<b>26%</b>	<b>\$ 916,910</b>	<b>\$ 959,110</b>	<b>5%</b>
<b>020 EMPLOYEE BENEFITS</b>					
021 Retirement	\$ 167,373	21%	\$ 212,460	\$ 223,100	5%
021a Deferred Comp Match	20,480	16%	24,480	25,440	4%
Cafeteria Plan					
'022 Health Care Admin Fees	420	13%	480	480	0%
'027 Cash, Dependent Care & Medical	120,042	23%	156,000	179,136	15%
023 Life Insurance/Dental/LTD	12,450	34%	18,800	15,120	-20%
024 Workers' Compensation Insurance	-	100%	15,800	16,600	5%
025 Unemployment Insurance	2,866	39%	4,700	4,900	4%
026 Medicare	11,103	38%	17,900	18,400	3%
Retiree Medical & ARC					
'028 Retiree Medical (AnnReq'dContrib ARC)	-		-	-	0%
'029 Retiree Health Care Premium	12,988	5%	13,700	10,300	-25%
030 Social Security (On Call Maintenance)	2,493	-149%	1,000	1,000	0%
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$ 350,215</b>	<b>25%</b>	<b>\$ 465,320</b>	<b>\$ 494,476</b>	<b>6%</b>
<b>MAINTENANCE</b>					
<b>060 GAS, OIL AND FUEL</b>	\$ 13,282	40%	\$ 22,000	\$ 22,000	0%
<b>070 CLAIMS</b>	1,920	87%	15,000	15,000	0%
<b>080 MEMBERSHIPS</b>	1,338	55%	3,000	3,000	0%
<b>100 OPERATING SUPPLIES</b>					
101 Rods and Augers	479	97%	18,000	10,000	-44%
102 Chemicals	531	47%	1,000	1,000	0%
104 Hose and Nozzles	9,815	18%	12,000	20,000	67%
105 Emergency Readiness	-	100%	500	500	0%
107 Engineering and Inspection Supplies	-	100%	2,000	2,000	0%
108 Computer/Supplies	620	90%	6,500	6,500	0%
<b>Forward totals to next page</b>	<b>27,985</b>	<b>65%</b>	<b>80,000</b>	<b>80,000</b>	<b>0%</b>

# DRAFT BUDGET

## DETAIL SHEET

**STEGE SANITARY DISTRICT  
ACCOUNT NO. 41 - OPERATIONS**

**FISCAL YEAR 2018-2019**

ITEM	As of 5/04/18 EXPENDITURES 2017-2018	REMAINING BUDGET 2017-2018	Fiscal Year 2017-2018 Budget	Fiscal Year 2018-2019 Budget	% Change
<b>Totals from previous page</b>	\$ 27,985	65%	\$ 80,000	\$ 80,000	0%
<b>110 CONTRACTUAL SERVICES</b>					
111 Phone Service (Answering Service)	\$ 1,306	13%	\$ 1,500	\$ 1,500	0%
112 Manhole Level Monitors	-	100%	2,500	2,500	0%
115 Sewer Root Foaming	65,273	13%	75,000	75,000	0%
116 Radio and Test Equipment Maintenance	119	76%	500	500	0%
117 Utility Marking Service	1,398	-55%	900	1,500	67%
118 DOT Regulatory Compliance	631	30%	900	900	0%
119 Collection System JPA	-	100%	15,000	15,000	0%
<b>120 PROFESSIONAL SERVICES</b>					
121 Technical/Legal Support	\$ 16,138	-8%	\$ 15,000	\$ 17,000	13%
122 Safety Consultant	-	100%	1,000	1,000	0%
123 Flow Monitoring Modeling	-	100%	15,000	15,000	0%
124 Enforcement	-	100%	6,000	6,000	0%
<b>140 RENTS AND LEASES</b>	\$ -	100%	1,000	1,000	0%
<b>150 REPAIRS AND MAINTENANCE</b>					
151 Vehicle Maintenance	\$ 31,902	-6%	\$ 30,000	\$ 35,000	17%
152 Equipment and Shop Maintenance	3,487	61%	9,000	9,000	0%
153 Sewer Materials					
a. Pipe and Fittings	586	85%	4,000	4,000	0%
b. Manholes	-	100%	4,500	4,500	0%
c. Castings	-	100%	1,000	1,000	0%
154 Emergency Sewer Replacement	-	100%	12,500	12,500	0%
155 Engineering Equipment	-	#DIV/0!	-	-	
156 Building Maintenance	1,305	28%	1,800	1,800	0%
157 Janitorial Services	2,950	34%	4,500	4,500	0%
158 Yard Maintenance	1,800	25%	2,400	2,400	0%
159 Refuse Service	3,660	8%	4,000	4,000	0%
159a Refuse Service-Vactor	-	100%	3,000	3,000	0%
160 Video Inspection Equipment Repair	6,225	38%	10,000	10,000	0%
<b>170 TRAVEL AND MEETINGS</b>					
171 Training and Testing	\$ 1,200	60%	\$ 3,000	\$ 3,000	0%
173 Travel Reimbursement	1,845	69%	6,000	6,000	0%
174 Meetings and Conference	3,796	5%	4,000	5,000	25%
<b>Forward totals to next page</b>	\$ 171,605	45%	\$ 314,000	\$ 322,600	3%

# DRAFT BUDGET

## DETAIL SHEET

STEGE SANITARY DISTRICT  
ACCOUNT NO. 41 - OPERATIONS

FISCAL YEAR 2018-2019

ITEM	As of 5/04/18 EXPENDITURES 2017-2018	REMAINING BUDGET 2017-2018	Fiscal Year 2017-2018 Budget	Fiscal Year 2018-2019 Budget	% Change
<b>Totals from previous page</b>	\$ 171,605	45%	\$ 314,000	\$ 322,600	3%
<b>193 WATER - HYDRO FLUSHER</b>	\$ 4,290	22%	\$ 5,500	\$ 5,500	0%
<b>203 FIRST AID SUPPLIES</b>	-	100%	500	500	0%
<b>204 SAFETY EQUIPMENT AND GLOVES</b>	1,143	75%	4,500	4,500	0%
<b>205 UNIFORMS AND BOOTS</b>	14,480	-21%	12,000	21,000	75%
<b>206 SAFETY INCENTIVE PROGRAM</b>	-	100%	1,250	1,250	0%
<b>TOTAL MAINTENANCE/ENGINEERING</b>	<b>\$ 191,518</b>	<b>43%</b>	<b>\$ 337,750</b>	<b>\$ 355,350</b>	<b>5%</b>
<b>41.2 BURLINGAME PUMP STATION</b>					
150 Repairs (Contracted)	7,946	-109%	\$ 3,800	\$ 4,000	5%
150a Annual Inspection	464	87%	3,500	2,500	-29%
151 Electricity	719	20%	900	900	0%
152 Telephone/Telemetry	-	100%	900	350	-61%
153 Maintenance and Landscaping	720	25%	960	960	0%
<b>41.4 CANON PUMP STATION</b>					
150 Repairs (Contracted)	4,130	4%	4,300	4,000	-7%
150a Annual Inspection	464	81%	2,500	2,500	0%
151 Electricity	553	39%	900	900	0%
152 Telephone/Telemetry	1,239	-38%	900	900	0%
<b>TOTAL PUMP STATIONS</b>	<b>\$ 16,235</b>	<b>13%</b>	<b>\$ 18,660</b>	<b>\$ 17,010</b>	<b>-9%</b>
<b>207 CONTRACTED REPAIRS</b>	\$ 35,235	42%	61,000	62,000	2%
<b>TOTAL - MAINT/ENG EMPLOYEE SALARIES</b>	<b>\$ 682,147</b>	<b>26%</b>	<b>\$ 916,910</b>	<b>\$ 959,110</b>	<b>5%</b>
<b>TOTAL - MAINT/ENG EMPLOYEE BENEFITS</b>	<b>350,215</b>	<b>25%</b>	<b>465,320</b>	<b>494,476</b>	<b>6%</b>
<b>TOTAL OTHER MAINTENANCE/ENGINEERING</b>	<b>191,518</b>	<b>43%</b>	<b>337,750</b>	<b>355,350</b>	<b>5%</b>
<b>TOTAL - PUMP STATIONS</b>	<b>16,235</b>	<b>13%</b>	<b>18,660</b>	<b>17,010</b>	<b>-9%</b>
<b>TOTAL CONTRACTED REPAIRS</b>	<b>35,235</b>	<b>42%</b>	<b>61,000</b>	<b>62,000</b>	<b>2%</b>
<b>TOTAL OPERATIONS</b>	<b>\$ 1,275,349</b>	<b>29%</b>	<b>\$ 1,799,640</b>	<b>\$ 1,887,946</b>	<b>5%</b>

# DRAFT BUDGET

## DETAIL SHEET

**STEGE SANITARY DISTRICT  
ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL**

**FISCAL YEAR 2018-2019**

ITEM	As of 5/04/18 EXPENDITURES 2017-2018	REMAINING BUDGET 2017-2018	Fiscal Year 2017-2018 Budget	Fiscal Year 2018-2019 Budget	% Change
<b>010 SALARIES AND WAGES</b>					
011 Administration Salaries	\$ 166,895	9%	\$ 182,600	\$ 182,600	0%
011.7 Scanning Support Salaries	-	100%	15,120	-	-100%
017 Performance Incentive	-	100%	3,500	3,500	0%
<b>TOTAL - SALARIES &amp; WAGES</b>	<b>\$ 166,895</b>	<b>17%</b>	<b>\$ 201,220</b>	<b>\$ 186,100</b>	<b>-8%</b>
<b>020 EMPLOYEE BENEFITS</b>					
021 Retirement	\$ 42,053	9%	\$ 46,020	\$ 46,020	0%
021a Deferred Comp Match Cafeteria Plan	5,790	-1%	5,760	6,000	4%
'022 Health Care Admin Fees	150	58%	360	360	0%
'027 Cash, Dependent Care & Medical	37,919	3%	39,000	44,784	15%
023 Life Insurance/Dental/LTD	2,877	34%	4,350	2,040	-53%
024 Workers' Compensation Insurance	-	100%	3,400	3,600	6%
025 Unemployment Insurance	-	100%	500	500	0%
026 Medicare	2,765	43%	4,890	5,480	12%
Retiree Medical					
'028 Retiree Medical (AnnReq'dContrib(ARC))	-		-	-	0%
'029 Retiree Health Care Premiums	6,213	9%	6,800	10,300	51%
029a Social Security	-	100%	2,400	1,500	-38%
<b>TOTAL - EMPLOYEE BENEFITS</b>	<b>\$ 97,767</b>	<b>14%</b>	<b>\$ 113,480</b>	<b>\$ 120,584</b>	<b>6%</b>
<b>GENERAL EXPENSES</b>					
<b>030 DIRECTORS' EXPENSES</b>					
031 Board Meeting Compensation	\$ 10,600	48%	\$ 20,500	\$ 21,500	5%
032 Travel Reimbursement	3,347	67%	10,000	10,000	0%
033 Meetings & Conference	1,918	70%	6,500	6,500	0%
034 Training	-	100%	1,000	1,000	0%
<b>TOTAL - DIRECTORS' EXPENSES</b>	<b>\$ 15,865</b>	<b>58%</b>	<b>\$ 38,000</b>	<b>\$ 39,000</b>	<b>3%</b>
<b>040 ELECTION EXPENSES</b>	\$ -	0%	\$ -	\$ 30,000	100%
<b>070 INSURANCE</b>					
071 Liability and Property Insurance	\$ 145,543	-26%	\$ 115,500	\$ 121,300	5%
072 Dividends (CREDIT)	-	100%	(22,500)	(22,500)	0%
<b>080 MEMBERSHIPS</b>					
081 Memberships	\$ 12,917	14%	\$ 15,000	\$ 15,000	0%
082 Memberships - Board	-	100%	100	100	0%
<b>Forward totals to next page</b>	<b>174,324</b>	<b>-19%</b>	<b>146,100</b>	<b>182,900</b>	<b>25%</b>

# DRAFT BUDGET

## DETAIL SHEET

**STEGE SANITARY DISTRICT  
ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL**

**FISCAL YEAR 2018-2019**

ITEM	As of 5/04/18 EXPENDITURES 2017-2018	REMAINING BUDGET 2017-2018	Fiscal Year 2017-2018 Budget	Fiscal Year 2018-2019 Budget	% Change
<b>Totals from previous page</b>	\$ 174,324	19%	\$ 146,100	\$ 182,900	25%
<b>090 OFFICE EXPENSES</b>					
091 Stationery, Postage, Supplies	\$ 1,034	74%	\$ 4,000	\$ 4,000	0%
092 Subscriptions	4,267	15%	5,000	5,000	0%
094 Public Notice Postage	-	100%	400	400	0%
096 Bank Charges	91	87%	700	700	0%
<b>120 PROFESSIONAL SERVICES</b>					
121 Legal Services	\$ 31,519	4%	\$ 33,000	\$ 35,000	6%
123 Audit and Special Reports	13,923	24%	18,200	40,000	120%
124 Resources Consultant	2,700	46%	5,000	5,000	0%
125 Administrative Support	4,750	-19%	4,000	-	-100%
126 Labor Relations/HR Training	-	100%	100	100	0%
127 Litigation Expenses	-	100%	5,000	5,000	0%
129 ADP Payroll Expenses	4,231	29%	6,000	6,000	0%
<b>130 PRINTING AND PUBLICATIONS</b>					
131 Meetings and Hearings Notices	\$ 305	96%	\$ 7,500	\$ 7,500	0%
132 Newsletters	7,458	63%	20,000	20,000	0%
133 Publications (Ordinances & Notices)	7,662	-666%	1,000	1,000	0%
134 Job Advertising	-	100%	500	500	0%
<b>140 RENTS AND LEASES</b>					
	\$ 407	49%	\$ 800	\$ 800	0%
<b>150 BUILDING REPAIRS AND MAINTENANCE</b>					
151 Administration Offices	\$ 15,487	-72%	\$ 9,000	\$ 9,000	0%
155 Office Equipment	3,183	12%	3,600	3,600	0%
<b>Forward totals to next page</b>	271,341	-1%	269,900	326,500	21%

# DRAFT BUDGET

## DETAIL SHEET

**STEGE SANITARY DISTRICT  
ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL**

**FISCAL YEAR 2018-2019**

ITEM	As of 5/04/18 EXPENDITURES 2017-2018	REMAINING BUDGET 2017-2018	Fiscal Year 2017-2018 Budget	Fiscal Year 2018-2019 Budget	% Change
<b>Totals from previous page</b>	\$ 271,341	1%	\$ 269,900	\$ 326,500	21%
<b>160 REVENUE COLLECTION EXPENSES</b>					
161 EBMUD	\$ 189	69%	\$ 600	\$ 600	0%
162 CCC Assessment Collection Fees	10,339	26%	14,000	14,000	0%
<b>170 TRAVEL AND MEETINGS</b>					
173 Travel Reimbursement	\$ 1,027	32%	\$ 1,500	\$ 1,500	0%
174 Meetings and Conferences	3,089	-87%	1,650	3,000	82%
<b>190 UTILITIES</b>					
191 Gas and Electricity	\$ 7,991	20%	\$ 10,000	\$ 10,000	0%
192 Telephone & Computer Internet	8,666	21%	11,000	11,000	0%
193 Water	3,176	24%	4,200	4,200	0%
194 Security System	1,742	13%	2,000	2,000	0%
<b>200 OTHER EXPENSES</b>					
201 Miscellaneous	\$ 5,435	-9%	\$ 5,000	\$ 5,000	0%
202 Property Taxes	64	36%	100	100	0%
203 LAFCO Net Cost Apportionment	3,058	-22%	2,500	3,000	20%
204 Public Outreach	12,000	33%	18,000	18,000	0%
205 Penalties & Fines	-	100%	35,000	35,000	0%
<b>TOTAL - GENERAL EXPENSES</b>	<b>\$ 328,117</b>	<b>13%</b>	<b>\$ 375,450</b>	<b>\$ 433,900</b>	<b>16%</b>
<b>TOTAL - ADMIN. EMPLOYEE SALARIES</b>	<b>\$ 166,895</b>	<b>17%</b>	<b>\$ 201,220</b>	<b>\$ 186,100</b>	<b>-8%</b>
<b>TOTAL - ADMIN. EMPLOYEE BENEFITS</b>	<b>\$ 97,767</b>	<b>14%</b>	<b>\$ 113,480</b>	<b>\$ 120,584</b>	<b>6%</b>
<b>TOTAL - ADMINISTRATION &amp; GENERAL</b>	<b>\$ 592,779</b>	<b>14%</b>	<b>\$ 690,150</b>	<b>\$ 740,584</b>	<b>7%</b>
<b>TOTAL OPERATIONS &amp; ADMIN. (3418)</b>	<b>\$ 1,868,128</b>	<b>25%</b>	<b>\$ 2,489,790</b>	<b>\$ 2,628,530</b>	<b>6%</b>

# DRAFT BUDGET

## DETAIL SHEET

STEGE SANITARY DISTRICT  
ACCOUNT NO. 41 - CAPITAL EQUIPMENT EXPENSES

FISCAL YEAR 2018-2019

ITEM	As of 5/04/18 EXPENDITURES 2017-2018	REMAINING BUDGET 2017-2018	Fiscal Year 2017-2018 Budget	Fiscal Year 2018-2019 Budget	% Change
<b>CAPITAL EQUIPMENT EXPENSES</b>					
<b>300 CAPITAL OPERATIONS (3421)</b>					
315 Flow Meters	-	100%	\$ 25,000	\$ -	-100.0%
319 Manhole Level Monitors	-	100%	10,000	-	-100.0%
324 Vehicle Replacement	-	0%	-	425,000	0.0%
327 Downhole Winch	7,239	34%	11,000	-	-100%
<b>Sub-Total Capital Operations</b>	<b>\$ 7,239</b>	<b>84%</b>	<b>\$ 46,000</b>	<b>\$ 425,000</b>	<b>824%</b>
<b>TOTAL - CAPITAL EQUIPMENT EXPENSES (3421)</b>	<b>\$ 7,239</b>	<b>84%</b>	<b>\$ 46,000</b>	<b>\$ 425,000</b>	<b>824%</b>

# DRAFT BUDGET

## DETAIL SHEET

STEGE SANITARY DISTRICT  
ACCOUNT NO. 41 - CAPITAL EXPENSES

FISCAL YEAR 2018-2019

ITEM	As of 5/04/18 EXPENDITURES 2017-2018	REMAINING BUDGET 2017-2018	Fiscal Year 2017-2018 Budget	Fiscal Year 2018-2019 Budget	% Change
<b>411 MANHOLES</b>					
Manhole Adjustments	\$ -	100%	\$ 25,000	\$ 25,000	0%
<b>428 RENEWAL &amp; REPLACEMENT</b>					
a. Interceptor Cleaning	\$ -	100%	\$ 50,000	\$ 50,000	0%
b. Pump Station Rehab	-	100%	16,000	25,000	56%
<b>SUB TOTAL (428)</b>	<b>\$ -</b>	<b>100%</b>	<b>\$ 66,000</b>	<b>\$ 75,000</b>	<b>14%</b>
<b>434 STANDARD SEWER REHABILITATION (3423)</b>					
a. Construction Costs	\$ 1,427,738	40%	\$ 2,365,000	\$ 2,523,000	7%
<b>SUB-TOTAL (434)</b>	<b>\$ 1,427,738</b>	<b>40%</b>	<b>\$ 2,365,000</b>	<b>\$ 2,523,000</b>	<b>7%</b>
<b>TOTAL CONSTRUCTION COSTS (400s)</b>	<b>\$ 1,427,738</b>	<b>42%</b>	<b>\$ 2,456,000</b>	<b>\$ 2,623,000</b>	<b>7%</b>
<b>650 DEBT REPAYMENT (SRF LOANS)</b>					
a. Repayment Project 99201	104,281	0%	104,300	104,300	0%
b. Repayment Project 02203	43,939	0%	43,900	43,900	0%
<b>TOTAL DEBT REPAYMENT (650)</b>	<b>\$ 148,220</b>	<b>0%</b>	<b>\$ 148,200</b>	<b>\$ 148,200</b>	<b>0%</b>
<b>TOTAL CAPITAL EXPENSES (400-650)</b>	<b>\$ 1,575,958</b>	<b>41%</b>	<b>\$ 2,650,200</b>	<b>\$ 3,196,200</b>	<b>21%</b>



**BOARD GOVERNANCE POLICY MANUAL - APPROVAL**

**ISSUE:**

The Board will consider approval of the revised Board Governance Policy Manual.

**FISCAL IMPACT:**

The expense of this approval is minimal.

**STRATEGIC PLAN:**

GOAL 5: Maintain and Improve Community Outreach and Communication

WORK PLAN ITEM "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

**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. A requirement of the Special District Leadership Foundation (SDLF) Districts of Distinction re-accreditation application is to provide proof of the Board's review and approval of the manual within the past year.

The manual was recently reviewed in February 2018 and staff has made several revisions as suggested by the Board. Two items are still under review by District Counsel but if changes are needed, they will need to be made by resolution at a future date and the manual then updated accordingly at that time.

**RECOMMENDATION:**

Approve the revised Board Governance Policy Manual - May 2018.

**ATTACHMENTS:**

SSD Board Governance Policy Manual - May 2018 (showing markup changes in blue)



## **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 upon their election by the Board.

The **President** of the Board shall be elected annually by the Board at the last 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 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 best interests of the District, not 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 assets.
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 [the District](#) 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 [are responsible for our actions](#); 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 expenses only for pre-approved meetings which offer significant benefits to the District. CASA and CSDA meetings will generally be reimbursed for actual and reasonable travel expenses though 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 [or contact staff](#). [In the event Directors would like a change to the agenda](#), 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. Neither District staff nor District vehicles shall be expected to 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 Hearings](#), Public Comment for issues not included on the agenda, [Closed Sessions](#), Approval of Minutes, 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), and Adjournment. The first [of two meetings](#) of the month [is](#) 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 of the public 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. When two members are together, they shall also avoid discussing ~~specific~~ District matters with any other Board members, 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 Steger 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 (Cal. Gov. Code Sec. 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 Cal. Code of Regs. Sec. 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 (Form 700) with Contra Costa County ~~with~~ [resulting in](#) a copy to Stege Sanitary District. Stege Sanitary District will retain statements for all designated employees and will make the statements available for public inspection and reproduction (Cal. Gov. Code Sec. 81008).

#### 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 <sup>1,2</sup>	All

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

Members of the Board of Directors  
District Manager

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

<sup>1</sup> With respect to Consultants, the District Manager 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 Contra Costa County. Nothing herein excuses any such consultant from any other provisions of this Conflict of Interest Code.

<sup>2</sup> 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.

*(Ordinance No. 2074-0117)*



## 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](http://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](http://www.fppc.ca.gov)) and Contra Costa County website ([www.cocovote.us](http://www.cocovote.us)) 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](http://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](http://www.fppc.ca.gov)) and Contra Costa County website ([www.cocovote.us](http://www.cocovote.us)) 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, City Council Committee, Neighborhood Council, other Special District Meetings, 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 current Directors' fees payable to members of the Board of Directors of the Stege Sanitary District is [\\$215](#) per meeting day of service.

*(Ordinance No. [2085-0717](#))*

## **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](http://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 Steger 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 BOARD 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

[The Board of Directors of the Stege Sanitary District are encouraged to complete all four modules of the California Special Districts Association \(CSDA\) Special District Leadership Academy as follows:](#)

- [Module 1: Governance Foundations](#)
- [Module 2: Setting Direction & Community Leadership](#)
- [Module 3: Board's Role in Finance & Fiscal Accountability](#)
- [Module 4: Board's Role in Human Resources](#)

## **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. 2044-0515 – Amended Personnel Policy)*

## **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.
5. Discriminatory adverse employment actions carried out on account of race, sex, religion, national origin, ancestry, disability, medical condition, marital status, age, or sexual orientation.

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~~ staff 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. Any employee who believes he or she has been unlawfully harassed or discriminated against should promptly report it orally or in writing to the employee's supervisor or the District Manager. An employee is not required to complain first to a supervisor if that person is the individual who is harassing and/or engaging in discriminatory action against the employee. Instead, the employee may report the harassment/discrimination to the District Manager. If the District Manager is the harassing and/or discriminating actor, the employee may report the harassment/discrimination to the President of the Board of Directors.
- E. Remedial Action EEO and Non-Harassment Policies:
  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 (Admin. Proc. A115-0701) 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.
- F. No Retaliation. Employees should feel free to report valid claims of unlawful harassment without fear of retaliation of any kind. The District will not retaliate against or tolerate retaliation against employees for making any complaint of unlawful harassment in good faith, or against any employee for cooperating in an investigation.
- G. Obligation of Employees. Employees are responsible for knowing the District's policy on nondiscrimination; refraining from discriminatory behavior, including harassment; reporting incidents of discrimination in a timely fashion; cooperating with any investigation concerning allegations of discrimination; and maintaining confidentiality concerning any such investigation.

*(Resolution No. 2044-0515 – Amended Personnel Policy)*

## **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.

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 Board Meeting, which shall occur after the county elections official declares the elected candidate or elected candidates, and before the first Friday 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)



## **SELF-ASSESSMENT OF GOVERNANCE QUESTIONS REVIEW**

### **ISSUE:**

The Board requested staff bring a few selected items from the self-evaluation questionnaire back for further consideration at a future Board meeting.

### **FISCAL IMPACT:**

The fiscal impact to review is minimal.

### **STRATEGIC PLAN:**

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

WORK PLAN ITEM "a": Provide employees with the proper tools, resources and technology necessary to perform their duties safely, effectively and efficiently

### **BACKGROUND:**

At the Long Range Planning Workshop held on March 10, 2018, each Board Member completed an individual board member self-evaluation questionnaire and discussed their findings. The Board requested staff bring the following items from the questionnaire back for further consideration at a future Board meeting:

- #4. The board does not attempt to micro-manage.**
- #13. The board does not engage in solution "re-engineering" at meetings.**
- #18. The board does not get stalemated over the process or procedures.**
- #25. Board members know what the board's top five goals are.**
- #53. In our meetings, the discussion rarely drifts off the subject.**

### **RECOMMENDATION:**

Discuss the items.

### **ATTACHMENTS:**

Board Governance Self-Assessment Questionnaire



# BOARD GOVERNANCE SELF ASSESSMENT

This survey was developed to help assess the effectiveness of the governing body and its relationship with staff. Please address each statement by allocating points on the answer grid as follows:

"0" if you feel the statement is **very true**.

"1" if you feel the statement is **somewhat true**.

"2" if you feel the statement is **somewhat untrue**.

"3" if you feel the statement is **very untrue**.

Do not spend too much time on any statement. Your first reaction is usually best. Answer the way things are - not the way you would like them to be.

## **ISSUE:**

1. Board meetings start on time.
2. All board members feel free to express their opinions.
3. All board members are contributing members of the team.
4. The board does not attempt to micro-manage.
5. While they may not like some of the decisions, people perceive the board as fair.
6. Staff provides a recommendation on issues, no matter how controversial.
7. The board has an overall vision for the District.
8. The chairperson keeps audience members informed of board issues and actions.
9. Our board gets things done.
10. There is agreement on who is ultimately responsible for putting items on and/or removing them from the agenda.
11. Board members feel free to critique each other's positions on issues.
12. The board works well as a team.
13. The board does not engage in solution "re-engineering" at meetings.
14. Board members avoid berating members of the audience; even if provoked.
15. The board conducts timely and meaningful evaluations of the manager's performance.
16. The board has developed its own mission or goal statement.
17. The chairperson prevents dominating board members from having a disproportionate influence.
18. The board does not get stalemated over the process or procedures.
19. The board does not spend too much time modifying or correcting the minutes at meetings.
20. Civilized disagreement is a board strength.
21. Board members actively listen to each other.
22. Staff does not get overly involved in policy decisions.

23. Meaningful public participation is encouraged.
24. Staff does not filter the information it passes on to the board.
25. Board members know what the board's top five goals are.
26. The chairperson protects board members from audience or colleague attacks.
27. The board made significant progress on its top objectives last year.
28. Operating rules and procedures are known by all board members.
29. "Baggage" from one argument is not carried to the next.
30. While board members may have positions, minds are not made up before meetings.
31. Individual board members do not try to influence personnel decisions.
32. Board members keep the audience informed of each item, the issue, the background and possible decisions.
33. Staff follows through as promised.
34. Day-to-day decisions are consistent with the board's goals.
35. The chairperson prevents premature rejection of new thoughts without a fair evaluation.
36. Board members do their homework before meetings.
37. The agenda packet is "user friendly."
38. Decisions are usually made only after each member has his/her say.
39. Board members are open with each other.
40. Board members adequately communicate goals and philosophies to staff.
41. Members of the audience do not feel intimidated when appearing before the board.
42. Openness and trust exists between the board and staff.
43. The board develops a work program with clear objectives.
44. The chairperson does not unfairly use the powers of the position to win a point or argument.
45. The board is not reluctant to make an important, yet controversial decision.
46. Staff provides significant alternatives in their staff reports.
47. Board members know how to keep conflict from becoming destructive.
48. The Board does not operate as an exclusive country club.
49. The Board is not complacent about its oversight responsibilities.
50. Board members take care to observe the appearance as well as the principle of impartiality.
51. The Board and staff do not surprise each other at meetings.
52. Our priorities do not change too often.
53. In our meetings, the discussion rarely drifts off the subject.
54. The Board is adept at identifying and exploiting opportunities.

<b>9:52 AM</b>	<b>STEGE SANITARY DISTRICT</b>			
<b>05/07/2018</b>	<b>Check Report</b>			
<b>Accrual Basis</b>	<b>May 10, 2018</b>			
	<b>Name</b>	<b>Memo</b>	<b>Amount</b>	<b>Num</b>
<b>May 10, 18</b>				
	Aramark Uniform Services	Uniform Service	-370.09	25494
	AT&T (510 526-9489)	Canon Pump Station	-154.89	25495
	Chevron and Texaco Card Services	Gas	-77.00	25496
	Department of Consumer Affairs	Civil Engineer Certificate Renewal Rex Delizo	-115.00	25497
	Dwight Merrill	CASA Conference 04/11/18	-101.16	25498
	East Bay Sanitary Co., Inc.	May-Jun 2018	-746.12	25499
	Exxonmobil	Gas	-99.10	25500
	Municipal Maintenance Equipment	Maintenance Supplies	-58.65	25501
	Nakano Landscape	Landscaping Apr 2018	-280.00	25502
	PG&E- #0103467151-9	Burlingame Pump Station	-128.99	25503
	PG&E- #0607499583-5	Canon Pump Station	-82.67	25504
	PG&E- #6675831511-4	Office/Shop	-862.74	25505
	TelePacific Communications	Office Phones	-919.96	25506
	Vanguard Cleaning Systems	Janitorial Service May 2018	-295.00	25507
<b>May 10, 18</b>			<b>-4,291.37</b>	

# STEGE SANITARY DISTRICT

## MAY 2018

MAY 2018	JUNE 2018	JULY 2018	AUGUST 2018	SEPTEMBER 2018	OCTOBER 2018
5/28 HOLIDAY  AB 1661 Training (odd years)	6/13 Safety and Recognition Awards Luncheon	7/4 HOLIDAY 4 <sup>th</sup> of July Fair Booth	CASA Annual Conf. August 8-10 Monterey, CA	9/3 HOLIDAY  CSDA Annual Conf. Sept 24-27 Monterey, CA	
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.	9/13/2018 – 7:00 P.M.	10/11/2018 – 7:00 P.M.
<b>Board of Directors Meeting</b>  ○ Board Training Summary ○ <i>Draft Budget</i> ○ <i>July 4<sup>th</sup> Fair Discussion</i>	<b>Board of Directors Meeting</b>  ○ Draft Budget ◆ Review Director Meeting Compensation ○ July 4 <sup>th</sup> Fair Discussion ◆ Approve Project Plans and Specs (+CEQA) ◆ Approve Salary Ranges for District Positions ◆ Long Range Planning Action Plan	<b>Board of Directors Meeting</b>  ○ July 4 <sup>th</sup> Fair Debrief ○ District Investment Policy ○ CASA Conference ◆ Resolution Est. Salary of District Manager ◆ Form 470	<b>Board of Directors Meeting</b>  ○ 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	<b>Board of Directors Meeting</b>  ○ CSDA Conference ○ CASA Conf. – Attendee Reports	<b>Board of Directors Meeting</b>
5/24/2018 – 7:00 P.M.	6/28/2018 – 7:00 P.M.	7/26/2018 – 7:00 P.M.		9/27/2018 – 7:00 P.M.	10/25/2018 – 7:00 P.M.
<b>Board of Directors Meeting</b>  ○ CLOSED SESSION – District Counsel Performance Evaluation ○ Draft Budget ○ July 4 <sup>th</sup> Fair Discussion ○ Service Rate Discussion/Approval (& 30-day Notice)	<b>Board of Directors Meeting</b>  ○ 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 <sup>th</sup> Fair Discussion ○ Consent Decree Quarterly Report	<b>Board of Directors Meeting</b>  ○ 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		<b>Board of Directors Meeting</b>  ◆ Flexible Benefits Plan Contribution Review ◆ Deferred Compensation Matching Contribution Review ○ CSDA Conference – Attendee Reports ○ Consent Decree Quarterly Report	<b>Board of Directors Meeting</b>  ○ CLOSED SESSION – Quarterly Claims Rpt ○ Quarterly Financial Statements ○ Regional Private Sewer Lateral Program Update

○ INFORMATIONAL ITEMS

◆ ACTION ITEMS

*CHANGES IN ITALICS*

# STEGE SANITARY DISTRICT

## MAY 2018

NOVEMBER 2018	DECEMBER 2018	JANUARY 2019	FEBRUARY 2019	MARCH 2019	APRIL 2019
11/22 HOLIDAY	12/13 Christmas Luncheon 12/25 HOLIDAY	1/1 & 1/14 HOLIDAY  CASA Winter Conf.	2/18 HOLIDAY  CASA Policy Forum Washington, DC	AB 1234 Training (even years)	CASA Public Policy Forum Sacramento, CA
11/8/2018 – 7:00 P.M.	12/13/2018 – <b>2:00 P.M.</b>	1/10/2019 – 7:00 P.M.	2/14/2019 – 7:00 P.M.	3/9/2019 – 9:00 A.M.	4/9/2019 – 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>○ Proposed Meeting Calendar</li> <li>○ Board Officer Succession Plan</li> <li>○ CASA Conference</li> </ul>	<p><u>2PM Meeting Time</u></p> <ul style="list-style-type: none"> <li>◆ Nomination &amp; Election of Officers</li> <li>◆ Fiscal Year Financial Audit</li> <li>◆ Connection Charge Calculation Report</li> <li>○ CASA Conference</li> <li>○ Meeting Calendar</li> <li>○ Consent Decree Quarterly Report</li> </ul>	<ul style="list-style-type: none"> <li>◆ Board Governance Review</li> <li>◆ Connection Charge Ord.</li> <li>○ Service Rate Discussion</li> <li>○ District of Distinction (even years)</li> <li>○ CASA Conference</li> <li>○ Director’s Contact Info</li> <li>○ Board Training Summary</li> <li>○ Long Range Planning Discussion of Topics</li> </ul>	<ul style="list-style-type: none"> <li>◆ Board Governance Approval</li> <li>○ Actuarial Analysis of Retiree Health Benefits Report (even years)</li> <li>○ Service Rate Discussion</li> <li>○ CASA Conference</li> <li>○ Board Training Summary</li> <li>○ Form 700</li> <li>○ Long Range Planning Discussion of Topics</li> </ul>	<p><u>9AM Meeting Time</u></p> <ul style="list-style-type: none"> <li>○ Long Range Planning Workshop</li> <li>○ Strategic Plan</li> </ul>	<ul style="list-style-type: none"> <li>○ Service Rate Discussion/Approval (&amp; 30-day Notice)</li> <li>○ Board Training Summary</li> <li>○ CASA Conf. – Attendee Reports</li> </ul>
		1/24/2019 – 7:00 P.M.		3/21/2019 7:00 P.M.	4/23/2018 – 7:00 P.M.
		<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>○ CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval.</li> <li>◆ Resolution for Disposal of Surplus Property</li> <li>○ Quarterly Financial Statements</li> <li>○ CASA Conf. – Attendee Reports</li> <li>○ Service Rate Discussion</li> <li>○ Long Range Planning Discussion of Topics</li> </ul>		<ul style="list-style-type: none"> <li>◆ Auditor – RFP</li> <li>◆ California Employer’s Retiree Benefit Trust (CERBT)</li> <li>○ Form 700</li> <li>○ Consent Decree Quarterly Report</li> <li>○ Service Rate Discussion</li> <li>○ CASA Conf. + Attendee Reports</li> <li>○ Board Training Summary</li> </ul>	<ul style="list-style-type: none"> <li>○ CLOSED SESSION – Quarterly Claims Rpt</li> <li>◆ Employee Benefits</li> <li>○ Quarterly Financial Statements</li> <li>○ Long Range Planning Discussion of Topics</li> <li>○ Draft Budget</li> <li>○ Service Rate Discussion/Approval (&amp; 30-day Notice)</li> <li>○ July 4<sup>th</sup> Fair Discussion</li> </ul>

○ INFORMATIONAL ITEMS

◆ ACTION ITEMS

*CHANGES IN ITALICS*