

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF SEPTEMBER 13, 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.stegasan.org. Those disabled persons requiring auxiliary aids or services in attending or participating in this meeting should notify the District at least 48 hours prior to the meeting at 510/524-4668.

I. Call To Order:

II. Roll Call:

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

III. Public Comment:

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

Motion:

IV. Approval of Minutes

A. Approval of August 16, 2018 Board Meeting Minutes

(The Board will be asked to review and approve the minutes of August 16, 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. CASA Conference Attendee Reports

b. City & Community Meetings

B. Written Communications

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF SEPTEMBER 13, 2018
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

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

A. Manager's Report

1. Preview of upcoming agreements

Info/Motion: **VII. Business**

A. Consideration to Award a Change Order for Professional Geotechnical Services for the Redundant Sanitary Sewer Force Mains Design Project

(The Board will consider the change order)

B. Self-Assessment of Governance Questions Review

(The Board will discuss a question from the self-assessment of governance completed at the Long Range Planning Workshop)

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

A. Checks for September 13, 2018 - Fund No. 3418 & 3423

(The Board will be asked to approve the September 2018 checks)

Info: **IX. Future Agenda Items**

September 27, 2018

Flexible Benefits Plan Review

Deferred Compensation Matching Review

Consent Decree Quarterly Report

Joint Exercise of Powers Agreement

Side Agreement to Facilitate Consent Decree Compliance

Regional Private Sewer Lateral Program Roles and Responsibilities

Purchase of a Combination Water Jetting And Vacuum Truck

October 11, 2018

Regional PSL Program Update

Regional FOG Program Update

Self-Assessment of Governance Questions Review

Reimbursement Report per Government Code 53065.5

X. Adjournment

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF SEPTEMBER 13, 2018

TIME OF MEETING: 7:00 P.M.

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

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on September 27, 2018 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF AUGUST 16, 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, Miller, O'Keefe, Merrill
 Absent: None
 Others Present: Rex Delizo, District Manager
 Kristopher Kokotaylo, District Counsel

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

III. Public Comment: There was no public comment.

CLOSED SESSION

Conference with Labor Negotiator

Gov. Code § 54957.6

Agency Designated Representative: Board President Dwight Merrill

Unrepresented Employee: District Manager

The Board entered into closed session at 7:02 P.M. and returned to open session at 7:24 P.M. President Merrill announced the Board had taken no reportable actions.

IV. Approval of Minutes

A. Approval of July 26, 2018 Board Meeting Minutes

MOTION: By Miller, seconded by James, to approve the minutes of the July 26, 2018 Board Meeting, as amended

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF AUGUST 16, 2018
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ABSENT: None

V. Communications

A. Oral Communications

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

a. City & Community Meetings

No reports were given.

b. August 8-10, 2018, California Association of Sanitation Agencies (CASA) Annual Conference

In accordance with AB 1234, Directors Miller and Merrill each gave a report on their attendance at the CASA Conference. Directors James and O'Keefe asked to delay their report until the next board meeting.

B. Written Communications

There were no items to consider.

VI. Reports of Staff and Officers

A. Attorney's Report

Kokotaylo clarified Government Code Section 53065.5 which requires each special district, at least annually, to disclose and make available for public inspection, any reimbursement paid by the District within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services for product received. The Board asked to have this item added to a future Board meeting for further consideration.

B. Manager's Report

1. Monthly Maintenance Summary Report – July 2018

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

2. Monthly Report of Sewer Replacements and Repairs

The Manager reported on a revised June 2018 report to complete fiscal year 2017-18 and then on the July 2018 report to begin fiscal year 2018-19.

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3. Connection Charge Report per Government Code 66013

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

4. November 6, 2018 General Election – List of Candidates

The Manager reported that there were 4 candidates for the 3 District seats up for election.

5. September 24 -27, 2018, California Special District Association (CSDA) Annual Conference, Indian Wells, CA

The Manager reminded the Board of the upcoming CSDA conference.

VII. Business

A. Resolution No. 2106-0818 Establishing Salary of the District Manager/Engineer

Pursuant to SB 1436, the Board of Directors orally reported a summary of a recommendation for a final action on the salary of the District Manager. The Board then amended and approved the resolution establishing the base annual compensation of the District Manager/Engineer at \$201,600 per year effective July 1, 2018.

MOTION: By Miller, seconded by James, to approve Resolution No. 2106-0818 Establishing Salary of the District Manager/Engineer, as amended

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

B. Parliamentary Procedure/Rules of Order Discussion

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The Board discussed adopting a different or customized rule of order but decided to continue with the Sturgis Standard Code of Parliamentary.

VIII. Monthly Financial Statements – July 2018

- A. Monthly Investment, Cash, Receivables Report, July 2018
- B. Monthly Operating Statement, July 2018
- C. California Employers' Retiree Benefit Trust (CERBT) Quarterly Statement
 The financial items were reviewed by the Board with no significant issues.

IX. Approval of Checks

- A. Checks for August 16, 2018 - Fund No. 3418 & 3423

MOTION: By Miller, seconded by Gilbert-Snyder, to pay the bills, Check Nos. 25648 through 25686 in the amount of \$62,127.61

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

X. Future Agenda Items

September 13, 2018

CSDA Conference
 Self-Assessment of Governance Questions Review
CASA Conference Attendee Reports

September 27, 2018

Flexible Benefits Plan Review
 Deferred Compensation Matching Review
 Consent Decree Quarterly Report
 CSDA Conference Attendee Reports
Reimbursement Report per Government Code 53065.5

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XI. Adjournment

The meeting was adjourned at 8:58 P.M. The next meeting of the District Board of Directors will be held on Thursday, September 13, 2018 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary

DRAFT

CONSIDERATION TO AWARD A CHANGE ORDER FOR PROFESSIONAL
GEOTECHNICAL SERVICES FOR THE REDUNDANT SANITARY SEWER FORCE
MAINS DESIGN PROJECT

ISSUE:

On May 24th the Board of Directors awarded the contract for professional services to Stantec to prepare plans and specifications to locate, replace existing, and construct redundant sanitary sewer force mains at two locations within the District. The original award of contract did not include the additive geotechnical services. Stantec has determined that geotechnical services is required for this project.

FISCAL IMPACT:

The fiscal impact is an additive \$24,840 + Encroachment Fee Costs (Approximately \$5200 total for four locations).

STRATEGIC PLAN:

GOAL 2: Maintain and Improve Infrastructure

WORK PLAN ITEM “b”: Update and implement sewer system master plan to prioritize sewer replacement, funding, and maintain a sewer system life cycle of 60+ years.

WORK PLAN ITEM “f”: Conduct risk assessments for pump stations, force mains, and siphon at least every five (5) years.

BACKGROUND:

The District maintains two separate sanitary sewer force mains. These are: Burlingame Ave. Pump Station Force Main located in the Richmond Annex, and the Canon Dr. Pump Station Force Main located in Kensington. Burlingame force main is 8” diameter and 800 LF long. Canon force main is 4” diameter and 800 LF long.

During Stantec’s initial assessment and utility research for existing utilities, Stantec found two large concrete box culverts, a gas transmission main, a water main and other utilities in conflict with the proposed force main alignment on Burlingame Avenue. This will significantly limit the room to place the new force main. Stantec will likely have to go under these utilities at an approximate depth of about 8-10 feet. At these depths, Cal OSHA requires a shoring design done by the contractor. Additionally, it is very critical to support these existing utilities during construction. Stantec’s preliminary research of the soil conditions has indicated that shallow groundwater may be present, and the project area may be near the Orinda formation (a coarse alluvial conglomerates sedimentary formation). These challenges have led Stantec to believe that a geotechnical evaluation and a report is required for the pipeline design work.

With a geotechnical analysis, Stantec will be able to complete the pipeline design and assist the

Contractor in preparing the appropriate shoring design. With a good understanding of the soil conditions, Stantec can confirm the soil parameters for the safety of the construction workers and longevity of the force main infrastructure.

Stantec solicited bids from three geotechnical engineering firms, but only received a response from Ninyo & Moore totaling \$24,840 + Encroachment Fee Costs (Approximately \$5200 total for four locations).

The original \$6750 additive bid item for geotechnical services submitted by Stantec was for a geotechnical desktop study using existing subsurface information, if available. The original quote did not include the taking of four soil boring samples.

RECOMMENDATION:

Staff recommends awarding the change order to Stantec for professional Geotechnical services.



Stantec Consulting Services Inc.
3875 Atherton Rd., Rocklin, CA 95765

September 4, 2018

Attention: Mr. Paul Soo Jr.

Stege Sanitary District
7500 Schmidt Lane
El Cerrito, CA

Reference: Geotechnical Analysis for Dual Forcemain Replacement Project

Dear Mr. Soo,

The following scope and fee is prepared per your request to evaluate existing subsurface conditions and geotechnical work for the Dual Forcemain Replacement project (Project) located near Burlingame and Canon Drive pump stations. During our initial assessment and utility research for the existing utilities, Stantec found two large concrete box culverts, gas transmission main, water main and other utilities in conflict with the proposed forcemain alignment on Burlingame Avenue. This will significantly limit the room to place the new forcemain. We will likely have to go under these utilities at approximate depth of about 8-10 feet. At these depths, Cal OSHA requires a shoring design done by the contractor. Additionally, it is very critical to support these existing utilities during construction. Our preliminary research of the soil conditions has indicated that a shallow groundwater may be present, and the project area may be near the Orinda formation. These challenges have led us to believe that a geotechnical evaluation and a report is required for the pipeline design work.

With a geotechnical analysis, Stantec will be able to complete the pipeline design and assist the contractor in preparing the appropriate shoring design. With a good understanding of the soil conditions, we can confirm the soil parameters for the safety of the construction workers and longevity of the forcemain infrastructure. We are therefore proud to present Stantec's scope of services for the Geotechnical Analysis of the project for Burlingame and Canon drive lift stations area.

Task 5: Geotechnical Analysis and Report

Stantec's geotechnical sub-consultant, Ninyo and Moore (N&M), will include a geotechnical evaluation of the soil and geologic conditions at the site of the proposed improvements to make recommendations and provide conclusions regarding the ability of soils to support loads, trench shoring criteria, pipe bedding requirements, need for dewatering, and the suitability of the on-site soils for the use of trench backfill. Below is the task from the sub-consultant.

Stantec's geotechnical sub-consultant, N&M, will conduct the following:

- ✓ Review readily available background materials, including preliminary project plans, topographic maps, geologic data and maps, and fault and seismic hazard maps;
- ✓ Perform a geologic site reconnaissance to observe the surficial conditions and to mark the proposed boring locations for utility mark-out services;
- ✓ Coordinate with Underground Service Alert to locate the underground utilities in the vicinity of the proposed borings;

Design with community in mind



- ✓ Prepare a traffic control plan for data collection activities;
- ✓ Obtain boring permits from local agencies;
- ✓ Excavate a total of four (4) auger borings (two at each project location) to the depths of up to 15 feet below existing ground surface. The depth of the borings will be influenced by the subsurface conditions encountered. A representative of N&M will log the subsurface conditions exposed in the borings and collect bulk and relatively undisturbed samples for laboratory testing. The borings will be backfilled with grout, and the holes in the pavement will be patched;
- ✓ Collect the soil cuttings from the subsurface exploration and dispose off to an offsite location;
- ✓ Perform laboratory tests on selected soil samples to evaluate in-situ moisture and density. Atterberg limits, grain size distribution, shear strength, unconfined compressive strength, and sand equivalent, as appropriate;
- ✓ Compile and analyze the field and laboratory data and the findings from our geologic review to evaluate and provide recommendations for trenching, shoring, backfill material, and backfill compaction;
- ✓ Prepare a report presenting our findings, conclusions, and recommendations, pertaining to the design and construction of the proposed sanitary sewer improvements.

The following are the assumptions made to conduct this work:

- ✓ Encroachment permits will be obtained by N&M. No fees will be charged by the agencies for the encroachment permits. Additional funds will be required if the encroachment fees are required and paid by N&M;
- ✓ Right-of-entry will be provided at no cost to N&M, and our subsurface exploration may be performed during the typical weekday construction hours. Weekend, holiday, or night work will not be necessary;
- ✓ N&M will contact Underground Service Alert prior to performing our subsurface evaluation. However, Stantec will provide any additional information regarding the presence of utilities within the project area. N&M and Stantec are not responsible for any utilities encountered during drilling that have not been marked out or shown on the plans;
- ✓ It is assumed that the exploratory borings can be drilled using a trunk-mounted drill rig, and limited access or track-mounted equipment will not be needed. Unforeseen field conditions that impact the execution of the scope of work described above will be brought to the District's attention. Associated costs will be discussed with the District;
- ✓ It is assumed that the site is not contaminated with hazardous materials and that soil cuttings may be disposed off in a landfill accepting non-hazardous waste;
- ✓ Quantitative assessment of the potential for liquefaction, dynamic settlement, and related hazards will not be needed for the proposed improvements;
- ✓ Borings will be backfilled with cement grout and concrete in the upper 1-foot. Any geotextiles or plastics encountered will not need to be replaced.

Task 5 Deliverables

- Draft Geotechnical Report (PDF format to District)
- Final Geotechnical Report (PDF format to District)



Project Management

Under previous tasks and subtasks, Stantec will monitor and track the project budget and schedule to ensure that all deadlines are met and that the project budget is not exceeded. Stantec will coordinate with the project team to address items such as project schedule, project budget, and current issues of concern. We will also monitor progress and coordinate the activities being performed by the sub-consultant associated with the project and submit monthly progress reports to the District.

Project Timeline and Fee Schedule

Based on this Scope of Services, Stantec estimates a Final Geotechnical Report schedule as depicted below. Schedule can and will be updated as needed to meet District requested project implementation and execution schedule.

Project Timeline Schedule:

Description	Estimated Timeline
Task 5: Geotechnical Analysis & Report	
Notice to Proceed (Signed Task Order)	September 17, 2018
Geotechnical Analysis & Report	November 30, 2018

Fee Schedule:

Stantec's fee for preparing a Geotechnical Analysis and Report for District's Dual Forcemain Replacement project is **\$24,840**. A detailed breakdown of the cost per listed subtask are included in this proposal.

Stantec is proud to present this scope of work and fee schedule for Stege Sanitary District's Dual Forcemain Replacement project. We look forward working with you on this important project for the District.

Sincerely,

Jigar D. Shah, PE
Project Manager
t: (916) 773-8100
e: jigar.shah@stantec.com

Steve L. Beck, PE
Senior Principal
t: (916) 773-8100
e: steven.beck@stantec.com



Stege Sanitary District Estimated Fee for Redundant Force Main Project

4/30/2018-August 27, 2018

Tasks	Principal/QA QC	Project Manager	Engineer	Designer	Total Hours	Other Direct Expenses ¹	Cost Per Task
Task 1: Project Communication and Data Collection	2	8	16			\$200	\$4,290
Task 2: Utility Location and Surveying		8	32	8			\$6,640
Task 3: Preparing Contract Documents	2	24	60	96			\$23,970
Task 4: Additional Proposal - Engineering Services During Construction	2	16	80	16		\$900	\$16,710
Sub-total (Engineering Services)	6	56	188	120	370		\$51,610
Subconsultant: EXARO TECHNOLOGIES - GPR Services²						\$15,000	\$16,500
Subconsultant: Andregg Geomatics - Land Surveyor²						\$12,000	\$13,200
Total (Engineering Services)							\$81,310
Task 5: Geotechnical Analysis & Report (Ninyo & Moore²)	4	20		16		\$18,200	
Sub-total (Geotechnical Services)	4	20		16	40		\$24,840
Sub-total	10	76	188	136	410		\$106,150
HOURLY RATE	\$ 225	\$ 195	\$ 130	\$ 115			
TOTAL HOURS	10	76	188	136	410		
SUBTOTAL	\$ 2,250	\$ 14,820	\$ 24,440	\$ 15,640		\$ -	
Total COST (Tasks 1 to 4)							\$81,310
Total COST for Task 5							\$24,840

Note: 1 - Travel expenses included; 2 - 10% markup included

SELF-ASSESSMENT OF GOVERNANCE QUESTIONS REVIEW

ISSUE:

The Board requested staff bring 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.

At the May 10, 2018 Board Meeting, the Board asked to have the District's strategic plan goals posted in the board room, to include consideration of establishing Board goals (as distinct from District goals) at a future board meeting, and to bring back the other items from the self-evaluation questionnaire for consideration individually at future board meetings.

At the June 14, 2018, the Board completed the discussion of item #25 and felt the intent of the question is covered by the Board's core beliefs, cultural norms and protocols as stated in the Board's Governance Policy Manual. The Board then agreed to each submit what they believe is the intent of question #4 to the Manager before further discussion at a future meeting.

At the July 11, 2018, the Board completed the discussion of item #4 regarding micro-management and felt their discussion also covered item #13 regarding not engaging in solution "re-engineering" at meetings. The Board asked to bring back the two remaining items (#18 and #53) from the questionnaire for consideration individually at future board meetings.

RECOMMENDATION:

Be prepared for discussion of item #18 - *The board does not get stalemated over the process or procedures.*

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.

11:45 AM	STEGE SANITARY DISTRICT			
09/10/2018	Check Report			
Accrual Basis	September 13, 2018			
	Name	Memo	Amount	Num
Sep 13, 18				
	Alan C Miller	CASA Conference Reimb 08/07-10/18	-913.63	25687
	ARAMARK	Polo Shirts	-92.07	25688
	Aramark Uniform Services	Uniform Services	-752.98	25689
	Bay Alarm Company	Fire & Burglar Alarm	-590.97	25690
	Chevron and Texaco Card Services	Gas	-36.65	25691
	Clark Pest Control	Pest Control	-142.00	25692
	County of Contra Costa	Data Processing Svcs July 2018	-6.17	25693
	D&L Supply	Manhole Covers	-2,236.10	25694
	Direct Line	Answering Service 8/01-31/18	-97.00	25695
	Don's Tire Service, Inc.	Inv# 18009668 Flat repiar Dodge	-25.00	25696
	East Bay Sanitary Co., Inc.	Sep-Oct 2018	-746.12	25697
	EBMUD 12374900001	Office/Shop	-202.44	25698
	EBMUD 39830388387	Hydrant Meter	-413.36	25699
	EBMUD 57132800001	Office/Shop	-527.09	25700
	EBMUD 92526846174	Hydrant Meter	-714.45	25701
	Exxonmobil	Gas	-153.08	25702
	MR Copy	Copier Supplies	-246.08	25703
	Municipal Maintenance Equipment	Truck Repair	-197.86	25704
	Nakano Landscape	Landscaping Aug 2018	-280.00	25705
	Pastime Hardware	Maintenance Supplies	-53.20	25706
	PG&E- #0103467151-9	Burlingame Pumpstation	-360.18	25707
	PG&E- #0607499583-5	Canon Pump Station	-61.24	25708
	PG&E- #6675831511-4	Office/Shop	-581.31	25709
	Pump Repair Service Co.	Burlingame Pumpstation Repairs	-1,109.00	25710
	Rescue Rooter	Refund Permit #27177	-25.00	25711
	Speed-Ox, Inc.	CO2 Tank Rental	-43.70	25712
	TelePacific Communications	Office Phones	-919.79	25713

	Name	Memo	Amount	Num
	Vanguard Cleaning Systems	Janitorial Service Sep 2018	-295.00	25714
	WECO Industries, Inc.	Hose	-378.61	25715
	WERF	Subscription Renewal	-2,277.00	25716
	Xerox Financial Services	Copier Lease Payment 08/08-9/07	-213.72	25717
Sep 13, 18			-14,690.80	

STEGE SANITARY DISTRICT SEPTEMBER 2018

SEPTEMBER 2018	OCTOBER 2018	NOVEMBER 2018	DECEMBER 2018	JANUARY 2019	FEBRUARY 2019
9/3 HOLIDAY CSDA Annual Conf. Sep 24-27 Indian Wells, CA		11/22 & 23 HOLIDAY	12/13 Christmas Luncheon 12/25 HOLIDAY	1/1 & 1/14 HOLIDAY CASA Winter Conf. Jan 23-25 Indian Wells, CA	2/18 HOLIDAY CASA Policy Forum Feb 25-27 Washington, DC
9/13/2018 – 7:00 P.M.	10/11/2018 – 7:00 P.M.	11/8/2018 – 7:00 P.M.	12/13/2018 – 2:00 P.M.	1/10/2019 – 7:00 P.M.	2/14/2019 – 7:00 P.M.
Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting
○ CSDA Conference	○ Regional PSL Program Update ○ Regional FOG Program Update	○ Proposed Meeting Calendar ○ Board Officer Succession Plan ○ CASA Conference	<u>2PM Meeting Time</u> ◆ Nomination & Election of Officers ◆ Fiscal Year Financial Audit ◆ Connection Charge Calculation Report ○ CASA Conference ○ Meeting Calendar ○ Consent Decree Quarterly Report	◆ Board Governance Review ◆ Connection Charge Ord. ○ Service Rate Discussion ○ District of Distinction (even years) ○ CASA Conference ○ Director's Contact Info ○ Board Training Summary ○ Long Range Planning Discussion of Topics	◆ Board Governance Approval ○ Actuarial Analysis of Retiree Health Benefits Report (even years) ○ Service Rate Discussion ○ CASA Conference ○ Board Training Summary ○ Form 700 ◆ Long Range Planning Discussion of Topics
9/27/2018 – 7:00 P.M.	10/25/2018 – 7:00 P.M.			1/24/2019 – 7:00 P.M.	
Board of Directors Meeting	Board of Directors Meeting			Board of Directors Meeting	
◆ Flexible Benefits Plan Contribution Review ◆ Deferred Compensation Matching Contribution Review ○ Consent Decree Quarterly Report ○ CSDA Conference – Attendee Reports	◆ CLOSED SESSION – Quarterly Claims Rpt ◆ Quarterly Financial Statements			◆ CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval. ◆ Resolution for Disposal of Surplus Property ◆ Quarterly Financial Statements ○ CASA Conf. – Attendee Reports ○ Service Rate Discussion ○ Long Range Planning	

○ INFORMATIONAL ITEMS

◆ ACTION ITEMS

CHANGES IN ITALICS

STEGE SANITARY DISTRICT SEPTEMBER 2018

MARCH 2019	APRIL 2019	MAY 2019	JUNE 2019	JULY 2019	AUGUST 2019
AB 1234 Training (even years)		5/27 HOLIDAY AB 1661 Training (odd years)	6/12 Safety and Recognition Awards Luncheon	7/4 HOLIDAY 4 th of July Fair Booth	CASA Annual Conf. Aug 21-23 San Diego, CA
3/14/2019 – 9:00 A.M.	4/11/2019 – 7:00 P.M.	5/9/2019 – 7:00 P.M.	6/13/2019 – 7:00 P.M.	7/11/2019 – 7:00 P.M.	8/2019 – 7:00 P.M.
Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting
<u>9AM Meeting Time</u> ○ Long Range Planning Workshop ○ Strategic Plan Review	○ Service Rate Discussion/Approval (& 30-day Notice) ○ Board Training Summary ○ CASA Conference – Attendee Reports	○ Board Training Summary ○ Draft Budget ○ July 4 th Fair Discussion	○ Draft Budget ◆ Review Director Meeting Compensation ○ July 4 th Fair Discussion ◆ Approve Project Plans and Specs (+CEQA) ◆ Approve Salary Ranges for District Positions	○ July 4 th Fair Debrief ○ District Investment Policy ○ CASA Conference ◆ Resolution Est. Salary of District Manager ◆ Form 470	○ CASA Conference – <i>Attendee Reports</i> ○ CSDA Conference ○ Select Actuary for Analysis of Retiree Health Benefits (odd years) ◆ Quarterly (FY End) Financial Statements ◆ Conn. Charge Report per Gov. Code 66013
3/28/2019 – 7:00 P.M.	4/25/2019 – 7:00 P.M.	5/23/2019 – 7:00 P.M.	6/27/2019 – 7:00 P.M.	7/25/2019 – 7:00 P.M.	
Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	
◆ Auditor – RFP ◆ California Employer’s Retiree Benefit Trust (CERBT) ○ Form 700 ○ Consent Decree Quarterly Report ○ Service Rate Discussion ○ CASA Conf. + Attendee Reports ○ Board Training Summary	◆ CLOSED SESSION – Quarterly Claims Rpt ◆ Employee Benefits ◆ Quarterly Financial Statements ○ Long Range Planning Discussion of Topics ○ Draft Budget ○ Service Rate Discussion/Approval (& 30-day Notice) ○ July 4 th Fair Discussion	◆ CLOSED SESSION – Counsel Perf. Eval. ◆ Resolution Ordering Board Election (even years) ○ Draft Budget ○ July 4 th Fair Discussion ○ Service Rate Discussion/Approval (& 30-day Notice)	◆ CLOSED SESSION – Manager Perf. Eval. ◆ Approve and Adopt Final Budget ◆ Ordinance – Director Meeting Compensation ◆ Review and Approve Incentive Award ◆ Adopt Incentive Award Goals & Objectives ○ District Reserve Policy ○ July 4 th Fair Discussion ○ Consent Decree Quarterly Report	◆ CLOSED SESSION – Quarterly Claims Rpt ○ CASA Conference ○ Reimb. Report per Gov. Code 53065.5 ○ Quarterly Financial Statements ○ Candidate filing period (even years) ◆ Establish and Collect Sewer Service Charges ◆ Notice of Completion/ Award of Contract	

○ INFORMATIONAL ITEMS

◆ ACTION ITEMS

CHANGES IN ITALICS