

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF OCTOBER 25, 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.stegesand.org. Those disabled persons requiring auxiliary aids or services in attending or participating in this meeting should notify the District at least 48 hours prior to the meeting at 510/524-4668.

I. Call To Order:

II. Roll Call:

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

III. Public Comment:

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

CLOSED SESSION

Liability Claims

Gov. Code § 54956.95

Claimant: Elsbury

Agency Claimed Against: Stege Sanitary District

Liability Claims

Gov. Code § 54956.95

Claimant: Lee

Agency Claimed Against: Stege Sanitary District

IV. Approval of Minutes

Motion: A. Approval of September 27, 2018 Board Meeting Minutes

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
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DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

(The Board will be asked to review and approve the minutes of September 27,
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

1. EBMUD Memo – Regional Private Sewer Lateral (PSL) Program Update - Stege Sanitary District
2. EBMUD Memo – Regional Fats, Oils, or Grease (FOG) Program Update - Stege Sanitary District
3. California Special Districts Association (CSDA) White Paper – California Voting Rights Act (CVRA)

Info:

VI. Reports of Staff and Officers

A. Attorney’s Report

B. Manager’s Report

1. Monthly Maintenance Summary Report – September 2018
2. Monthly Report of Sewer Replacements and Repairs
3. Draft Endeavor Newsletter – Winter 2018
4. 2019 California Association of Sanitation Agencies (CASA) Conferences
 - January 23-25, 2019 – Winter Conference, Indian Wells, CA
 - February 25-27, 2019 – Washington D.C. Policy Forum
 - August 21-23, 2019 – 64th Annual Conference, San Diego, CA

VII. Business

Info/Motion:

A. Reimbursement Report per Government Code 53065.5

(The Board will consider a change to the current reporting practice)

Info/Motion:

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)

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Resolution/Motion: C. Resolution No. 2111-1018 Approving and Authorizing a Professional Services Agreement for Capacity Analysis of the San Pablo Avenue Specific Plan Area

(The Board will consider the resolution)

Resolution/Motion: D. Resolution No. 2112-1018 Approving and Authorizing a Professional Services Agreement for a Sewer Rate and Connection Charge Study

(The Board will consider the resolution)

Info: **VIII. Monthly Financial Statements - September 2018**

A. Monthly Investment, Cash, Receivables Report

B. Monthly Operating Statement

C. Local Agency Investment Fund (LAIF) Quarterly Statement

D. California Employer's Retiree Benefit Trust (CERBT) Quarterly Statement

(The Board will review the reports and statements)

IX. Approval of Checks

Info/Motion: A. Checks for October 25, 2018 - Fund No. 3418 & 3423

(The Board will be asked to approve the October 25, 2018 checks)

Info: **X. Future Agenda Items**

November 8, 2018

Proposed Meeting Calendar

Board Officer Succession Plan

CASA Conference

Recycled Water Presentation by Director Gilbert-Snyder

December 13, 2018 – 2:00PM

Nomination & Election of Officers

Fiscal Year Financial Audit

CASA Conference

Meeting Calendar

Consent Decree Quarterly Report

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

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XI. Adjournment

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on November 8, 2018 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF SEPTEMBER 27, 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

Liability Claims

Gov. Code § 54956.95

Claimant: Lee

Agency Claimed Against: Stege Sanitary District

The Board entered into closed session at 7:01 P.M. and returned to open session at 7:05 P.M. President Merrill announced the Board had taken no reportable actions.

IV. Approval of September 13, 2018 Board Meeting Minutes

MOTION: By O'Keefe, seconded by Gilbert-Snyder, to approve the minutes of the September 13, 2018 Board Meeting, as amended

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
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V. Communications

A. Oral Communications

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

- a. City & Community Meetings

Miller gave a report on his attendance at a recent El Cerrito City Council Meeting. James reported on an upcoming Kensington Improvement Club (KIC) community meeting.

2. Written Communications

There were no written communication items to consider.

VI. Reports of Staff and Officers

A. Attorney's Report

Kokotaylo provided the Board a "cheat sheet" for the Sturgis Parliamentary Procedure. He then offered to provide a political campaign measure memorandum to help outline the proper use of District funds. The Board thought it was a good idea and asked to have it added to a future board meeting agenda.

B. Manager's Report

1. Monthly Maintenance Summary Report – August 2018

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

2. Monthly Report of Sewer Replacements and Repairs

The Manager reported no invoices were paid in August.

3. Consent Decree Quarterly Report

The Manager reported the District continues to be on track to achieve all the Consent Decree annual requirements.

VII. Business

- A. Resolution No. 2107-0918 Authorizing the Purchase of a Combination Water Jetting and Vacuum System Sewer Cleaning Truck

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The Board reviewed and approved the purchase of a Combination Water Jetting and Vacuum System Sewer Cleaning Truck.

MOTION: By James, seconded by Gilbert-Snyder, to approve Resolution No. 2107-0918 Authorizing the Purchase of a Combination Water Jetting and Vacuum System Sewer Cleaning Truck

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

B. Resolution No.2108-0918 Authorizing Approval of the Defendants' Side Agreement to Facilitate Consent Decree Compliance

The Board reviewed and approved the Defendants' Side Agreement to Facilitate Consent Decree Compliance.

MOTION: By James, seconded by O'Keefe, to approve Resolution No. 2108-0918 Authorizing Approval of the Defendants' Side Agreement to Facilitate Consent Decree Compliance

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

C. Resolution No. 2109-0918 Authorizing Approval of the Joint Exercise of Powers Agreement (JPA) Establishing and Governing Operation of the Collection System Technical Advisory Committee (CSTAC)

The Board reviewed and approved the new Joint Exercise of Powers Agreement (JPA) establishing and governing operation of the Collection System Technical Advisory Committee (CSTAC).

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
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MOTION: By Miller, seconded by Gilbert-Snyder, to approve Resolution No. 2109-0918 Authorizing Approval of the Joint Exercise of Powers Agreement (JPA) Establishing and Governing Operation of the Collection System Technical Advisory Committee (CSTAC).

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

D. Resolution No. 2110-0918 Authorizing Approval of the Statement of Roles and Responsibilities Between the Stege Sanitary District and the East Bay Municipal Utility District for Implementation of the Regional Private Sewer Lateral Program

The Board reviewed and approved the statement of roles and responsibilities between the Stege Sanitary District and the East Bay Municipal Utility District for implementation of the Regional Private Sewer Lateral Program with one amendment.

MOTION: By James, seconded by Gilbert-Snyder, to approve Resolution No. 2110-0918 Authorizing Approval of the Statement of Roles and Responsibilities between the Stege Sanitary District and the East Bay Municipal Utility District for Implementation of the Regional Private Sewer Lateral Program with an amendment to SECTION 7. INSURANCE that includes equivalent insurance requirements for the East Bay Municipal Utility District

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

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E. Flexible Benefit Plan Contribution Review

The Board reviewed and discussed the upcoming health care premiums rates for 2019 and decided to keep both the flexible benefits plan amount of \$1866 and the flexible benefits plan cash out amount of \$1000 unchanged.

MOTION: By O'Keefe, seconded by Gilbert-Snyder, to keep both the flexible benefits plan amount of \$1866 and the flexible benefits plan cash out amount of \$1000 unchanged

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

F. Deferred Compensation Matching Contribution Review

The Board discussed the deferred compensation matching contribution benefit and decided to take no action.

G. Cancellation of the October 11, 2018 Regular Board Meeting

The Board agreed to cancel the upcoming regular Board meeting on October 11, 2018 since there are no timely agenda items to consider.

MOTION: By James, seconded by Gilbert-Snyder, to approve the cancellation of the October 11, 2018 regular Board Meeting and have staff post a Notice of Meeting Cancellation on the District website and bulletin board outside the District office

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

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VIII. Monthly Financial Statements - August 2018

- A. Monthly Investment, Cash, Receivables Report
- B. Monthly Operating Statement

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

IX. Approval of Checks

- A. Checks for September 27, 2018 - Fund No. 3418 & 3423

MOTION: By James, seconded by Gilbert-Snyder, to pay the bills, Check Nos. 25718 through 25745 in the amount of \$348,166.02

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

X. Future Agenda Items

October 11, 2018

(Meeting cancelled)

October 25, 2018

CLOSED SESSION –Quarterly Claims Report

Quarterly Financial Statements

Regional PSL Program Update

Regional FOG Program Update

Self-Assessment of Governance Questions Review

Reimbursement Report per Government Code 53065.5

XI. Adjournment

The meeting was adjourned at 8:46 P.M. The meeting scheduled for Thursday, October 11, 2018 has been cancelled. The next meeting of the District Board of

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF SEPTEMBER 27, 2018

TIME OF MEETING: 7:00 P.M.

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

Directors will be held on Thursday, October 25, 2018 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California.

Rex Delizo
STEGE SANITARY DISTRICT
Secretary

DRAFT

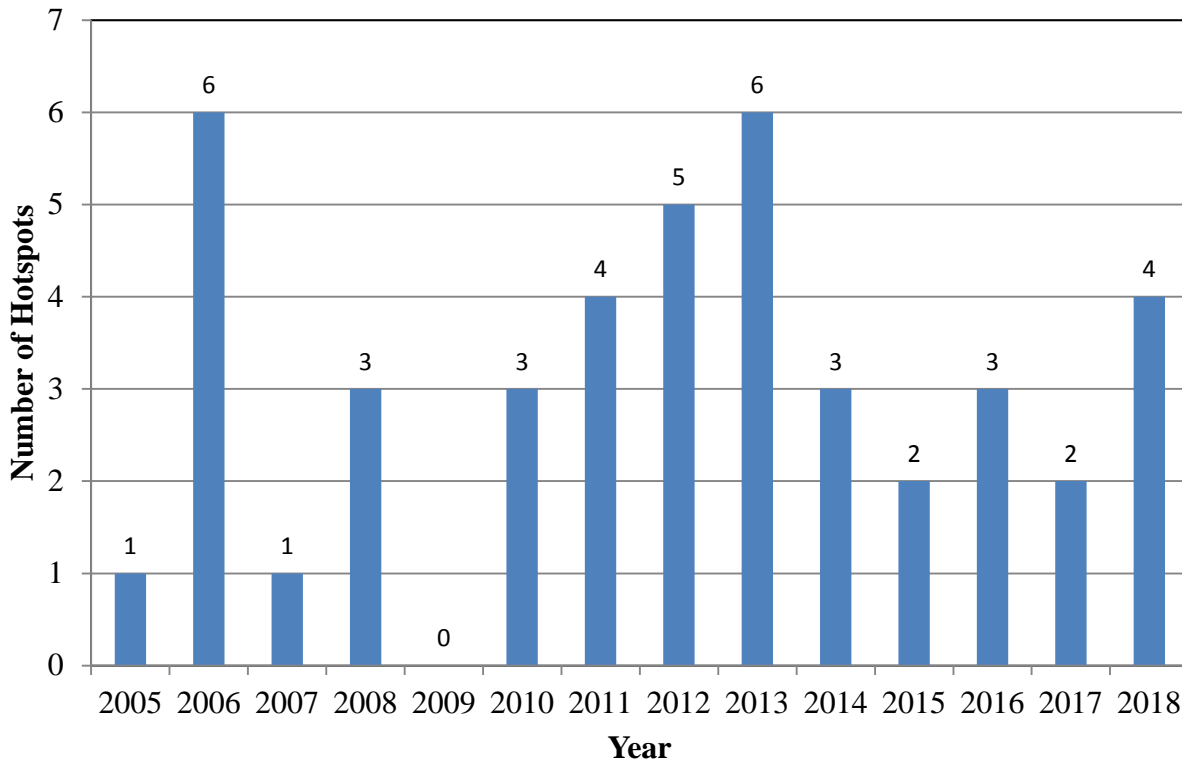
**FOG CONTROL PROGRAM – STEGE ANNUAL SUMMARY
 JULY 2017 - JUNE 2018
 STEGE SANITARY DISTRICT**

Hotspot Investigation Summary

4 hotspots were reported during FY2018. Chart 1 demonstrates hotspot trends from FY2005 – FY2018 YTD for Stege Sanitary District.

Chart 1

**Stege Sanitary District Hotspot Trends by Year
 4 hotspots reported during (July 2017 - June 2018)**



Food Service Establishments

At time of this report a total of approximately 182 food service establishments are present in Stege Sanitary District.

Inspections Completed for Current and Previous Year

	Annual Inspection Totals
This Year (July 2017 – June 2018)	20
Previous Year (July 2016– June 2017)	16

Inspections

Hotspot Number	Facility Name	Facility Address	Date of Inspection	Inspection Type
Not Applicable	Atcha Thai Bistro	10558 San Pablo Ave	4/12/2018	Grease Interceptor
Not Applicable	Rubios Fresh Mexican Grill	5010 El Cerrito Plz	4/12/2018	Grease Interceptor
Not Applicable	Jack in the Box	5920 Cutting Blvd	3/29/2018	Grease Interceptor
Not Applicable	Kentucky Fried Chicken	10175 San Pablo Ave	3/29/2018	Grease Interceptor
Not Applicable	IHOP Restaurant	11511 San Pablo Ave	10/30/2017	Grease Interceptor
Not Applicable	Safeway Store #2940	11450 San Pablo Ave	10/30/2017	Grease Interceptor
Not Applicable	Strings Italian Café	11720 San Pablo Ave, B	10/31/2017	Grease Interceptor
Not Applicable	168 Restaurant	3288 Pierce St, A109	11/29/2017	Grease Interceptor
Not Applicable	99 Ranch Market	3288 Pierce St, F	11/29/2017	Grease Interceptor
Not Applicable	Asian Pearl	3288 Pierce St, A118	11/29/2017	Grease Interceptor
Not Applicable	Daimo Restaurant	3288 Pierce St, A	11/29/2017	Grease Interceptor
Not Applicable	Inca Palace Restaurant	3288 Pierce, A105	11/29/2017	Grease Interceptor
Not Applicable	Isshin Ramen	3288 Pierce St, C136	11/29/2017	Grease Interceptor
Not Applicable	Kamza Sushi Palace	3288 Pierce St, A107	11/29/2017	Grease Interceptor
Not Applicable	Kimchee Tofu House	3288 Pierce St, A103	11/29/2017	Grease Interceptor
Not Applicable	Pho Saigon	3288 Pierce St, 116	11/29/2017	Grease Interceptor
Not Applicable	Sheng Kee Bakery & Café	3288 Pierce St, C138	11/29/2017	Grease Interceptor
Not Applicable	Sichuan Fusion	3288 Pierce St, B109	11/29/2017	Grease Interceptor
Not Applicable	V H Noodle House, Inc.	3288 Pierce St, B101	11/29/2017	Grease Interceptor
Stege 29	Richmond Saigon Seafood Harbor Restaurant	3150 Pierce St	11/29/2017	Grease Interceptor

Grease Interceptor Summary

- Atcha Thai Bistro's grease interceptor was inspected on 4/12/2018. Staff determined that the GI needs to be serviced more frequently. Inspectors discussed this with the FSE and staff sent a follow-up letter to confirm on April 26, 2018.

- Rubios Fresh Mexican Grill was inspected on 4/12/2018. No issues were identified and the maintenance frequency appears adequate.
- Jack in the Box's grease interceptor was inspected on 3/29/2018. No issues were identified.
- Kentucky Fried Chicken was inspected on 3/29/2018. The business is closed and currently under construction.
- IHOP Restaurant, Safeway Store #2940, and Strings Italian Café were inspected on 10/30-31/2017. No issues were identified, however EBMUD is following up to confirm maintenance schedule for the grease interceptors.
- Twelve restaurants were inspected on 11/29/2017 in the shopping center located at 3288 Pierce St in Richmond. No issues were identified, however EBMUD is following up to confirm maintenance schedule for the grease interceptors.
- Stege 29, Richmond Saigon Seafood Harbor Restaurant was inspected on 11/29/2017. No issues were identified during the inspection.

Grease Control Devices Summary

1) GCD Installation Requirements:

No FSEs received installation requirement notices during this reporting year.

Commercial Outreach Summary

Table 2 lists FSEs in identified hotspots that were provided with the GCD Maintenance Requirement letters (Forms 2b).

Table 2

FSE Name	FSE Address	Date Sent
Atcha Thai Bistro	10558 San Pablo Ave	4/26/2018

Residential Outreach Summary

Annual Holiday Campaign participants:

Grocery Outlet

1210 San Pablo Ave, Richmond, CA 94805

*1 poster, 3 scrappers, 3 stickers, 3 magnets, and 3 tear off pads

El Cerrito Natural Grocery

10367 San Pablo Ave, El Cerrito, CA 94530

* 100 magnets, 100 bag stuffer, 12 grease scrapers

Pastime Hardware

10057 San Pablo Ave, El Cerrito, CA 94530

* 20 magnets, 20 grease scrapers, 20 stickers

Giovanni's Produce & Grocery

1600 Liberty Street, El Cerrito, CA 94530

*3 posters, 3 scrappers, 3 stickers, 3 magnets, and 3 tear off pads

Costco Richmond

4801 Central Ave, Richmond, CA 94804

*3 posters, 3 scrappers, 3 stickers, 3 magnets, and 3 tear off pads

Table Events:

- September 10, 2017, EBMUD staff participated in the Solano Stroll event to provide outreach to Albany and Berkeley residents and business owners on our various P2 programs, including unwanted medications and proper disposal of FOG.

Letters to Customers:

Hotspot Number	Date Sent	Upper MH	Lower MH	Households Reached
Stege 38	09/19/2017	142309	142010	29
Stege 39	09/19/2017	261104	261103	40
Stege 40	09/19/2017	181002	181019	6
Stege 41	01/29/2018	281104	281009	19

FOG Collection Totals:

Location	Date	Amount Collected
El Cerrito Recycling Center	July 2017 – June 2018	2,165 gallons



**California Special
Districts Association**

Districts Stronger Together

CONVERTING FROM AT-LARGE TO BY-DISTRICT ELECTIONS UNDER THE CALIFORNIA VOTING RIGHTS ACT: UNDERSTANDING THE “SAFE HARBOR” PROCESS FROM START TO FINISH

By Derek P. Cole and Sean D. De Burgh, Cota Cole & Huber LLP

Your district receives a letter from an out-of-town attorney claiming the at-large elections for its governing board violates the California Voting Rights Act (“CVRA”). The attorney claims “racially polarized voting” exists in your district’s elections and alleges that a particular class of voters’ power is diluted as a result. The attorney threatens to file a lawsuit if your district does not adopt a resolution expressing its intention to switch to a “by district” system of elections. The attorney notes that substantial attorney fees will be awarded against your district if the court finds its at-large election system does in fact violate the CVRA. The letter informs your district it has 45 days to act. *How do you respond?*

If your district receives such a letter, do not fear, as it is not alone. Many cities, school districts, and special districts have received such letters in recent years. The CVRA, which took effect in 2003, has a very loose standard for determining liability. Similar to claims of lawsuit abuse concerning the Americans with Disabilities Act or for failure to give Proposition 65 warnings, many believe the CVRA’s broad criteria have resulted in similar lawsuit abuse. Fortunately, the Legislature has (somewhat) reined in the potential for such abuse with revisions to the Act that provide a “safe harbor” process through which local agencies can switch to by-district elections.

This paper is intended to help you understand your options and be prepared in the event that your district receives a demand letter. It describes the key features and standards of the CVRA as well as the (very tight) timelines that apply for considering whether to convert to a by-district election system and the process for doing so. This paper offers practical guidance regarding the safe-harbor process from start to finish.

How is the CVRA Violated?

The CVRA prohibits any *political subdivision* from using any *at-large method of election* that “impairs the ability of a *protected class* to elect candidates of its choice or influence the outcome of an election, as a result of the dilution or the abridgement of the rights of voters who are members of the protected class....”¹

If you read that last sentence and thought it was mouthful, don’t feel bad. Statutes are often written in long, complex sentences loaded with precise terms and can be hard to digest. The CVRA is no exception. To break down the key text into simpler pieces, we’ll start with terms the CVRA defines (italicized above).

“Political subdivisions” are units of government within the state and, at the local level, include cities, counties, and—of course—special districts.²

¹ Elec. Code, § 14027.

² Elec. Code, § 14026(c).

An “at-large method of election” is a system of voting in which voters within an entire jurisdiction elect the members of the governing body. If there are two positions open on a local board, for example, candidates would run as a group and the top two vote getters would be seated following the election.³ In California, this is the most common way special district governing boards are elected.

A “protected class” means a class of voters who belong to *any* “race, color, or language minority group.”⁴ It is possible for one minority group’s voting rights to be diluted even though other minority groups’ rights are not violated. In California, the most common CVRA claims involve African-American, Latino, and Asian-American populations.

Those are the defined terms. What about the rest of the text? That is, when does a political subdivision’s at-large election system *impair* a protected class’ *ability to elect candidates of its choice or influence the outcome of an election*? The answer: when there is “racially polarized voting” (“RPV”) within a jurisdiction.⁵

How and when RPV can exist will be explained in the next section. For now, it’s important to emphasize that the CVRA differs significantly from its federal counterpart, the Federal Voting Rights Act (“FVRA”). The standards FVRA establishes for demonstrating violations are much higher. In addition to demonstrating the existence of RPV, a plaintiff must demonstrate that a minority population is compact and large enough to form a majority in a single-member district.⁶ The court in a FVRA case must also determine that under the “totality of the circumstances” the votes of minority voters are diluted.⁷

In contrast, CVRA plaintiffs need only prove that RPV *exists*.⁸ In setting this relatively low standard, the Legislature intended to make voting-rights challenges much easier than under the FVRA. Not surprisingly, the legal community responded. A small group of attorneys began filing CVRA lawsuits on behalf of clients throughout the state.⁹ After some early successes in these lawsuits, followed by huge awards of attorney fees (sometimes in the seven-figure range), many agencies rightly began to fear the risk of having to pay similar awards. In fact, to date, very few CVRA lawsuits have gone to trial. The large majority of agencies that have received threats of CVRA lawsuits have quickly agreed to switch to by-district elections.

When Does “Racially Polarized Voting” Exist?

RPV exists when there is a difference in how members of a protected class vote versus members not within the protected class.¹⁰ Sometimes this phenomenon is referred to as “bloc voting.”

Whether RPV exists is generally determined by statistical analyses. Typically, methods known as “regression analysis” and “ecological inference” are performed to assess relevant voter behavior in representative elections. Because these types of analyses are beyond most peoples’ expertise, demographers and other professionals are usually called upon to perform—and perhaps more importantly, explain—them.

³ *Id.*, § 14026(a).

⁴ *Id.*, § 14026(d).

⁵ *Id.*, § 14028(a).

⁶ *Thornburg v. Gingles* (1986) 478 U.S. 30, 50-51.

⁷ 52 U.S.C., § 10301(b).

⁸ See Elec. Code, § 14028(c) (noting that geographic compactness, as required under the CVRA, is not required to demonstrate RPV).

⁹ Any voter who is a member of a protected class subject to RPV may bring a private civil action to enforce the CVRA. Elec. Code, § 14032. When his or her lawsuit is successful, the attorney who prosecuted the suit is entitled to an award of attorney fees and costs. *Id.*, § 14030.

¹⁰ Elec. Code, § 14026(e).

In determining whether RPV exists, the comparison is not just between a particular minority population and the white/Caucasian population. The comparison is made between the group whose voting power is asserted to be diluted and *all other voters* outside that group. Thus, if it were alleged that the votes of Latinos within a jurisdiction were being diluted, the comparison would be between their votes and the votes of whites, African-Americans, Asian-Americans, *and* all other groups.

Further, RPV is *not* determined solely by how the electorate voted in elections involving the agency's governing board. In a CVRA lawsuit, the court may look at the voting preferences of groups in not just agency board elections, but also in elections involving other agencies (such as cities, counties, and school districts), state elections (for the Assembly or Senate, for example), and ballot initiatives (state or local).¹¹

An agency's intent or lack of intent to discriminate also is not relevant in determining whether RPV exists.¹² CVRA violations can occur—and often have been alleged to occur—in jurisdictions where elected bodies are perceived to be progressive on issues of race relations.

Finally, that candidates of a protected class have been elected to an agency's governing board does not negate a finding that RPV exists for that class. Under the CVRA, the history regarding class members' success as candidates is only a *factor* that may be considered in determining the existence of RPV.¹³

What is the Remedy for CVRA violations?

If a court finds that RPV exists, the CVRA requires it to implement an appropriate remedy. Usually, this involves the court ordering the agency to implement by-district elections.¹⁴ In by-district elections, also referred to as “by-division” or “by-ward” elections, candidates reside within election districts that are divisible parts of the political subdivision and are elected only by voters that reside within those districts.¹⁵ (Counties are a good example of local governments that utilize by-district elections.) The idea behind requiring such a remedy is that the protected class will have an easier chance of electing its members to office in smaller, discrete districts than it does when it must compete against the whole electoral population. In theory, the protected class is less likely to suffer from vote dilution when it votes in a districting system.

When by-district elections are ordered by a court, a judge supervises the agency's transition away from its at-large system as part of the remedial phase of the lawsuit. During this phase, although the agency has the right to be heard about what the resulting districts should look like, *the judge* makes the final decision as to where district lines are drawn.

Fortunately, the Legislature has provided a way for agencies to avoid having a judge decide such important—and fundamentally political—matters. In 2016, the Legislature enacted AB 350, which created a “safe harbor” by which agencies can voluntarily convert to by-district elections and avoid having to defend against CVRA lawsuits.¹⁶ In this legislation, the Legislature included a key enticement: in exchange for moving away from at-large voting systems, agencies can ensure their exposure to a potential CVRA plaintiff's attorney fees is *capped at \$30,000*. Given the seven-figure attorney-fee awards some agencies have paid after losing or settling CVRA lawsuits, many cities and agencies have found this a hard deal to turn down.

¹¹ *Id.*, §14028(a)-(b).

¹² *Id.*, § 14028(d).

¹³ *Ibid.*

¹⁴ Elec. Code., § 14029.

¹⁵ *Id.*, § 14026(b).

¹⁶ *See generally id.*, § 10010.

What Should My District Do After Getting a CVRA Demand Letter?

AB 350 changed the CVRA to require plaintiffs to first send a written notice, or demand letter, to an agency before filing suit. After serving such a notice by certified mail, the plaintiff must wait at least 45 days before filing an action.¹⁷ This affords the agency a safe-harbor period in which to consider whether to convert from at-large to by-district elections. If the agency chooses to proceed with the conversion process, it must adopt a resolution within the 45 days expressing its intention to do so.¹⁸

If your agency receives a CVRA demand letter, the most important thing to recognize is that 45 days is not a lot of time. Many special districts meet once a month and sometimes even less frequently. Right away, it is important to identify a regular or special meeting date within the 45 days and to make sure at least a quorum of your elected body would be available to consider adoption of the required resolution.

In addition to meeting to consider the resolution, your agency should plan a separate—and earlier—meeting to discuss the potential CVRA litigation in closed session. Because the CVRA demand letter is a bona fide threat of litigation, the matter may appropriately be treated and discussed under the Brown Act as an anticipated litigation item.¹⁹ In closed session, your board and key staff can discuss the threatened litigation with your general counsel and evaluate the potential action's strengths and weakness. Your general counsel should also consider immediately engaging a demographer as a litigation consultant to conduct a preliminary statistical analysis regarding the threatened claim. This analysis can appropriately be kept confidential under the attorney-client privilege and as attorney work product.

What Happens if Your District Sticks with its At-Large Voting System?

As noted, the vast majority of agencies that have received threats of CVRA litigation have chosen to switch to by-district elections. The reasons are easy to understand.

First, the standard for proving a CVRA case is quite low. A plaintiff need only show that RPV exists, not that it results in candidates from a protected class failing to gain office.

Second, a successful plaintiff is *guaranteed* an award of attorney fees when he or she prevails.²⁰ And when attorney fees are awarded, it is per the “lodestar” approach California courts use when plaintiff attorneys are found to have vindicated important public rights (as the right to vote would surely be considered). The lodestar is the product of an hourly rate the court establishes based on a number of factors, including the importance of the case and skill required of the attorneys, multiplied by the number of hours worked on the case. In one well publicized case, an attorney who settled a CVRA lawsuit received \$950 per hour for his services. Although this amount is probably at the top of the range of—if not well above—what a court would award, it is not unrealistic to expect a court to award rates of \$500 or more in successful CVRA litigation. For this reason, coupled with the number of hours plaintiff counsel would need to spend on the case, your agency can reasonably expect the possibility of a seven-figure attorney fee award if it chooses to litigate the CVRA lawsuit and is unsuccessful.

In contrast, if your district follows the AB 350 process, it is *guaranteed* not to pay more than \$30,000 in attorney fees. AB 350 contains a process by which attorneys for CVRA plaintiffs must submit their bills to the agency for consideration and ensures that such fees cannot exceed the \$30,000 cap—

¹⁷ *Id.*, § 10010(e)(1)-(2).

¹⁸ *Id.*, § 10010(d)(3)(A).

¹⁹ See Gov. Code, § 54956.9(d)(2).

²⁰ Elec. Code, § 14030.

even if there were more than one demand letters served by more than one attorney representing different plaintiffs.²¹

Your agency has another risk if it chooses not to follow the AB 350 process. During any remedial phases of a CVRA lawsuit, the court makes the decision as to how and where district lines are drawn. This is not to say your agency will not have input before the judge makes that decision. But ultimately it will be *the judge* who has the final say. And he or she will have to consider any competing proposals the plaintiff in the case presents.

Under the AB 350 method, in contrast, *your agency* controls the districting process and *your governing board* makes the final decision about how district lines are drawn. Not surprisingly, for this reason many agencies have opted for an approach of “better the devil you know than the one you don’t.” Rather than put such a transformative political change in the hands of a judge, they have decided to make the important districting change themselves and preserve as much autonomy as they can over the conversion process.

Your District Agrees to Switch to By-District Elections. What Happens Next?

If your agency decides to convert to by-district elections, the first step is to adopt a resolution expressing its intention to do so within 45 days of receipt of the CVRA demand letter. The resolution must identify the steps that will be taken to facilitate the transition to by-district elections and the timeframe for the conversion process.²² Adoption of this resolution extends the safe-harbor period for avoiding a CVRA lawsuit by 90 days.²³

Plan for these 90 days to be a very busy time. In addition to all the other business items your agency must address during these three months, it will be required to hold at least *four* public hearings as part of the AB 350 process. Initially, your agency must hold at least two hearings to gather input regarding the composition of the proposed new districts and timing of district elections.²⁴ These meetings must occur over a period of no more than 30 days.²⁵

After the initial two meetings (and any additional meeting your agency holds), your agency must then publish a draft map (or maps) of the proposed districts.²⁶ If your agency proposes to stagger the elections of the new districts (for instance, with four-year terms, a proposal could be that three board seats run initially in 2020 and the other two run in 2022), it must also publish the proposed election sequence.²⁷ Following such publication, and within 45 days, your agency must then hold two public hearings to consider and adopt a final district map and election sequence.²⁸ (The first of these hearings cannot occur until at least seven days after publication of the draft map or maps.²⁹) The district system must be adopted by resolution.³⁰

It is essential that your agency have a qualified demographer to assist in, and even facilitate, the creation of districts. It is also important your district retain this consultant right away. He or she will need to begin working almost immediately after being retained to gather relevant Census and elections data and information. The demographer will also be instrumental in facilitating input from

²¹ Elec. Code, § 10010(f).

²² *Id.*, § 10010(e)(3)(A).

²³ *Id.*, § 10010(e)(3)(B).

²⁴ *Id.*, § 10010(a)(1).

²⁵ *Ibid.*

²⁶ *Id.*, § 10010(a)(2).

²⁷ *Ibid.*

²⁸ Elec. Code, § 10010(a)(2).

²⁹ *Ibid.*

³⁰ *Id.*, § 10650.

the public about communities of interest within your district (this concept is discussed below) and in drawing draft and final district maps.

Another important matter your district should consider is outreach during the AB 350 process. The conversion from at-large to by-district elections is a transformative process that significantly changes the relationship between your district's voters and elected officials. Although little time is provided to complete the process, your district should still consider public outreach a priority. A number of agencies that have converted to by-district elections have created special websites to describe the basics about the conversion process, outline the standards for creating districts, and provide notices and schedules of public hearings. Efforts to reach out to non-English speaking communities should also be encouraged.³¹

How Are Districts Drawn?

A number of factors go into the drawing of districts. As a starting point, to ensure the principle of "one person, one vote," districts should include about the same number of persons. Some variations in the populations of districts are permissible, but usually the variance should not exceed five percent above or below the average that should exist per district. The average is based on the total population of the jurisdiction determined by the last Census divided by the number of districts.

Generally, districts must also be *contiguous* and *compact*. These terms are technically distinct, but they combine to provide that districts must have some rational shape about them. Districts should follow visible features and boundaries when possible. Long, twisted, contorted, and oddly-shaped districts can suggest a desire to further ulterior motives. In theory—although not always in practice—the districting process should not take into account incumbency and partisan interests.

Importantly, districts should also attempt to preserve *communities of interest*. These are contiguous populations that share some common social or economic interests. Downtown corridors, historic districts, and subdivisions are examples—by no means exclusive—of areas that would be communities of interest. A rule of thumb might be to ask whether it would make sense to draw a district line through a particular area or neighborhood. If doing so would seem odd, because it would divide an area where there is a natural bond or connection, then that area would probably be a good candidate to treat as a community of interest.

When do By-District Elections Begin?

The subject of when and how to start district elections is a tricky—and unresolved—subject under the CVRA. Generally, incumbents should be allowed to serve out their terms.³² However, under the CVRA, agencies must "give special consideration to the purposes of the [CVRA]" and "take into account the preferences expressed by members of the districts."³³

Delaying the creation of districts for the convenience of the existing elected officials may not remedy a CVRA violation. For that reason, your district should implement district elections at the first election that follows the adoption of its resolution adopting by-district elections. One solution may be to start district elections for those seats that are up at that first election that follows and to assign the remaining districts to the seats that are up at the following election. If that approach is taken, district elections should begin immediately for the seat or seats that are likely to have the most members of the relevant protected class.

³¹ *Id.*, § 10010(a)(1).

³² Elec. Code., § 10506. Note that elected officials in special districts may only serve for terms of up to four years. *Ibid.* Nothing about the safe-harbor process changes that limitation. *Id.*, § 10507.

³³ *Id.*, § 10010(b).

What if my District has yet to Receive a CVRA Demand Letter?

Your district need not receive a CVRA demand letter to begin the process to switch to by-district elections. A district can move away from at-large voting systems at any time.

Beyond avoiding the potential liabilities that come with CVRA lawsuits, there are practical reasons why districts might consider such a switch. One reason may be to reduce the costs districts must bear for board elections. Because only certain board seats would be open each election cycle, and these seats would not cover the entire district territories, districts may find that their counties charge less for the elections due to the smaller number of precincts that may be involved,

Some districts may also find it easier to entice a greater number of candidates to run in district elections. As candidates would only be required to campaign to about 20% of their populations in each election, they may be less inclined to perceive the economic costs of campaigning are too high to run for office.

However, in other districts—particularly smaller ones—switching to districts could reduce the pool of candidates who run for office. Especially in districts where populations are as low as 1,000 or 2,000 persons, and where vacancies and uncontested elections are more frequent, finding qualified candidates in five separate districts may be challenging.

Whatever your district's positions may be after considering these and other issues, one thing is clear: your district should not wait until it receives a CVRA demand letter before considering a switch to by-district elections. Your district should consider the advantages and disadvantages of such a switch while it still has the ability to carefully consider the issues free of the time constraints and burdens of threatened litigation.

Derek Cole is a co-founder of Cota Cole & Huber and Sean De Burgh is partner of the firm. Both specialize in municipal law and litigation. Mr. Cole can be reached by email at dcole@cotalawfirm.com and Mr. De Burgh can be reached at sdeburgh@cotalawfirm.com. Both attorneys are in the law firm's Roseville office, and can be reached by phone at (916) 780-9009.

** Please note that the information provided in this document is intended to be general in scope only. CSDA recommends consulting with legal counsel for detailed advice pertaining to any legal questions.*

**STEGE SANITARY DISTRICT
MONTHLY MAINTENANCE SUMMARY REPORT
Sep-18**

1. ROUTINE PREVENTIVE MAINTENANCE ACTIVITES

There were 19 normal working days Days Feet

Unit #10 (rodder) operated: 0 0
 Unit #11 (rodder) operated: 0 0
 Unit #15 (video) operated: 8 11,035
 Unit #16 (combo) operated: 17 109,998

	Month (feet)		Quarter (feet)		
	Planned	Unplanned	Planned	Unplanned	Remaining
Total Cleaned	87,342	22,656	223,857	42,998	3,485
Total Video	9,245	1,790	37,515	9,064	11,670

2. MONTHLY SERVICE CALLS

After-hour service calls: 4 Calls 4 Out

STEGE SANITARY DISTRICT - SERVICE CALLS, OVERFLOWS AND BACKUPS

YEAR	MO	SERVICE CALLS		LATERAL PROBLEMS		STRUCTURAL MAINLINE FAILURES		MAINLINE OVERFLOWS INTO HOMES	
		CURRENT MONTH	12 MONTH AVERAGE	CURRENT MONTH	12 MONTH AVERAGE	CURRENT MONTH	TOTAL LAST 12-MOS	CURRENT MONTH	TOTAL LAST 12-MOS
2018	Sep	8	10.7	3	6.0	0	0	0	3
		CATEGORY 1 SSOs		OVERFLOWS CAUSED BY MAINLINE		OVERFLOWS RELATED TO WET WEATHER			
		CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS		
		0	0	0	4	0	0		

3. SAFETY AND TRAINING

Safety and training meetings were conducted twice a month.

MONTHLY SERVICE CALLS

September-2018

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
9/4/2018 Tuesday 9:59 AM	191233 191205	2561 TAMALPAIS AVE. EL CERRITO, CA 94530 <i>Last Call: 4/20/2006</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
9/4/2018 Tuesday 1:45 PM	151250 151227	1345 BREWSTER DR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	T				FOUND CRACK IN DISTRICT MAIN. SENT TO ENGINEERING FOR REPAIR.
9/6/2018 Thursday 5:23 PM	101229 101228	5701 HUNTINGTON AVE. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	A				CUSTOMER HAD WATER COMING FROM SINK. WE CHECKED THE MAIN LINE AND FOUND NO PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.
9/6/2018 Thursday 5:23 PM	273521 273520	110 PURDUE AVE. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				CUSTOMER HAD A BACKUP FROM THEIR CLEAN OUT. WE DID A DYE TEST AND FOUND NO PROBLEM. ADVISED CUSTOMER TO CALL A PLUMBER.
9/10/2018 Monday 5:55 PM	151242 151241	1552 MADERA CIR. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	A				WATER WAS NOT SEWER.
9/19/2018 Wednesday 2:14 PM	251238 251237	617 BONNIE DR. EL CERRITO, CA 94530 <i>Last Call: 4/13/2004</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	O				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
9/26/2018 Wednesday 7:55 AM	281202 281201	931 ELM ST. EL CERRITO, CA 94530 <i>Last Call: 11/20/2017</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
9/29/2018 Saturday 6:57 PM	162029 162022	7311 DONAL AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	A,E				EBMUD WATER PROBLEM

PROBLEM TYPE:

Water (A)
Broken Main (B)
S/S Congestion (C)
Debris in Main (D)
EBMUD (E)
Soft Stoppage (F)
Grease (G)
Lateral Cause (LC)
Misc (M)
MH Cover (MC)

SPILL

LOCATION:
Lamp/Manhole (MH)
Mainline (ML)
Lateral (L)
Cleanout (CO)
Building (BLDG)
Other (O)

SPILL

CAUSE:
Blockage (B)
Surcharge (S)
Line Break (ML)
Other (O)

SPILL END

LOCATION:
Building (BLDG)
Creek (C)
Strt/Pvmnt (ST)
Storm Drn (SD)
Yard (Y)
Other (O)

MAINLINE: 1

LATERAL: 3

OTHER: 4

TOTAL SERVICE CALLS: 8

MAINLINE OVERFLOW: 0

MAINLINE SURCHARGE: 0

REIMBURSEMENT REPORT PER GOVERNMENT CODE 53065.5

ISSUE:

The Board shall consider changes to the reporting practices of the Reimbursement Report per Government Code 53065.5 to include those charges for services or products received that are not reimbursed but paid directly by the District.

FISCAL IMPACT:

The fiscal impact of this change is minimal.

STRATEGIC PLAN:

GOAL 5: Maintain and Improve Community Outreach and Communication

WORK PLAN ITEM "a": Update the District website with information that maintains a high level of transparency for the public

BACKGROUND:

At the Board meeting held on August 16, 2018, District Counsel 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 or product received.

Although the District's current reporting practice fulfills the Government Code Section 53065.5 requirement, the Board asked to have a discussion to consider also including those charges for services or products received that are not reimbursed but paid directly by the District.

RECOMMENDATION:

In order to maintain a high level of transparency for the public, include in the Reimbursement Report, all charges *of any amount* for services or products received that are either reimbursed or *paid directly by the District on their behalf*.

ATTACHMENTS:

Report on Employee Reimbursements for FY 2017/18 as required by CA GOVT CODE 53065.5

**STEGE SANITARY DISTRICT
REPORT ON EMPLOYEE REIMBURSEMENTS FOR FY 2017/18 AS REQUIRED BY CA GOVT CODE 53065.5**

CHECK NUMBER	CHECK DATE	CHECK PAID TO	REIMBURSEMENT FOR	REPORT AMOUNT	TRANS	HOTEL	MEALS	REGISTRATION EXPENSES
25134	09/14/17	Alan Miller	Conference (4 Days)	1,106.41	229.96	876.45	-	-
25147	09/14/17	Dwight Merrill	Conference (3 Days)	718.26	133.96	584.30	-	-
25201	10/26/17	Jay James	Conference (4 Days)	664.80	-	664.80	-	-
25508	05/10/18	Jay James	Conference (3 Days)	684.15	-	684.15	-	-
GRAND TOTAL				3,173.62	363.92	2,809.70	-	-

California Government Code Section 53065.5

Each special district, as defined by subdivision (a) of Section 56036, shall, at least annually, disclose 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 or product received. "Individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body of the district. The disclosure requirement shall be fulfilled by including the reimbursement information in a document published or printed at least annually by a date determined by that district and shall be made available for public inspection.

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 of this 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 Board Meeting, 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 Board Meeting, 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.

At the September 13, 2018 Board Meeting, the Board completed a discussion regarding not getting stalemated over the process or procedures. This was question #18 from the self-assessment of governance questionnaire completed at the Long Range Planning Workshop. The Board will consider the last remaining item (#53) from the questionnaire at a future board meeting.

RECOMMENDATION:

Be prepared for discussion of item #53 - *In our meetings, the discussion rarely drifts off the subject.*

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.

RESOLUTION NO. 2111-1018
APPROVING AND AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT
FOR CAPACITY ANALYSIS OF THE SAN PABLO AVENUE SPECIFIC PLAN AREA

ISSUE:

The Board will consider adoption of a resolution approving and authorizing a professional services agreement for capacity analysis of the San Pablo Avenue Specific Plan (SPASP) Area with BKF Engineers.

FISCAL IMPACT:

The agreement is for an amount not to exceed \$20,000 per year and will be funded by the SPASP Area Connection Charge.

STRATEGIC PLAN:

GOAL 2: Maintain and Improve Infrastructure

WORK PLAN ITEM "h": Work with local agencies to develop growth strategies that ensure necessary sewer collection infrastructure is prudently funded and installed

BACKGROUND:

On October 26, 2017, the Board approved Ordinance 2092-1017 that established the SPASP Area Connection Charge of \$217.89 per fixture unit to fund sewer capacity improvements needed to serve projected growth within the City of El Cerrito's San Pablo Avenue Specific Plan Area.

The connection charge was based on the City of El Cerrito's projected growth scenario for the SPASP Area and the City's engineering consultant, BKF Engineers' analysis of the needed sewer system capacity improvements.

Projects currently requesting approval are different than the City of El Cerrito's projected growth scenario and further capacity analysis is necessary to determine the impact.

RECOMMENDATION:

Approve the resolution authorizing execution of a professional services agreement for capacity analysis of the San Pablo Avenue Specific Plan Area with BKF Engineers to be funded by the SPASP Area Connection Charge.

ATTACHMENTS:

Resolution No. 2111-1018

RESOLUTION NO. 2111-1018

RESOLUTION APPROVING AND AUTHORIZING A PROFESSIONAL SERVICES
AGREEMENT FOR CAPACITY ANALYSIS OF THE SAN PABLO AVENUE
SPECIFIC PLAN AREA

The Directors of the Stege Sanitary District find and determine as follows:

- A. On October 26, 2017, the Board approved Ordinance 2092-1017 that established the San Pablo Ave Specific Plan (SPASP) Area Connection Charge of \$217.89 per fixture unit to fund sewer capacity improvements needed to serve projected growth within the City of El Cerrito's San Pablo Avenue Specific Plan Area.
- B. The connection charge was based on the City of El Cerrito's projected growth scenario for the SPASP Area and the City's engineering consultant, BKF Engineers' analysis of the needed sewer system capacity improvements.
- C. Projects currently requesting approval are different than the City of El Cerrito's projected growth scenario and further capacity analysis is necessary to determine the impact.
- D. Staff recommends authorizing execution of a professional services agreement for capacity analysis of the SPASP Area with BKF Engineers to be funded by the SPASP Area Connection Charge.

In consideration of the foregoing findings and determinations, it is resolved:

- 1. The Directors declare that the District Manager is authorized to execute a professional services agreement for capacity analysis of the San Pablo Ave Specific Plan (SPASP) Area with BKF Engineers, approved as to form by District Counsel, in an amount not to exceed \$20,000 for the first year and may be extended, by mutual agreement, for up to four (4) additional years.

STATE OF CALIFORNIA)

COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution No. 2111-1018 was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 25th day of October 2018 by a X-X vote as follows:

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

DWIGHT MERRILL, President
Stege Sanitary District
Contra Costa County, California

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

RESOLUTION NO. 2112-1018
APPROVING AND AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT
FOR A SEWER RATE AND CONNECTION CHARGE STUDY

ISSUE:

The Board will consider adoption of a resolution approving and authorizing a professional services agreement for a Sewer Rate and Connection Charge Study.

FISCAL IMPACT:

The lowest quote is for an amount not to exceed \$13,700 from Lechowicz & Tseng Municipal Consultants.

STRATEGIC PLAN:

GOAL 3: Ensure Financial Stability and Efficiency

WORK PLAN ITEM "a": Annually review the Sewer Service Charge and conduct a Financial Plan and Rate Study at least every five (5) years

BACKGROUND:

A financial plan and rate study was conducted by Bartle Wells Associates (BWA) in 2010 and again in 2014 to establish funding policies and maintain the financial goals of continuing to fund operations and capital improvements on a pay-as-you-go basis, maintaining reasonable and adequate operating and capital reserves, and minimizing rate impacts on customers. Five years have passed since the last rate study and another one is now due.

Staff requested proposals from 4 financial consultants and received 3 quotes as follows:

- Bartle Wells Associates - \$23,500 including all expenses
- Tuckfield & Associates - \$19,000 plus costs to attend meetings
- Lechowicz & Tseng Municipal Consultants - \$13,700 including estimated expenses
- Municipal Financial Services – No Response

RECOMMENDATION:

Approve the resolution authorizing execution of a professional services agreement for a Sewer Rate and Connection Charge Study by Lechowicz & Tseng Municipal Consultants.

ATTACHMENTS:

Resolution No. 2112-1018

RESOLUTION NO. 2112-1018

RESOLUTION APPROVING AND AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT FOR A SEWER RATE AND CONNECTION CHARGE STUDY

The Directors of the Stege Sanitary District find and determine as follows:

- A. A financial plan and rate study was conducted by Bartle Wells Associates (BWA) in 2010 and again in 2014 to establish funding policies and maintain the financial goals of continuing to fund operations and capital improvements on a pay-as-you-go basis, maintaining reasonable and adequate operating and capital reserves, and minimizing rate impacts on customers.
- B. Five years have passed since the last rate study and another one is now due.
- C. Staff requested proposals from 4 financial consultants and received 3 responses.
- D. Staff recommends authorizing execution of a professional services agreement for a Sewer Rate and Connection Charge Study with the lowest of the 3 quotes, Lechowicz & Tseng Municipal Consultants in an amount not to exceed \$13,700.

In consideration of the foregoing findings and determinations, it is resolved:

- 1. The Directors declare that the District Manager is authorized to execute a professional services agreement for a Sewer Rate and Connection Charge Study with Lechowicz & Tseng Municipal Consultants, approved as to form by District Counsel, in an amount not to exceed \$13,700.

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution No. 2112-1018 was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 25th day of October 2018 by a X-X vote as follows:

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

DWIGHT MERRILL, President
Stege Sanitary District
Contra Costa County, California

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

STEGE SANITARY DISTRICT
Investment, Cash & Receivables Report
As of September 30, 2018

1:05 PM
10/19/2018

	<u>September 30, 2018</u>	<u>August 31, 2018</u>	<u>\$ Change</u>	<u>Deposits</u>	<u>Checks</u>	<u>Transfers</u>
ASSETS						
Current Assets						
Checking/Savings						
LAIF Investment Accts						
11012 · Sewer Operations- 3418	5,756,078	6,031,078	-275,000	0	0	-275,000
11014 · System Rehab- 3423	961,102	961,102	0	0	0	0
Total LAIF Investment Accts	<u>6,717,181</u>	<u>6,992,181</u>	<u>-275,000</u>	<u>0</u>	<u>0</u>	<u>-275,000</u>
Checking Accts						
100 · Mechanics Bank	12,343	189,475	-177,132	6,701	-458,833	275,000
100 · County Cash Acct #3418	-5,560	-5,560	0 *	0 *	0	0
Total Checking Accts	<u>6,783</u>	<u>183,915</u>	<u>-177,132</u>	<u>6,701</u>	<u>-458,833</u>	<u>275,000</u>
11021 · Petty Cash	<u>250</u>	<u>250</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Checking/Savings	<u>6,724,214</u>	<u>7,176,346</u>	<u>-452,132</u>	<u>6,701</u>	<u>-458,833</u>	<u>0</u>
301 · Ca Employer's Retiree Benefit Trust	<u>190,332</u>	<u>190,332</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total CA Employer's Retiree Benefit Trust	<u>190,332</u>	<u>190,332</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
31040 · San Pablo Impact Fee **	<u>37,148</u>	<u>37,148</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total San Pablo Impact Fee **	<u>37,148</u>	<u>37,148</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Accounts Receivable						
11072 · Accounts Receivable	32,246	35,626	-3,380			
Total Accounts Receivable	<u>32,246</u>	<u>35,626</u>	<u>-3,380</u>			

Note: * Reduction or Increase is based on property tax estimate.

Note: ** San Pablo Impact Fee is carryover from prior fiscal year and funds are included in LAIF Investments.

I hereby certify that the invested funds of the Stege Sanitary District are in compliance with the investment policies of the Stege Sanitary District and provide sufficient liquidity to meet budgeted expenses for the next six month period.

Rex Delizo, District Manager

Date

STEGE SANITARY DISTRICT

Operating Statement

10/19/2018

September 2018

25.21% of Fiscal year Completed

	July- September 2018	Annual Budget	% of Annual Budget
Income			
31 - OPERATING REVENUE			
31010 - Sewer Service Charges	-	2,435,000	0%
31020 - Permit & Insp. Fees	2,910	15,000	19%
31030 - Connection Fees	187,931	150,000	125%
31040 - San Pablo Impact Fee	272,363	100,000	272%
31080 - Contracted Services	-	30,000	0%
31010a - Capital Service Charges	-	2,242,000	0%
Total 31 - OPERATING REVENUE	463,203	4,972,000	9%
32 - NON-OPERATING REVENUE			
32050 - Interest - 3418	-	12,000	0%
32052 - Interest - 3423	-	5,000	0%
32080 - Property Taxes	-	400,000	0%
32085 - Insurance Dividend	-	-	0%
32090 - Miscellaneous	-	21,000	0%
Total 32 - NON-OPERATING REVENUE	-	438,000	0%
Transfer (to)/from Reserves	-	510,530	0%
Total Income	463,203	5,920,530	8%
Expense			
OPERATING EXPENSES			
Administration/General			
45-010 - Salaries & Wages	44,280	186,100	24%
45-020 - Employee Benefits	74,547	110,284	68%
45-029 - Retiree Health	2,535	10,300	25%
45-030 - Directors Expenses	8,455	39,000	22%
45-070 - Insurance	54,641	98,800	55%
Administration - Other	38,484	298,600	13%
Total Administration	222,942	743,084	30%
Maintenance/Engineering			
41-010 - Salaries & Wages	229,262	969,960	24%
41-020 - Employee Benefits	174,259	484,176	36%
41-029 - Retiree Health	2,535	10,300	25%
41-100 - Operating Supplies	7,603	40,000	19%
41-110 - Contractual Services	43,803	96,900	45%
41-207 - Contracted Repairs	-	62,000	0%
Maintenance- Other	34,253	301,450	11%
Total Maintenance/Engineering	491,715	1,964,786	25%
Pump Stations	23,181	16,460	141%
Total OPERATING EXPENSES	737,838	2,724,330	27%
CAPITAL			
41-650 - Debt Repayment (SRF Loans)	-	148,200	0%
Construction Projects	263,855	2,623,000	10%
Outlay(Maintenance/Engineering)	-	425,000	0%
Total CAPITAL	263,855	3,196,200	8%
Total Expense	1,001,693	5,920,530	17%
Net	(538,489)	0	



BETTY T. YEE

California State Controller

**LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE**

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

As of 10/15/2018, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 09/30/2018.

Earnings Ratio		.00005909460836489
Interest Rate		2.16%
Dollar Day Total	\$	653,362,059.60
Quarter End Principal Balance	\$	6,717,180.78
Quarterly Interest Earned	\$	38,610.18



Market Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Balance	\$211,818.30	\$211,818.30
Contribution	0.00	0.00
Disbursement	0.00	0.00
Transfer In	0.00	0.00
Transfer Out	0.00	0.00
Investment Earnings	4,522.15	4,522.15
Administrative Expenses	(26.61)	(26.61)
Investment Expense	(19.36)	(19.36)
Other	0.00	0.00
Ending Balance	\$216,294.48	\$216,294.48
FY End Contrib per GASB 74 Para 22	0.00	0.00
FY End Disbursement Accrual	0.00	0.00
Grand Total	\$216,294.48	\$216,294.48

Unit Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Units	13,343.167	13,343.167
Unit Purchases from Contributions	0.000	0.000
Unit Sales for Withdrawals	0.000	0.000
Unit Transfer In	0.000	0.000
Unit Transfer Out	0.000	0.000
Ending Units	13,343.167	13,343.167
Period Beginning Unit Value	15.874695	15.874695
Period Ending Unit Value	16.210160	16.210160

Please note the Grand Total is your actual fund account balance at the end of the period, including all contributions per GASB 74 paragraph 22 and accrued disbursements. Please review your statement promptly. All information contained in your statement will be considered true and accurate unless you contact us within 30 days of receipt of this statement. If you have questions about the validity of this information, please contact CERBT4U@calpers.ca.gov.

Statement of Transaction Detail for the Quarter Ending 09/30/2018

Stege Sanitary District

Entity #: SKB0-2595946637



Client Contact:
CERBT4U@CalPERS.ca.gov

12:17 PM	STEGE SANITARY DISTRICT			
10/19/2018	Check Report			
Accrual Basis	October 25, 2018			
	Name	Memo	Amount	Num
Oct 25, 18				
	ABCO Air	A/C Repair	-2,492.08	25746
	Aramark Uniform Services	Uniform Services	-722.31	25747
	CSDA	CSDA Membership & Labor Law Poster	-6,790.00	25748
	CWEA	Membership Renewal #313541I Perez	-188.00	25749
	DATCO	Oct-Dec 2018	-146.25	25750
	Direct Line	Answering Service 09/01-30/18	-98.15	25751
	Exxonmobil	Gas	-365.27	25752
	Jay Z. James	CASA Conference 08/07-10/18	-920.51	25753
	Meyers Nave	Legal Services	-2,828.90	25754
	Mobile Fleetcare	Vehicle Maintenance	-762.78	25755
	Nakano Landscape	Landscaping Sep 2018	-280.00	25756
	Pastime Hardware	Maintenance Supplies	-9.84	25757
	PG&E- #0103467151-9	Burlingame Pump Station	-70.42	25758
	PG&E- #0607499583-5	Canon Pump Station	-65.50	25759
	PG&E- #6675831511-4	Office/Shop	-587.28	25760
	Plaza Auto Service, Inc	Repairs Silverado	-163.87	25761
	S.P. Automotive	Maintenance Supplies	-156.51	25762
	ServiceMaster Restoration Services	Cleaning Service 1327 Richmond	-4,460.11	25763
	Soumeng Lee	Claim 1327 Richmond St	-926.00	25764
	Speed-Ox, Inc.	CO2 Tank Rental and Refill	-143.94	25765
	Stantec Consulting Services Inc.	Pump Station Force Main	-18,363.00	25766
	Staples Credit Plan	Office supplies	-101.90	25767
	Subsite Electronics CA	Video Camera Repairs	-450.73	25768
	TelePacific Communications	Office Phones	-919.08	25769
	Vanguard Cleaning Systems	Janitorial Service Oct 2018	-295.00	25770
Oct 25, 18			-42,307.43	

STEGE SANITARY DISTRICT OCTOBER 2018

OCTOBER 2018	NOVEMBER 2018	DECEMBER 2018	JANUARY 2019	FEBRUARY 2019	MARCH 2019
	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	AB 1234 Training (even years)
10/11/2018 – 7:00 P.M.	11/8/2018 – 7:00 P.M.	12/13/2018 – <u>2:00 P.M.</u>	1/17/2019 – 7:00 P.M.	2/14/2019 – 7:00 P.M.	3/9/2019 – <u>9:00 A.M.</u>
<p style="text-align: center;">Board of Directors Meeting</p> <p>***Meeting Cancelled*** o Regional PSL Program Update o Regional FOG Program Update</p>	<p style="text-align: center;">Board of Directors Meeting</p> <ul style="list-style-type: none"> o Proposed Meeting Calendar o Board Officer Succession Plan o CASA Conference 	<p style="text-align: center;">Board of Directors Meeting</p> <p><u>2PM Meeting Time</u></p> <ul style="list-style-type: none"> ◆ Nomination & Election of Officers ◆ Fiscal Year Financial Audit ◆ Connection Charge Calculation Report o CASA Conference o Meeting Calendar o Consent Decree Quarterly Report 	<p style="text-align: center;">Board of Directors Meeting</p> <ul style="list-style-type: none"> ◆ Board Governance Manual Review ◆ Connection Charge Ord. o Service Rate Discussion o District of Distinction (even years) o CASA Conference o Director’s Contact Info o Board Training Summary o Long Range Planning Discussion of Topics 	<p style="text-align: center;">Board of Directors Meeting</p> <ul style="list-style-type: none"> ◆ Board Governance Manual Approval o Actuarial Analysis of Retiree Health Benefits Report (even years) o Service Rate Discussion o CASA Conference o Board Training Summary o Form 700 ◆ Long Range Planning Discussion of Topics 	<p style="text-align: center;">Board of Directors Meeting</p> <p><u>9AM Meeting Time</u></p> <ul style="list-style-type: none"> o Long Range Planning Workshop o Strategic Plan Review
10/25/2018 – 7:00 P.M.			1/31/2019 – 7:00 P.M.		3/21/2019 – 7:00 P.M.
<p style="text-align: center;">Board of Directors Meeting</p> <ul style="list-style-type: none"> ◆ CLOSED SESSION – Quarterly Claims Rpt ◆ Quarterly Financial Statements o <i>Regional PSL Program Update</i> o <i>Regional FOG Program Update</i> 			<p style="text-align: center;">Board of Directors Meeting</p> <ul style="list-style-type: none"> ◆ CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval. ◆ Resolution for Disposal of Surplus Property ◆ Quarterly Financial Statements o CASA Conf. – Attendee Reports o Service Rate Discussion o Long Range Planning 		<p style="text-align: center;">Board of Directors Meeting</p> <ul style="list-style-type: none"> ◆ Auditor – RFP ◆ California Employer’s Retiree Benefit Trust (CERBT) o Form 700 o Consent Decree Quarterly Report o Service Rate Discussion o CASA Conf. + Attendee Reports o Board Training Summary

o INFORMATIONAL ITEMS

◆ ACTION ITEMS

CHANGES IN ITALICS

STEGE SANITARY DISTRICT

OCTOBER 2018

APRIL 2019	MAY 2019	JUNE 2019	JULY 2019	AUGUST 2019	SEPTEMBER 2019
	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	9/2 HOLIDAY <i>CSDA Annual Conf.</i> <i>Sep 25-28</i> <i>Anaheim, CA</i>
4/11/2019 – 7:00 P.M.	5/9/2019 – 7:00 P.M.	6/13/2019 – 7:00 P.M.	7/18/2019 – 7:00 P.M.	8/12/2019 – 7:00 P.M.	9/12/2019- 7 :00
Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting
<ul style="list-style-type: none"> ○ Service Rate Discussion/Approval (& 30-day Notice) ○ Board Training Summary ○ CASA Conference – Attendee Reports 	<ul style="list-style-type: none"> ○ Board Training Summary ○ Draft Budget ○ July 4th Fair Discussion 	<ul style="list-style-type: none"> ○ Draft Budget ◆ Review Director Meeting Compensation ○ July 4th Fair Discussion ◆ Approve Project Plans and Specs (+CEQA) ◆ Approve Salary Ranges for District Positions 	<ul style="list-style-type: none"> ◆ CLOSED SESSION – Quarterly Claims Rpt ○ July 4th Fair Debrief ○ District Investment Policy ○ Form 470 ○ 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 ◆ Resolution Est. Salary of District Manager 	<ul style="list-style-type: none"> ○ CASA Conference – Attendee Reports ○ CSDA Conference ○ Select Actuary for Analysis of Retiree Health Benefits (odd years) ◆ Quarterly (FY End) Financial Statements ◆ Conn. Charge Report per Gov. Code 66013 	<ul style="list-style-type: none"> ○ CSDA Conference
4/25/2019 – 7:00 P.M.	5/23/2019 – 7:00 P.M.	6/27/2019 – 7:00 P.M.			9/26/2019 – 7:00 P.M.
Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting			Board of Directors Meeting
<ul style="list-style-type: none"> ◆ 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 4th Fair Discussion 	<ul style="list-style-type: none"> ◆ CLOSED SESSION – Counsel Perf. Eval. ◆ Resolution Ordering Board Election (even years) ○ Draft Budget ○ July 4th Fair Discussion ○ Service Rate Discussion/Approval (& 30-day Notice) 	<ul style="list-style-type: none"> ◆ 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 4th Fair Discussion ○ Consent Decree Quarterly Report 			<ul style="list-style-type: none"> ◆ Flexible Benefits Plan Contribution Review ◆ Deferred Compensation Matching Contribution Review ◆ CSDA Conference – Attendee Reports ○ Consent Decree Quarterly Report

○ INFORMATIONAL ITEMS

◆ ACTION ITEMS

CHANGES IN ITALICS