

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF MAY 7, 2020  
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.

Public comment is limited to three (3) minutes for each individual speaker.

In accordance with California Government Code Section 54957.5, any writing that is a public record and relates to an open session agenda item which is distributed less than 72 hours prior to the meeting shall be available for public inspection at the District Office, 7500 Schmidt Lane, El Cerrito, during regular business hours. Copies of the agenda are posted on the District website at [www.stegesan.org](http://www.stegesan.org). Those disabled persons requiring auxiliary aids or services in attending or participating in this meeting should notify the District at least 48 hours prior to the meeting at (510) 524-4668.

*Members of the public can observe the live stream of the meeting by accessing <https://us02web.zoom.us/j/87571034494> or by calling (669) 900-9128 and entering the Meeting ID# 875 7103 4494 followed by the pound (#) key.*

*Public comment can be sent via email to [comments@stegesan.org](mailto:comments@stegesan.org) with "Public Comment" in the subject line. To provide written comment on an item on the agenda or to address the Board during Public Comment, please note the agenda item number that you want to address or whether you intend for the comment to be included in Public Comment. Comments timely received will either be provided as written comment or be read into the record, with a maximum allowance of 3 minutes per individual comment read into the record, subject to the Board President's discretion. Copies of all timely received written comments will be provided to the Board and will be added to the official record.*

*Pursuant to Executive Order N-29-20, Board Members Christian-Smith, Gilbert-Snyder, Merrill, Miller, and O'Keefe may be attending this meeting via teleconference. In the event that any Board Member elects to teleconference, all votes conducted during the teleconferencing session will be conducted by roll call vote.*

**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)

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

Motion: **IV. Approval of Minutes**  
A. Approval of April 23, 2020 Board Meeting Minutes  
(The Board will be asked to review and approve the minutes of April 23, 2020 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

Info: **VI. Reports of Staff and Officers**  
A. Manager's Report  
1. Draft Budget FY 2020-2021  
2. Pandemic Response (COVID-19) Status

Info/Motion: **VII. Business**  
A. Self-assessment of Governance Review  
(The Board will discuss selected statements from the self-evaluation.)  
Info/Motion: B. Public Outreach  
(The Board will consider public outreach strategies.)

Motion: **VIII. Approval of Checks**  
A. Checks for May 2020 - Fund No. 3418 & 3423  
(The Board will be asked to approve the monthly checks)

Info: **IX. Future Agenda Items**  
**May 21, 2020**  
CLOSED SESSION – District Counsel Performance Evaluation  
Resolution Ordering Board Election  
Connection Charge  
Draft Budget

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF MAY 7, 2020

TIME OF MEETING: 7:00 P.M.

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

**June 4, 2020**

Draft Budget

Review Directors Meeting Compensation

Approve Salary Ranges for District Positions

**X. Adjournment**

(The next regular meeting of the Stege Sanitary District Board of Directors is scheduled to be held on May 21, 2020 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF APRIL 23, 2020  
 TIME OF MEETING: 7:00 P.M.  
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

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

- I. Call To Order:** President Miller called the meeting to order at 7:00 P.M.
- II. Roll Call:** Present: Christian-Smith (by tele-conference @7:40 P.M.),  
 Gilbert-Snyder (by video-conference), Merrill,  
 O’Keefe (by tele-conference), Miller  
 Absent: None  
 Others Present: Rex Delizo, District Manager  
 Alex Mog, Office of District Counsel (by video-  
 conference)

**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 was tabled until later in the meeting.

**IV. Approval of Minutes**

A. Approval of April 9, 2020 Board Meeting Minutes

MOTION: By Merrill, seconded by O’Keefe, to approve the minutes of the April 9, 2020 Board Meeting, as amended

VOTE: AYES: Gilbert-Snyder, Merrill, O’Keefe, Miller  
 NOES: None  
 ABSTAIN: None  
 ABSENT: Christian-Smith

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF APRIL 23, 2020  
 TIME OF MEETING: 7:00 P.M.  
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

**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

There were no items reported.

**B. Written Communications**

1. Two-Year Email Retention Legislation Pulled by Author (AB 2093)

The Board reviewed the California Special Districts Association (CSDA) notification that Assembly Bill 2093, related to email retention, will not be moving forward in 2020.

Info:

**VI. Reports of Staff and Officers**

**A. Attorney's Report**

Mog reported further on Assembly Bill 2093 that was pulled from legislation and the existing law regarding public records requests.

**B. Manager's Report**

1. Monthly Maintenance Summary Report

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

2. Monthly Report of Sewer Replacements and Repairs

The Manager reported on the invoices paid in March.

3. San Pablo Avenue Specific Plan Impact Fee Status Report

The Manager reported on the status of the impact fee.

4. Employee Benefits

The Manager reported on discussions with staff regarding employee benefits.

5. Draft Budget

The Manager reported on the initial draft of the budget.

6. Cancellation of the 4<sup>th</sup> of July Fair

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
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The Manager reported that the City of El Cerrito's 4th of July Fair has been cancelled.

7. Pandemic Response (COVID-19) Status

The Manager reported on the District's operation under the County's additional COVID-19 "Cover Your Face" Health Order issued on April 17, 2020.

**VII. Business**

A. Stege Sanitary District Strategic Plan

The Board reviewed and approved the updated plan.

MOTION: By Merrill, seconded by Gilbert-Snyder, to approve the updated Stege Sanitary District Strategic Plan.

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

B. Self-assessment of Governance Review

The Board started discussing statements on "roles" from the self-evaluation that was completed at the Long Range Planning Workshop held on March 7, 2020 but decided to table the discussion to a future Board meeting. Staff will supply additional information on which specific statements rated highest for further discussion.

Closed Session was taken out of order at this time in the meeting.

**CLOSED SESSION**

**Liability Claims**

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
 MEETING OF APRIL 23, 2020  
 TIME OF MEETING: 7:00 P.M.  
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

Gov. Code § 54956.95

Claimant: Murdock

Agency Claimed Against: Stege Sanitary District

**Liability Claims**

Gov. Code § 54956.95

Claimant: Mello

Agency Claimed Against: Stege Sanitary District

The Board entered into closed session at 8:39 P.M. and returned to open session at 8:44 P.M. President Miller announced the Board had taken no reportable actions.

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

**VIII. Financial Statements – March 2020**

- A. Monthly Investment, Cash, Receivables Report
- B. Monthly Operating Statement, March 2020
- C. Monthly Cash on Hand vs. Target Reserves
- D. California Employers' Retiree Benefit Trust (CERBT) Quarterly Statement
- E. Local Agency Investment Fund (LAIF) Quarterly Statement

The financial items were reviewed by the Board.

**IX. Approval of Checks**

- A. Checks for April 23, 2020 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by Christian-Smith, to pay the bills,  
 Check Nos. 26552 through 26572 in the amount of \$54,951.88

VOTE: AYES: Christian-Smith, Gilbert-Snyder, Merrill, O'Keefe,  
 Miller

NOES: None

ABSTAIN: None

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
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ABSENT: None

**X. Future Agenda Items**

**May 7, 2020**

Draft Budget

Board Training Summary

*Self-Assessment of Governance Review*

*Public Outreach*

**May 21, 2020**

CLOSED SESSION – District Counsel Performance Evaluation

Resolution Ordering Board Election

Connection Charge

Draft Budget

**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, May 7, 2020 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

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Rex Delizo  
STEGE SANITARY DISTRICT  
Secretary



# DRAFT BUDGET

## EXHIBIT A

### STEGE SANITARY DISTRICT REVENUE SUMMARY

FISCAL YEAR 2020-2021

ITEM	as of 4/07/20 REVENUE 2019-2020	REMAINING BUDGET 2019-2020	Fiscal Year 2019-2020 Budget	Fiscal Year 2020-2021 Budget	% Change
<b>REVENUE</b>					
<b>I. SEWER OPERATION FUND (3418)</b>					
Non Operating Income:					
Interest	\$ 69,301	-1%	\$ 70,000	\$ 70,000	0%
Miscellaneous	35,408	31%	\$ 21,000	\$ 21,000	0%
Operating Income:					
Permit & Inspection Fees	5,885	-31%	\$ 15,000	\$ 15,000	0%
Sewer Service Charges	1,411,408	-7%	\$ 2,467,000	\$ 2,789,000	13%
Contracted Services	-	-19%	\$ 30,000	\$ 30,000	0%
Subtotal	<b>\$ 1,522,002</b>	<b>-3%</b>	<b>\$ 2,603,000</b>	<b>\$ 2,925,000</b>	<b>12%</b>
<b>II. CAPITAL FUND (3423)</b>					
Non-Operating Income:					
Interest	\$ 10,625	69%	\$ 15,000	\$ 15,000	0%
Operating Income:					
Property Tax	292,128	36%	\$ 400,000	\$ 400,000	0%
Capital Service Charges	1,411,408	-9%	\$ 2,535,000	\$ 2,901,000	14%
Connection Fees	299,462	74%	\$ 150,000	\$ 150,000	0%
San Pablo Ave. Impact Fee	644,504	20%	\$ 250,000	\$ 250,000	0%
Subtotal	<b>\$ 2,658,126</b>	<b>2%</b>	<b>\$ 3,350,000</b>	<b>\$ 3,716,000</b>	<b>11%</b>
<b>TOTAL REVENUE</b>	<b>\$ 4,180,128</b>	<b>0%</b>	<b>\$ 5,953,000</b>	<b>\$ 6,641,000</b>	<b>12%</b>

# DRAFT BUDGET

## EXHIBIT B

### STEGE SANITARY DISTRICT EXPENSE SUMMARY

FISCAL YEAR 2020-2021

ITEM	as of 4/07/20 EXPENSES 2019-2020	REMAINING BUDGET 2019-2020	Fiscal Year 2019-2020 Budget	Fiscal Year 2020-2021 Budget	% Change
<b>EXPENSES</b>					
I. OPERATING EXPENSES:					
Dept 41 - Maintenance/Engineering	\$ 1,220,628	41%	\$ 2,069,146	\$ 2,133,866	3%
Dept 41 - Pump Stations	\$ 17,328	-5%	\$ 16,460	\$ 16,460	0%
Dept 41 - Contracted Repairs	\$ 57,661	10%	\$ 64,000	\$ 66,000	3%
Dept 45 - General & Administration	\$ 581,639	28%	\$ 806,265	\$ 875,435	9%
<b>SUBTOTAL OPERATING EXPENSES</b>	<b>\$ 1,877,257</b>	<b>36%</b>	<b>\$ 2,955,871</b>	<b>\$ 3,091,761</b>	<b>5%</b>
II. CAPITAL EXPENSES:					
Dept 41 - Capital Equipment	\$ 428,542	8%	\$ 465,000	\$ 249,000	-46%
Dept 41 - Debt Repayment (SRF)	\$ 148,220	0%	\$ 148,200	\$ 148,200	0%
Dept 41 - Sewer Rehabilitation	\$ 1,534,841	52%	\$ 3,189,000	\$ 4,977,000	56%
<b>SUBTOTAL CAPITAL EXPENSES</b>	<b>\$ 2,111,602</b>	<b>44%</b>	<b>\$ 3,802,200</b>	<b>\$ 5,374,200</b>	<b>41%</b>
<b>TOTAL</b>	<b>\$ 3,988,859</b>	<b>41%</b>	<b>\$ 6,758,071</b>	<b>\$ 8,465,961</b>	<b>25%</b>
OTHER EXPENSES:					
Transfer from Capital Fund	\$ -	0%	\$ -	\$ -	0%
Retiree Medical Fund	\$ -	0%	\$ -	\$ -	0%
<b>SUBTOTAL OTHER EXPENSES</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 3,988,859</b>	<b>41%</b>	<b>\$ 6,758,071</b>	<b>\$ 8,465,961</b>	<b>25%</b>

### STEGE SANITARY DISTRICT TRANSFER TO/(FROM) RESERVES

FISCAL YEAR 2020-2021

ITEM	Fiscal Year 2019-2020 Budget	Fiscal Year 2020-2021 Budget	% Change
REVENUE	\$ 5,953,000	\$ 6,641,000	12%
EXPENSES	\$ (6,758,071)	\$ (8,465,961)	25%
<b>SUBTOTAL</b>	<b>\$ (805,071)</b>	<b>\$ (1,824,961)</b>	
<b>TRANSFER TO/(FROM) RESERVES</b>	<b>\$ (805,071)</b>	<b>\$ (1,824,961)</b>	

# DRAFT BUDGET

## EXHIBIT C

### STEGE SANITARY DISTRICT BUDGET - COMPOSITE

FISCAL YEAR 2020-2021

ITEM	FISCAL YEAR 2020-2021 BUDGET	OPERATIONS	GENERAL & ADMIN.
<b>OPERATING EXPENSES:</b>			
010 Salaries & Wages	\$ 1,269,560	\$ 1,064,760	\$ 204,800
020 Employee Benefits	\$ 796,460	\$ 619,556	\$ 176,904
030 Directors' Expenses	\$ 39,731	\$ -	\$ 39,731
040 Election Expense	\$ 30,000	\$ -	\$ 30,000
060 Gasoline, Oil, Fuel	\$ 22,000	\$ 22,000	\$ -
070 Insurance	\$ 182,000	\$ 15,000	\$ 167,000
080 Memberships	\$ 18,100	\$ 3,000	\$ 15,100
090 Office Expense	\$ 10,100	\$ -	\$ 10,100
100 Operating Supplies	\$ 40,000	\$ 40,000	\$ -
110 Contractual Services	\$ 98,100	\$ 98,100	\$ -
120 Professional Services	\$ 202,600	\$ 129,000	\$ 73,600
130 Printing & Publications	\$ 29,000	\$ -	\$ 29,000
140 Rents & Leases	\$ 1,800	\$ 1,000	\$ 800
150 Repairs & Maintenance	\$ 116,700	\$ 101,700	\$ 15,000
160 Revenue Collection Expenses	\$ 14,600	\$ -	\$ 14,600
170 Travel & Meetings	\$ 18,500	\$ 14,000	\$ 4,500
190 Utilities	\$ 39,200	\$ 7,000	\$ 32,200
200 Other Expenses	\$ 62,100	\$ -	\$ 62,100
203 First Aid Supplies	\$ 500	\$ 500	\$ -
204 Safety Equipment and Gloves	\$ 4,500	\$ 4,500	\$ -
205 Uniforms and Boots	\$ 12,500	\$ 12,500	\$ -
206 Safety Incentive Program	\$ 1,250	\$ 1,250	\$ -
207 Contracted Repairs	\$ 66,000	\$ 66,000	\$ -
410 Pump Stations	\$ 16,460	\$ 16,460	\$ -
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 3,091,761</b>	<b>\$ 2,216,326</b>	<b>\$ 875,435</b>
<b>CAPITAL EXPENSES:</b>			
650 DEBT REPAYMENT	\$ 148,200	\$ 148,200	\$ -
300 CAPITAL EQUIPMENT	\$ 249,000	\$ 249,000	\$ -
400 CONSTRUCTION	\$ 4,977,000	\$ 4,977,000	\$ -
<b>TOTAL CAPITAL EXPENSES</b>	<b>\$ 5,374,200</b>	<b>\$ 5,374,200</b>	<b>\$ -</b>
TRANSFER TO CAPITAL FUND	\$ -	\$ -	\$ -
<b>TOTAL BUDGET</b>	<b>\$ 8,465,961</b>	<b>\$ 7,590,526</b>	<b>\$ 875,435</b>

# DRAFT BUDGET

## DETAIL SHEET

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

**FISCAL YEAR 2020-2021**

ITEM	as of 4/07/20 EXPENDITURES 2019-2020	REMAINING BUDGET 2019-2020	Fiscal Year 2019-2020 Budget	Fiscal Year 2020-2021 Budget	% Change
<b>010 SALARIES AND WAGES</b>					
011 Engineering Salaries	\$ 327,826	31%	\$ 476,400	\$ 500,200	5%
011.6 Cell Phone (3)	1,440	33%	2,160	2,160	0%
012 Collection System Salaries	292,352	35%	453,200	475,900	5%
012.6 Cell Phone (5)	2,400	33%	3,600	3,600	0%
013 Overtime - Service Calls	11,699	24%	15,400	15,400	0%
014 Overtime - Engineering/Inspection	70	86%	500	500	0%
015 Standby	36,187	29%	51,000	55,000	8%
017 Performance Incentive	-	100%	12,000	12,000	0%
<b>TOTAL SALARIES AND WAGES</b>	<b>\$ 671,973</b>	<b>34%</b>	<b>\$ 1,014,260</b>	<b>\$ 1,064,760</b>	<b>5%</b>
<b>020 EMPLOYEE BENEFITS</b>					
021 Retirement	\$ 159,971	54%	\$ 345,980	\$ 345,980	0%
021a Deferred Comp Match	17,830	30%	25,440	25,440	0%
Cafeteria Plan					
'022 Health Care Admin Fees	14,693	-2961%	480	480	0%
'027 Cash, Dependent Care & Medical	106,304	41%	179,136	179,136	0%
023 Life Insurance/Dental/LTD	10,456	25%	13,920	13,920	0%
024 Workers' Compensation Insurance	-	100%	17,400	18,300	5%
025 Unemployment Insurance	1,959	62%	5,100	5,400	6%
026 Medicare	9,814	48%	19,000	19,600	3%
Retiree Medical & ARC					
'028 Retiree Medical (AnnReq'dContrib ARC)			-	-	0%
'029 Retiree Health Care Premium	8,454	18%	10,300	10,300	0%
030 Social Security (On Call Maintenance)	1,566	-57%	1,000	1,000	0%
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$ 331,046</b>	<b>46%</b>	<b>\$ 617,756</b>	<b>\$ 619,556</b>	<b>0%</b>
<b>MAINTENANCE</b>					
<b>060 GAS, OIL AND FUEL</b>	\$ 6,408	71%	\$ 22,000	\$ 22,000	0%
<b>070 CLAIMS</b>	18,869	-26%	15,000	15,000	0%
<b>080 MEMBERSHIPS</b>	769	74%	3,000	3,000	0%
<b>100 OPERATING SUPPLIES</b>					
101 Rods and Augers	-	100%	10,000	5,000	-50%
102 Chemicals	1,148	-15%	1,000	1,000	0%
104 Hose and Nozzles	11,720	53%	25,000	25,000	0%
105 Emergency Readiness		100%	500	500	0%
107 Engineering and Inspection Supplies		100%	2,000	2,000	0%
108 Computer/Supplies	2,561	61%	6,500	6,500	0%
<b>Forward totals to next page</b>	<b>41,475</b>	<b>51%</b>	<b>85,000</b>	<b>80,000</b>	<b>-6%</b>

# DRAFT BUDGET

## DETAIL SHEET

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

**FISCAL YEAR 2020-2021**

ITEM	as of 4/07/20 EXPENDITURES 2019-2020	REMAINING BUDGET 2019-2020	Fiscal Year 2019-2020 Budget	Fiscal Year 2020-2021 Budget	% Change
<b>Totals from previous page</b>	\$ 41,475	51%	\$ 85,000	\$ 80,000	-6%
<b>110 CONTRACTUAL SERVICES</b>					
111 Phone Service (Answering Service)	\$ 901	25%	\$ 1,200	\$ 1,200	0%
112 Manhole Level Monitors	1,002	60%	2,500	2,500	0%
115 Sewer Root Foaming	71,130	5%	75,000	75,000	0%
116 Radio and Test Equipment Maintenance	-	100%	500	500	0%
117 Utility Marking Service	2,972	-29%	2,300	3,000	30%
118 DOT Regulatory Compliance	605	33%	900	900	0%
119 Collection System JPA	-	100%	15,000	15,000	0%
<b>120 PROFESSIONAL SERVICES</b>					
121 Technical/Legal Support	\$ 36,129	66%	\$ 107,000	\$ 107,000	0%
122 Safety Consultant	-	100%	1,000	1,000	0%
123 Flow Monitoring Modeling	-	100%	15,000	15,000	0%
124 Enforcement	-	100%	6,000	6,000	0%
<b>140 RENTS AND LEASES</b>	\$ -	100%	1,000	1,000	0%
<b>150 REPAIRS AND MAINTENANCE</b>					
151 Vehicle Maintenance	\$ 13,599	66%	\$ 40,000	\$ 40,000	0%
152 Equipment and Shop Maintenance	3,458	62%	9,000	9,000	0%
153 Sewer Materials					
a. Pipe and Fittings	2,156	46%	4,000	4,000	0%
b. Manholes	-	100%	4,500	4,500	0%
c. Castings	-	100%	1,000	1,000	0%
154 Emergency Sewer Replacement	-	100%	12,500	12,500	0%
156 Building Maintenance	1,136	37%	1,800	1,800	0%
157 Janitorial Services	2,655	41%	4,500	4,500	0%
158 Yard Maintenance	1,840	23%	2,400	2,400	0%
159 Refuse Service	4,278	10%	4,750	4,750	0%
159a Refuse Service-Vactor	2,502	-11%	2,250	2,250	0%
160 Video Inspection Equipment Repair	10,174	-2%	10,000	15,000	50%
<b>170 TRAVEL AND MEETINGS</b>					
171 Training and Testing	\$ 987	67%	\$ 3,000	\$ 3,000	0%
173 Travel Reimbursement	488	92%	6,000	6,000	0%
174 Meetings and Conference	2,392	52%	5,000	5,000	0%
<b>Forward totals to next page</b>	\$ 199,879	53%	\$ 423,100	\$ 423,800	0%

# DRAFT BUDGET

## DETAIL SHEET

STEGE SANITARY DISTRICT  
ACCOUNT NO. 41 - OPERATIONS

FISCAL YEAR 2020-2021

ITEM	as of 4/07/20 EXPENDITURES 2019-2020	REMAINING BUDGET 2019-2020	Fiscal Year 2019-2020 Budget	Fiscal Year 2020-2021 Budget	% Change
<b>Totals from previous page</b>	\$ 199,879	53%	\$ 423,100	\$ 423,800	0%
<b>193 WATER - HYDRO FLUSHER</b>	\$ 5,342	24%	\$ 7,000	\$ 7,000	0%
<b>203 FIRST AID SUPPLIES</b>	26	95%	500	500	0%
<b>204 SAFETY EQUIPMENT AND GLOVES</b>	2,349	48%	4,500	4,500	0%
<b>205 UNIFORMS AND BOOTS</b>	10,013	20%	12,500	12,500	0%
<b>206 SAFETY INCENTIVE PROGRAM</b>	-	100%	1,250	1,250	0%
<b>TOTAL MAINTENANCE/ENGINEERING</b>	<b>\$ 217,609</b>	<b>52%</b>	<b>\$ 448,850</b>	<b>\$ 449,550</b>	<b>0%</b>
<b>41.2 BURLINGAME PUMP STATION</b>					
150 Repairs (Contracted)	-	100%	\$ 4,000	\$ 4,000	0%
150a Annual Inspection	458	82%	2,500	2,500	0%
151 Electricity	757	16%	900	900	0%
152 Telemetry	-	100%	350	350	0%
153 Maintenance and Landscaping	720	25%	960	960	0%
<b>41.4 CANON PUMP STATION</b>					
150 Repairs (Contracted)	14,571	-264%	4,000	4,000	0%
150a Annual Inspection	458	82%	2,500	2,500	0%
151 Electricity	365	59%	900	900	0%
152 Telephone/Telemetry	-	100%	350	350	0%
<b>TOTAL PUMP STATIONS</b>	<b>\$ 17,328</b>	<b>-5%</b>	<b>\$ 16,460</b>	<b>\$ 16,460</b>	<b>0%</b>
<b>207 CONTRACTED REPAIRS</b>	\$ 57,661	10%	64,000	66,000	3%
<b>TOTAL - MAINT/ENG EMPLOYEE SALARIES</b>	<b>\$ 671,973</b>	<b>37%</b>	<b>\$ 1,060,760</b>	<b>\$ 1,064,760</b>	<b>0%</b>
<b>TOTAL - MAINT/ENG EMPLOYEE BENEFITS</b>	<b>331,046</b>	<b>47%</b>	<b>619,556</b>	<b>619,556</b>	<b>0%</b>
<b>TOTAL OTHER MAINTENANCE/ENGINEERING</b>	<b>217,609</b>	<b>52%</b>	<b>448,850</b>	<b>449,550</b>	<b>0%</b>
<b>TOTAL - PUMP STATIONS</b>	<b>17,328</b>	<b>-5%</b>	<b>16,460</b>	<b>16,460</b>	<b>0%</b>
<b>TOTAL CONTRACTED REPAIRS</b>	<b>57,661</b>	<b>10%</b>	<b>64,000</b>	<b>66,000</b>	<b>3%</b>
<b>TOTAL OPERATIONS</b>	<b>\$ 1,295,618</b>	<b>41%</b>	<b>\$ 2,209,626</b>	<b>\$ 2,216,326</b>	<b>0%</b>

# DRAFT BUDGET

## DETAIL SHEET

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

**FISCAL YEAR 2020-2021**

ITEM	as of 4/07/20 EXPENDITURES 2019-2020	REMAINING BUDGET 2019-2020	Fiscal Year 2019-2020 Budget	Fiscal Year 2020-2021 Budget	% Change
<b>010 SALARIES AND WAGES</b>					
011 Administration Salaries	\$ 124,600	35%	\$ 191,700	\$ 201,300	5%
017 Performance Incentive	-	100%	3,500	3,500	0%
<b>TOTAL - SALARIES &amp; WAGES</b>	<b>\$ 124,600</b>	<b>36%</b>	<b>\$ 195,200</b>	<b>\$ 204,800</b>	<b>5%</b>
<b>020 EMPLOYEE BENEFITS</b>					
021 Retirement	\$ 68,143	32%	\$ 100,730	\$ 100,730	0%
021a Deferred Comp Match Cafeteria Plan	4,500	25%	6,000	6,000	0%
'022 Health Care Admin Fees	3,333	-826%	360	360	0%
'027 Cash, Dependent Care & Medical	29,856	33%	44,784	44,784	0%
023 Life Insurance/Dental/LTD	1,562	21%	1,980	1,980	0%
024 Workers' Compensation Insurance	-	100%	3,800	4,000	5%
025 Unemployment Insurance	-	100%	500	500	0%
026 Medicare Retiree Medical	1,946	68%	6,100	6,750	11%
'028 Retiree Medical (AnnReq'dContrib(ARC))	-	0%	-	-	0%
'029 Retiree Health Care Premiums	8,454	18%	10,300	10,300	0%
029a Social Security	-	100%	1,500	1,500	0%
<b>TOTAL - EMPLOYEE BENEFITS</b>	<b>\$ 117,794</b>	<b>33%</b>	<b>\$ 176,054</b>	<b>\$ 176,904</b>	<b>0%</b>
<b>GENERAL EXPENSES</b>					
<b>030 DIRECTORS' EXPENSES</b>					
031 Board Meeting Compensation	\$ 8,778	61%	\$ 22,231	\$ 22,231	0%
032 Travel Reimbursement	3,439	66%	10,000	10,000	0%
033 Meetings & Conference	2,175	67%	6,500	6,500	0%
034 Training	125	88%	1,000	1,000	0%
<b>TOTAL - DIRECTORS' EXPENSES</b>	<b>\$ 14,517</b>	<b>63%</b>	<b>\$ 39,731</b>	<b>\$ 39,731</b>	<b>0%</b>
<b>040 ELECTION EXPENSES</b>	\$ -	0%	\$ -	\$ 30,000	100%
<b>070 INSURANCE</b>					
071 Liability and Property Insurance	\$ 171,112	-13%	\$ 151,600	\$ 189,500	25%
072 Dividends (CREDIT)		100%	(22,500)	(22,500)	0%
<b>080 MEMBERSHIPS</b>					
081 Memberships	\$ 12,776	15%	\$ 15,000	\$ 15,000	0%
082 Memberships - Board	100	0%	100	100	0%
<b>Forward totals to next page</b>	<b>198,505</b>	<b>-8%</b>	<b>183,931</b>	<b>251,831</b>	<b>37%</b>

# DRAFT BUDGET

## DETAIL SHEET

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

**FISCAL YEAR 2020-2021**

ITEM	as of 4/07/20 EXPENDITURES 2019-2020	REMAINING BUDGET 2019-2020	Fiscal Year 2019-2020 Budget	Fiscal Year 2020-2021 Budget	% Change
<b>Totals from previous page</b>	\$ 198,505	-26%	\$ 183,931	\$ 251,831	37%
<b>090 OFFICE EXPENSES</b>					
091 Stationery, Postage, Supplies	\$ 662	83%	\$ 4,000	\$ 4,000	0%
092 Subscriptions	1,129	77%	5,000	5,000	0%
094 Public Notice Postage	-	100%	400	400	0%
096 Bank Charges	8	99%	700	700	0%
<b>120 PROFESSIONAL SERVICES</b>					
121 Legal Services	\$ 30,140	14%	\$ 35,000	\$ 35,000	0%
123 Audit and Special Reports	13,200	67%	40,000	20,000	-50%
124 Resources Consultant	2,700	46%	5,000	5,000	0%
125 Administrative Support	-	100%	2,500	2,500	0%
126 Labor Relations/HR Training	-	100%	100	100	0%
127 Litigation Expenses	-	100%	5,000	5,000	0%
129 ADP Payroll Expenses	2,575	57%	6,000	6,000	0%
<b>130 PRINTING AND PUBLICATIONS</b>					
131 Meetings and Hearings Notices	\$ -	100%	\$ 1,000	\$ 1,000	0%
132 Newsletters	8,462	58%	20,000	20,000	0%
133 Publications (Ordinances & Notices)	843	89%	7,500	7,500	0%
134 Job Advertising	-	100%	500	500	0%
<b>140 RENTS AND LEASES</b>					
	\$ 719	10%	\$ 800	\$ 800	0%
<b>150 BUILDING REPAIRS AND MAINTENANCE</b>					
151 Administration Offices	\$ 25,644	-185%	\$ 9,000	\$ 9,000	0%
155 Office Equipment	5,320	-48%	3,600	6,000	67%
<b>Forward totals to next page</b>	289,908	12%	330,031	380,331	15%



# DRAFT BUDGET

## DETAIL SHEET

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

**FISCAL YEAR 2020-2021**

ITEM	as of 4/07/20 EXPENDITURES 2019-2020	REMAINING BUDGET 2019-2020	Fiscal Year 2019-2020 Budget	Fiscal Year 2020-2021 Budget	% Change
<b>Totals from previous page</b>	\$ 289,908	-24%	\$ 330,031	\$ 380,331	15%
<b>160 REVENUE COLLECTION EXPENSES</b>					
161 EBMUD	\$ -	100%	\$ 600	\$ 600	0%
162 CCC Assessment Collection Fees	5,972	57%	14,000	14,000	0%
<b>170 TRAVEL AND MEETINGS</b>					
173 Travel Reimbursement	\$ 153	90%	\$ 1,500	\$ 1,500	0%
174 Meetings and Conferences	1,854	38%	3,000	3,000	0%
<b>190 UTILITIES</b>					
191 Gas and Electricity	\$ 9,593	4%	\$ 10,000	\$ 13,000	30%
192 Telephone & Computer Internet	9,896	10%	11,000	12,500	14%
193 Water	2,722	35%	4,200	4,200	0%
194 Security System	1,880	6%	2,000	2,500	25%
<b>200 OTHER EXPENSES</b>					
201 Miscellaneous	\$ 13,577	-172%	\$ 5,000	\$ 5,000	0%
202 Property Taxes	64	36%	100	100	0%
203 LAFCO Net Cost Apportionment	3,627	-21%	3,000	4,000	33%
204 Public Outreach	-	100%	18,000	18,000	0%
205 Penalties & Fines	-	100%	35,000	35,000	0%
<b>TOTAL - GENERAL EXPENSES</b>	<b>\$ 339,245</b>	<b>22%</b>	<b>\$ 437,431</b>	<b>\$ 493,731</b>	<b>13%</b>
<b>TOTAL - ADMIN. EMPLOYEE SALARIES</b>	<b>\$ 124,600</b>	<b>36%</b>	<b>\$ 195,200</b>	<b>\$ 204,800</b>	<b>5%</b>
<b>TOTAL - ADMIN. EMPLOYEE BENEFITS</b>	<b>\$ 117,794</b>	<b>33%</b>	<b>\$ 176,054</b>	<b>\$ 176,904</b>	<b>0%</b>
<b>TOTAL - ADMINISTRATION &amp; GENERAL</b>	<b>\$ 581,639</b>	<b>28%</b>	<b>\$ 808,685</b>	<b>\$ 875,435</b>	<b>8%</b>
<b>TOTAL OPERATIONS &amp; ADMIN. (3418)</b>	<b>\$ 1,877,257</b>	<b>38%</b>	<b>\$ 3,018,311</b>	<b>\$ 3,091,761</b>	<b>2%</b>

# DRAFT BUDGET

## DETAIL SHEET

**STEGE SANITARY DISTRICT  
ACCOUNT NO. 41 - CAPITAL EQUIPMENT EXPENSES**

**FISCAL YEAR 2020-2021**

ITEM	as of 4/07/20 EXPENDITURES 2019-2020	REMAINING BUDGET 2019-2020	Fiscal Year 2019-2020 Budget	Fiscal Year 2020-2021 Budget	% Change
<b>CAPITAL EQUIPMENT EXPENSES</b>					
<b>300 CAPITAL OPERATIONS (3421)</b>					
315 Flow Meters	-	100%	\$ 40,000	\$ 150,000	275.0%
319 Manhole Level Monitors	-	0%	-	15,000	100%
324 Vehicle Replacement	428,542	-1%	425,000	-	-100.0%
328 Generator		0%	-	50,000	100%
329 Security Fence Burlingame PS		0%	-	34,000	100%
330 Fuel Tank		0%	-	-	100%
<b>Sub-Total Capital Operations</b>	<b>\$ 428,542</b>	<b>8%</b>	<b>\$ 465,000</b>	<b>\$ 249,000</b>	<b>-46%</b>
<b>TOTAL - CAPITAL EQUIPMENT EXPENSES (3421)</b>	<b>\$ 428,542</b>	<b>8%</b>	<b>\$ 465,000</b>	<b>\$ 249,000</b>	<b>-46%</b>

# DRAFT BUDGET

## DETAIL SHEET

**STEGE SANITARY DISTRICT  
ACCOUNT NO. 41 - CAPITAL EXPENSES**

**FISCAL YEAR 2020-2021**

ITEM	as of 4/07/20 EXPENDITURES 2019-2020	REMAINING BUDGET 2019-2020	Fiscal Year 2019-2020 Budget	Fiscal Year 2020-2021 Budget	% Change
<b>411 MANHOLES</b>					
Manhole Adjustments	\$ 2,500	95%	\$ 50,000	\$ 50,000	0%
<b>428 RENEWAL &amp; REPLACEMENT</b>					
a. Interceptor Cleaning	\$ 50,000	0%	\$ 50,000	\$ 50,000	0%
b. Pump Station Rehab	-	100%	150,000	-	-100%
c. Admin Building	-	0%	-	10,000	100%
<b>SUB TOTAL (428)</b>	<b>\$ 50,000</b>	<b>75%</b>	<b>\$ 200,000</b>	<b>\$ 60,000</b>	<b>-70%</b>
<b>434 STANDARD SEWER REHABILITATION (3423)</b>					
a. Construction Costs	\$ 1,482,341	45%	\$ 2,689,000	\$ 2,867,000	7%
d. San Pablo Ave. Specific Plan Upgrades	-	100%	250,000	1,000,000	100%
e. Pumpstation Forcemains	-	0%	-	1,000,000	100%
<b>SUB-TOTAL (434)</b>	<b>\$ 1,482,341</b>	<b>50%</b>	<b>\$ 2,939,000</b>	<b>\$ 4,867,000</b>	<b>66%</b>
<b>TOTAL CONSTRUCTION COSTS (400s)</b>	<b>\$ 1,534,841</b>	<b>52%</b>	<b>\$ 3,189,000</b>	<b>\$ 4,977,000</b>	<b>56%</b>
<b>650 DEBT REPAYMENT (SRF LOANS)</b>					
a. Repayment Project 99201	104,281	0%	104,300	104,300	0%
b. Repayment Project 02203	43,939	0%	43,900	43,900	0%
<b>TOTAL DEBT REPAYMENT (650)</b>	<b>\$ 148,220</b>	<b>0%</b>	<b>\$ 148,200</b>	<b>\$ 148,200</b>	<b>0%</b>
<b>TOTAL CAPITAL EXPENSES (400-650)</b>	<b>\$ 1,683,060</b>	<b>56%</b>	<b>\$ 3,802,200</b>	<b>\$ 5,374,200</b>	<b>41%</b>



For Immediate Release

April 29, 2020

### **Regional Shelter-in-Place Orders Extended as Some Rules Ease**

*Health Officers caution that reducing restrictions too quickly could lead to a substantial resurgence of COVID-19*

The seven Bay Area Public Health Officers who ordered a shelter in place in mid-March will extend the orders through May 31 while some restrictions are eased and tools to strengthen containment of COVID-19 are put into place.

All construction activities, certain businesses that operate primarily outdoors, and some outdoor activities will be allowed to resume with specific conditions.

These new Health Officer orders, which takes effect May 4, cover everyone living or working in the counties of Alameda, Contra Costa, Marin, San Francisco, San Mateo, and Santa Clara as well as the City of Berkeley, an independent public health jurisdiction.

This next phase reflects regional progress, thanks to the collective action Bay Area residents have taken since mid-March in response to Health Officer shelter-in-place orders. Those actions have saved lives and staved off mass hospitalizations from the COVID-19 virus, which spreads easily and causes severe illness in many people. There is not yet an effective treatment or cure for the disease.

This initial, measured easing of some restrictions is designed to set the stage for a gradual resumption of activity and prevent rapid, exponential growth of



cases that could overwhelm hospitals for a particular jurisdiction or the region as a whole.

"We understand how challenging shelter in place is but we are clearly seeing the benefits," said Dr. Chris Farnitano, Health Officer of Contra Costa County. "As we ease a small number of restrictions, it's important to remember that the virus is still in our community. Now is not the time to ease up on maintaining social distancing, wearing a face covering, and staying home whenever possible."

"The new order allows us to carefully monitor our progress while building the essential public health infrastructure – such as contact tracing and testing capacity – that will support our gradual reopening and make recovery possible," said Dr. Tomás Aragon, Health Officer for the City and County of San Francisco.

Under the new orders, all construction projects will be allowed to resume as long as the project complies with safety protocols included with the order. All real estate transactions will also now be able to resume, but with continued restrictions on open houses and limitations on in-person viewings. Any employee allowed to return to work at a facility can also access childcare programs that are allowed to operate

Certain outdoor businesses can also begin operating again, and people are allowed to visit those businesses to perform work or obtain goods, services, or supplies. This includes wholesale and retail nurseries, landscapers, gardeners, and other businesses that primarily provide outdoor services as set forth in the order. Outdoor businesses do not include restaurants, cafes or bars, regardless of whether they have outdoor seating.

Other activities that can resume under the new order include residential moves and the use of certain shared outdoor recreational facilities that were previously ordered closed, like skate parks, but not others that involve shared equipment or physical contact.

This order is generally consistent with the state's shelter in place order. On any issue where the local and state orders may differ, the stricter order applies.



## Indicators to help assess progress on containing COVID-19

Health Officers are also releasing indicators that will be used to measure progress in containing the virus and ensuring we have the infrastructure in place to protect the community from COVID-19. These indicators will be critical to decisions in the coming weeks and months about when and how to ease shelter-in-place restrictions.

The indicators include:

- Whether the total number of cases in the community is flat or decreasing;
- Whether the number of hospitalized patients with COVID-19 is flat or decreasing;
- Whether there is an adequate supply of personal protective equipment for all health care workers;
- Whether we are meeting the need for testing, especially for persons in vulnerable populations or those in high-risk settings or occupations; and
- Whether we have the capacity to investigate all COVID-19 cases and trace all of their contacts, isolating those who test positive and quarantining the people who may have been exposed.

“A pandemic of this scale is unprecedented,” said Dr. Sara Cody, Santa Clara County Health Officer. “We are progressing steadily as a region, but we must reduce restrictions on activity gradually or we will put the lives of many community members at risk.”

# # #

## **MEDIA CONTACTS BY JURISDICTION**

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Alameda County Public Health Department

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## SELF-ASSESSMENT OF GOVERNANCE REVIEW

### ISSUE:

The Board requested staff bring back selected statements from the self-evaluation 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 7, 2020, each Board Member completed an individual board member self-evaluation and discussed their findings. (*NOTE: A record of each Board Member's individual score sheet was not retained, but the Board Member's score totals were recorded and is attached.*)

*The Board then chose to review and discuss the 6 specific statements concerning "productivity" and asked staff to bring back the other statements concerning "roles," "supportive framework," "staff relationships," and "chairperson leadership" for discussion at future Board meetings as follows:*

#### Roles:

4. The board does not attempt to micro-manage.
13. The board does not engage in solution "re-engineering" at meetings.
22. Staff does not get overly involved in policy decisions.
31. Individual board members do not try to influence personnel decisions.
40. Board members adequately communicate goals and philosophies to staff.
49. The Board is not complacent about its oversight responsibilities.

#### Supportive Framework:

1. Board meetings start on time.
10. There is agreement on who is ultimately responsible for putting items on and/or removing them from the agenda.
19. The board does not spend too much time modifying or correcting the minutes at meetings.



- 28. Operating rules and procedures are known by all board members.
- 37. The agenda packet is "user friendly."
- 46. Staff provides significant alternatives in their staff reports.

Staff Relationships:

- 6. Staff provides a recommendation on issues, no matter how controversial.
- 15. The board conducts timely and meaningful evaluations of the manager's performance.
- 24. Staff does not filter the information it passes on to the board.
- 33. Staff follows through as promised.
- 42. Openness and trust exists between the board and staff.
- 51. The board and staff do not surprise each other at meetings.

Chairperson Leadership:

- 8. The chairperson keeps audience members informed of board issues and actions.
- 17. The chairperson prevents dominating board members from having a disproportionate influence.
- 26. The chairperson protects board members from audience or colleague attacks.
- 35. The chairperson prevents premature rejection of new thoughts without a fair evaluation.
- 44. The chairperson does not unfairly use the powers of the position to win a point or argument.
- 53. In our meetings, the discussion rarely drifts off the subject.

**RECOMMENDATION:**

*Be prepared for discussion of each group of statements as a single component of governance.*

**ALTERNATIVES:**

1. *Discuss each individual statement within each component of governance.*
2. *Table the discussion for a future Board Meeting.*

**ATTACHMENTS:**

- *Board Governance Self-Assessment Questionnaire*
- *Total Score Summary*
- *Bi-Annual Results Summary*

# 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 the board's core beliefs, cultural norms, and protocols.
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.

## BOARD GOVERNANCE SELF ASSESSEMENT SCORE TOTALS

<b>A</b>	2	2	1	5	4	<b>14</b>	Supportive Framework
<b>B</b>	0	0	2	3	3	<b>8</b>	Conflict Management Process
<b>C</b>	0	0	1	2	6	<b>9</b>	Teamwork
<b>D</b>	2	2	3	4	5	<b>16</b>	Roles
<b>E</b>	0	0	0	5	2	<b>7</b>	Community Rapport
<b>F</b>	0	1	2	6	5	<b>14</b>	Staff Relationships
<b>G</b>	0	0	4	4	1	<b>9</b>	Clear Sense of Purpose
<b>H</b>	1	1	4	4	4	<b>14</b>	Chairperson Leadership
<b>I</b>	1	1	4	8	6	<b>20</b>	Productivity
	<b>6</b>	<b>7</b>	<b>21</b>	<b>41</b>	<b>36</b>		

# BOARD GOVERNANCE SELF ASSESSEMENT BI-ANNUAL SUMMARY

	2014	2016	2018	2020	AVG	
<b>A</b>	12	11	13	14	12.5	<b>A</b> Supportive Framework
<b>B</b>	8	7	8	8	7.8	<b>B</b> Conflict Management Process
<b>C</b>	11	8	6	9	8.5	<b>C</b> Teamwork
<b>D</b>	22	18	15	16	17.8	<b>D</b> Roles
<b>E</b>	15	12	9	7	10.8	<b>E</b> Community Rapport
<b>F</b>	10	12	7	14	10.8	<b>F</b> Staff Relationships
<b>G</b>	21	16	11	9	14.3	<b>G</b> Clear Sense of Purpose
<b>H</b>	20	19	13	14	16.5	<b>H</b> Chairperson Leadership
<b>I</b>	18	15	15	20	17.0	<b>I</b> Productivity
	137	118	97	111		

## **PUBLIC OUTREACH**

### **ISSUE:**

The Board will consider public outreach strategies in lieu of participating in the 4th of July/worldOne Festival which has been cancelled.

### **FISCAL IMPACT:**

The fiscal impact is dependent on the Board's decisions from the discussion.

### **STRATEGIC PLAN:**

GOAL 5: Maintain and Improve Community Outreach and Communication

WORK PLAN ITEM "e": Participate in community events such as the 4th of July Fair

### **BACKGROUND:**

Part of the District's public outreach work plan is to participate in community events such as the 4th of July Fair. On April 7, 2020, the El Cerrito City Council approved cancellation of the 4th of July/worldOne Festival due to the COVID-19 pandemic. The Board asked staff to add an item on a future agenda to consider public outreach strategies in lieu of participating in the 4th of July/worldOne Festival this year.

### **RECOMMENDATION:**

Discuss other public outreach strategies to help compensate for the cancellation of the 4th of July/worldOne Festival.

### **ALTERNATIVES:**

1. Table the discussion for a future Board Meeting.

### **ATTACHMENTS:**

None.

9:49 AM	STEGE SANITARY DISTRICT			
05/04/2020	Check Report			
Accrual Basis	May 7, 2020			
	Name	Memo	Amount	Num
<b>May 7, 20</b>				
	Aramark Uniform Services	Uniform Services	-527.16	26573
	Exxonmobil	Gas	-1,687.32	26574
	Municipal Maintenance Equipment	VACCON Repair	-1,923.64	26575
	Nakano Landscape	Landscaping Apr 2020	-290.00	26576
	PG&E- #6675831511-4	Office/Shop	-1,179.98	26577
	TelePacific Communications	Office Phones	-15.06	26578
	U.S. Bank	Maintenance & Computer Supplies	-3,083.98	26579
	Vanguard Cleaning Systems	Janitorial Service May 2020	-295.00	26580
	Pitney Bowes	Machine Lease 11/29/2019-05/27-2020	-314.12	26581
	Pitney Bowes Inc	Postage Machine Ink	-93.28	26582
<b>May 7, 20</b>			<b>-9,409.54</b>	

## STEGE SANITARY DISTRICT 2020 BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JANUARY 2020	FEBRUARY 2020	MARCH 2020	APRIL 2020	MAY 2020	JUNE 2020
1/1 & 1/20 HOLIDAY  CASA Winter Conf. Jan 21-23, Indian Wells, CA	2/17 HOLIDAY  CASA Policy Forum Feb 24-26, Wash, DC	AB 1234 Training (even years)		5/25 HOLIDAY  AB 1661 Training (odd years)	6/10 Safety and Recognition Awards Luncheon
1/16/2020 – 7:00 P.M.	2/13/2020 – 7:00 P.M.	3/7/2020 – <b>9:00 A.M.</b>	4/9/2020 – 7:00 P.M.	5/7/2020 – 7:00 P.M.	6/4/2020 – 7:00 P.M.
<ul style="list-style-type: none"> <li>• Board Governance Manual Review</li> <li>• Long Range Planning Workshop Agenda</li> <li>• Service Rate Discussion</li> <li>• District of Distinction (even years)</li> <li>• Board Training Summ.</li> <li>• Director’s Contact Info</li> <li>• CASA Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Actuarial Analysis of Retiree Health Benefits Report (even years)</li> <li>• Long Range Planning Workshop Agenda</li> <li>• Service Rate Discussion</li> <li>• Board Training Summ.</li> <li>• CASA Conf. + Attendee Reports</li> <li>• Form 700</li> </ul>	<u>9AM Meeting Time</u> <ul style="list-style-type: none"> <li>• Long Range Planning Workshop</li> <li>• Past 5 yrs. Expenditures Review</li> <li>• Self-Assessment of Governance</li> <li>• Strategic Plan Review</li> </ul>	<ul style="list-style-type: none"> <li>• Service Rate Discussion/ Approval (&amp; 30-day Notice)</li> <li>• Board Training Summ.</li> </ul>	<ul style="list-style-type: none"> <li>• Draft Budget</li> <li>• Board Training Summ.</li> <li>• July 4<sup>th</sup> Fair Discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Draft Budget</li> <li>• Review Director Meeting Compensation</li> <li>• Approve Project Plans and Specs (+CEQA)</li> <li>• Approve Salary Ranges for District Positions</li> <li>• July 4<sup>th</sup> Fair Discussion</li> </ul>
1/30/2020 – 7:00 P.M.		3/19/2020 – 7:00 P.M.	4/23/2020 – 7:00 P.M.	5/21/2020 – 7:00 P.M.	6/18/2020 – 7:00 P.M.
<ul style="list-style-type: none"> <li>• CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval.</li> <li>• Board Governance Manual Approval</li> <li>• Resolution for Disposal of Surplus Property</li> <li>• Quarterly Financial Statements</li> <li>• Long Range Planning Workshop Agenda</li> <li>• Service Rate Discussion</li> <li>• CASA Conf. – Attendee Reports</li> <li>• SPASPA Status Report</li> </ul>		<ul style="list-style-type: none"> <li>• Auditor – RFP</li> <li>• California Employer’s Retiree Benefit Trust (CERBT)</li> <li>• Consent Decree Quarterly Report</li> <li>• Service Rate Discussion</li> <li>• Board Training Summ.</li> <li>• Form 700</li> </ul>	<ul style="list-style-type: none"> <li>• CLOSED SESSION – Quarterly Claims Rpt</li> <li>• Employee Benefits</li> <li>• Quarterly Financial Statements</li> <li>• Draft Budget</li> <li>• Service Rate Discussion/Approval (&amp; 30-day Notice)</li> <li>• July 4<sup>th</sup> Fair Discussion</li> <li>• SPASPA Status Report</li> </ul>	<ul style="list-style-type: none"> <li>• CLOSED SESSION – Counsel Perf. Eval.</li> <li>• Resolution Ordering Board Election (even years)</li> <li>• Connection Charge</li> <li>• Draft Budget</li> <li>• July 4<sup>th</sup> Fair Discussion</li> <li>• Service Rate Discussion/Approval (&amp; 30-day Notice)</li> </ul>	<ul style="list-style-type: none"> <li>• CLOSED SESSION – Manager Perf. Eval.</li> <li>• Approve/Adopt Budget</li> <li>• Connection Charge</li> <li>• Notice of Completion/ Award of Contract</li> <li>• Ordinance – Director Meeting Compensation</li> <li>• Review and Approve Incentive Award</li> <li>• Adopt Incentive Award Goals &amp; Objectives</li> <li>• District Working Capital and Reserve Policy</li> <li>• July 4<sup>th</sup> Fair Discussion</li> <li>• CD Quarterly Report</li> </ul>

CHANGES IN ITALICS



## STEGE SANITARY DISTRICT 2020 BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JULY 2020	AUGUST 2020	SEPTEMBER 2020	OCTOBER 2020	NOVEMBER 2020	DECEMBER 2020	
7/3 HOLIDAY 4 <sup>th</sup> of July Fair Booth	CASA Annual Conf. Aug 12-14, Lake Tahoe  CSDA Annual Conf. Aug 24-27, Palm Desert	9/7 HOLIDAY		11/26-27 HOLIDAY	12/10 HOLIDAY LUNCHEON 12/25 HOLIDAY	
7/16/2020 – 7:00 P.M.	8/20/2020 – 7:00 P.M.	9/3/2020 – 7:00 P.M.	10/1/2020 – 7:00 P.M.	11/12/2020 – 7:00 P.M.	12/10/2020 – <b>2:00 P.M.</b>	
<ul style="list-style-type: none"> <li>• CLOSED SESSION – Quarterly Claims Rpt</li> <li>• Hearing/Resolution-Establish and Collect Sewer Service Charges</li> <li>• July 4<sup>th</sup> Fair Debrief</li> <li>• District Investment Policy</li> <li>• Reimb. Report per Gov. Code 53065.5</li> <li>• Quarterly Financial Statements</li> <li>• Candidate filing period (even years)</li> <li>• Resolution Est. Salary of District Manager</li> <li>• SPASPA Status Report</li> <li>• CASA Conference</li> <li>• Form 470</li> </ul>	<ul style="list-style-type: none"> <li>• CASA Conference</li> <li>• CSDA Conference</li> <li>• Select Actuary for Analysis of Retiree Health Benefits (odd years)</li> <li>• Quarterly (FY End) Financial Statements</li> <li>• Conn. Charge Report per Gov. Code 66013</li> </ul>	<ul style="list-style-type: none"> <li>• CASA Conference – Attendee Reports</li> <li>• CSDA Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Regional PSL Program Update</li> <li>• Regional FOG Program Update</li> </ul>	<ul style="list-style-type: none"> <li>• Proposed Meeting Calendar</li> <li>• Board Officer Succession Plan</li> <li>• CASA Conference</li> </ul>	<u>2PM Meeting Time</u> <ul style="list-style-type: none"> <li>• Fiscal Year Financial Audit</li> <li>• Resolution Certifying Election Results (even years)</li> <li>• Emergency Contact Update</li> <li>• Meeting Calendar</li> <li>• Consent Decree Quarterly Report</li> <li>• CASA Conference</li> <li>• Nomination &amp; Election of Officers</li> </ul>	
		9/17/2020 – 7:00 P.M.	10/15/2020 – 7:00 P.M.			
		<ul style="list-style-type: none"> <li>• Flexible Benefits Plan Contribution Review</li> <li>• Deferred Compensation Matching Contribution Review</li> <li>• CSDA Conference – Attendee Reports</li> <li>• Consent Decree Quarterly Report</li> </ul>	<ul style="list-style-type: none"> <li>• CLOSED SESSION – Quarterly Claims Rpt</li> <li>• SPASPA Status Report</li> <li>• Quarterly Financial Statements</li> </ul>			