

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA
AUGUST 17, 2023 @7:00 P.M.
www.stegesan.org • staff@stegesan.org

***** 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. 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://zoom.us/j/84090509848> or by calling (669) 900-9128 and entering the Meeting ID# 840 9050 9848 followed by the pound (#) key.

The ability to participate and observe remotely as identified above is predicated on the technology being available and functioning without technical difficulties. Should the remote platform not be available, or become non-functioning, or should the Board of Directors otherwise encounter technical difficulties that makes that platform unavailable, the Board of Directors will proceed with business in person unless otherwise prohibited by law.

*Public comment can be sent remotely by delivering a physical copy to **7500 Schmidt Lane, El Cerrito, CA 94530** or via email to 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 at least 15 minutes before the starting time of the meeting will be provided to the Board of Directors and will be added to the official record.*

Pursuant to AB 2449, Board Members may be attending this meeting via remote conferencing. In the event that any Board Member elects to attend remotely, all votes conducted during the meeting 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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING
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(Members of the public are invited to address the Board concerning topics that are **not** on the agenda)

- Motion: **IV. Approval of Minutes**
A. Approval of July 20, 2023 Board Meeting Minutes
(The Board will be asked to review and approve the minutes of July 20, 2023 Board Meeting)

- Info: **V. Communications**
A. Oral/Written Communications
1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings
a. August 9-11, 2023 California Association of Sanitation Agencies (CASA) Annual Conference
2. KIDS for the BAY Watershed Action Program (WAP) Final Report

- Info: **VI. Reports of Staff and Officers**
A. Attorney's Report
B. Committee Reports
C. Engineer's Report
1. Monthly Maintenance Summary Report
2. Monthly Report of Sewer Replacements and Repairs
3. Connection Charge Report per Gov. Code 66013
4. 2023 California Special Districts Association (CSDA) Conference
• August 28-31, 2023 – Annual Conference, Monterey, CA

VII. Business

- Resolution/Motion: A. Resolution No. 2231-0823 Approving Amendment No. 6 to the Legal Services Agreement with Meyers Nave and Authorizing the President of the Board to Execute the Amendment
(The Board will consider the resolution)

- Info/Motion: B. Board/District Counsel Communications

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING
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(The Board will consider the draft policy on communication between individual Board Members and District Counsel)

VIII. Monthly Financial Statements

- Info: A. Monthly Investment, Cash, Receivables Report
B. Monthly Operating Statement
(The Board will review the reports and statements)

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

- A. Checks for August 17, 2023 - Fund No. 3418 & 3423
(The Board will be asked to approve the August 17, 2023 checks)

Info: **X. Future Agenda Items**

September 7, 2023

CSDA Conference Attendee Reports
Health Care Benefits Review
Consent Decree Quarterly Report
+Consideration of September 21st meeting cancellation
+AB 1661 Training @5pm (Special Meeting)

September 21, 2023

(none)

XI. Adjournment

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on September 7, 2023 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF JULY 20, 2023
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

*****MINUTES*****

I. Call To Order: President Christian-Smith called the meeting to order at 7:00 P.M.

II. Roll Call: Present: Beach, Gilbert-Snyder, Merrill, O’Keefe, Christian-Smith*
 Absent: None
 Others Present: Rex Delizo, District Manager
 Kristopher Kokotaylo, District Counsel
 *via remote conference

Per AB 2449, Director Christian-Smith joined the meeting via remote conference due to a “just cause.” This is Director Christian-Smith’s first use of this exception for this calendar year.

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.

PUBLIC HEARING – ORDINANCE NO. 2229-0723 ORDINANCE APPROVING INCREASE IN DIRECTORS’ FEES

The Manager announced the public hearing was noticed in the local newspaper once a week for two successive weeks, on July 5 and 12, 2023, in accordance with Government Code Section 6066. The Manager then gave a summary of the proposed 3.56% increase in Directors’ fees that matches the cost-of-living increase for the past year (April CPI-W). President Christian-Smith opened the public hearing at 7:03 P.M. There were no members of the public in attendance nor any comments or objections received by mail or email. President Christian-Smith closed the public hearing at 7:04 P.M. The Board then began consideration of Ordinance No. 2229-0723 that would change the Directors’ compensation rate from \$244.78 to \$253.49 per meeting day.

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF JULY 20, 2023
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

MOTION: By O’Keefe, seconded by Gilbert-Snyder, to approve Ordinance No. 2229-0723 Approving Increase in Directors’ Fees

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

PUBLIC HEARING – RESOLUTION NO. 2230-0723 ACCEPTING REPORT ON SEWER SERVICE CHARGES AND ELECTING TO COLLECT SEWER SERVICE CHARGES ON THE TAX ROLL

The Manager announced the public hearing was noticed in the local newspaper once a week for two successive weeks, on July 5 and 12, 2023, in accordance with Government Code Section 6066. The Manager then presented the Board with the written report containing a description of each parcel of real property receiving sewer service, together with the amount of the charge for each parcel for the fiscal year 2023-2024 to be collected on the tax roll of Contra Costa County. President Christian-Smith opened the public hearing at 7:08 P.M. There were no members of the public in attendance nor any comments or objections received by mail or email. President Christian-Smith closed the public hearing at 7:09 P.M. The Board made final comments and began consideration of Ordinance No. 2230-0723.

MOTION: By Merrill, seconded by Beach, to approve Resolution No. 2230-0723 Accepting Report on Sewer Service Charges and Electing to Collect Sewer Service Charges on the Tax Roll, subject to correction

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF JULY 20, 2023
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

IV. Approval of Minutes

A. Approval of June 15, 2023 Board Meeting Minutes

MOTION: By Gilbert-Snyder, seconded by O’Keefe, to approve the minutes of the June 15, 2023 Board Meeting, as corrected

VOTE: AYES: Beach, Gilbert-Snyder, Merrill, O’Keefe, Christian-Smith

NOES: None

ABSTAIN: None

ABSENT: None

V. Communications

A. Oral/Written Communications

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

a. July 4th Festival Debrief

Directors Beach, Gilbert-Snyder, O’Keefe, and Merrill each gave a report of their experience staffing the District booth at the 4th of July Fair. The Board thanked staff for all the help they provided for the event.

2. CASA 2023 President's Memo/Designation of Representatives

The Board reviewed and discussed the items proposed by CASA.

MOTION: By O’Keefe, seconded by Gilbert-Snyder, to:

- a. Approve the slate of four nominees for the available seats on the CASA Board of Directors
- b. Approve the 2024 CASA Annual Membership Dues Resolution No. 23-213

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
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- c. Designate Christian-Smith as the official CASA voting representative with Gilbert-Snyder and Delizo as the two alternates who are authorized to exercise the District's CASA voting rights
- d. Approve consent to transmit official CASA communications electronically rather than regular mail

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

3. EMAIL – New LAFCO Commissioner

The Board received the announcement that Scott Pastor was elected to the Special District (alternate) seat on Contra Costa LAFCO.

VI. Reports of Staff and Officers

A. Attorney's Report

Kokotaylo reported on Governor Gavin Newsom recently signing Senate Bill 329 (SB 329) into law, which amended Section 36516 of the Government Code and allows for city council member pay cap increases.

B. Committee Reports

There were no committee reports.

C. 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 invoices paid in June.

3. San Pablo Avenue Specific Plan Status Report

The Manager reported on the status of the impact fee.

4. Reimbursement Report per Government Code 53065.5

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
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The Manager reported on reimbursements paid within the preceding fiscal year by the District of at least one hundred dollars (\$100) for each individual charge for services or product received as required by California Government Code Section 53065.5. The information will be made available on the District website for public inspection.

5. Form 460/470 - Officeholder and Candidate Campaign Statement
 The Manager reminded the Board to file their individual forms electronically online.
6. 2023 California Association of Sanitation Agencies (CASA) Conferences
 The Manager reported on the upcoming CASA conference.
7. 2023 California Special Districts Association (CSDA) Conference
 The Manager reported on the upcoming CSDA conference.

VII. Business

A. District Investment Policy

The Board conducted its annual review of the District's investment policies and decided that no changes were necessary.

B. Resolution No. 2231-0723 Accepting Completion of Work and Filing Notice of Completion for the Standard Sewer Rehabilitation Project No. 22201

The Board reviewed and approved the resolution to file the Notice of Completion for Project No. 22201.

MOTION: By Gilbert-Snyder, seconded by O'Keefe, to approve Resolution No 2231-0723 Accepting Completion of Work and Filing Notice of Completion for the Standard Sewer Rehabilitation Project No. 22201

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

NOES: None

ABSTAIN: None

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
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ABSENT: None

C. Board / District Counsel Communications

The Board considered establishing a policy on communication between individual Board members and District Counsel. Staff will bring back a draft policy for the Board's consideration at a future Board meeting.

D. Kids for the Bay – Watershed Action Program (WAP)

The Board discussed and approved funding of the program for the 2023-24 school year.

MOTION: By O'Keefe, seconded by Beach, to approve \$12,000 to fund the KIDS for the BAY Watershed Action Program (WAP) for the 2023-24 School Year

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

VIII. Monthly Financial Statements

- A. Monthly Investment, Cash, Receivables Report
- B. Monthly Operating Statement
- C. Local Agency Investment Fund (LAIF) Quarterly Statement
- D. Private Sewer Lateral (PSL) Replacement Loan Program Quarterly Report

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

IX. Approval of Checks

- A. Checks for July 20, 2023 - Fund No. 3418 & 3423

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF JULY 20, 2023
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

MOTION: By Christian-Smith, seconded by Merrill, to pay the bills,
 Check Nos. 28224 through 28272 in the amount of \$2,083,313.37

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

X. Future Agenda Items

August 17, 2023

Quarterly (FY End) Financial Statements
 Connection Charge Report per Gov. Code 66013
 CASA Conference – Attendee Reports
 CSDA Conference

September 7, 2023

CSDA Conference Attendee Reports
Health Care Benefits Review
Consent Decree Quarterly Report
 +*Consideration of September 21st meeting cancellation*
 +*AB 1661 Training @5pm (Special Meeting)*

Director Beach gave notice that she will not attend the September 21st meeting due to a scheduling conflict.

Director Christian-Smith gave notice that she will not attend the October 19th meeting due to a scheduling conflict.

Director Merrill gave notice that he will not attend the November 9th meeting due to a scheduling conflict.

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF JULY 20, 2023
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

CLOSED SESSION

Conference with Labor Negotiator

Gov. Code § 54957.6

Agency Designated Representative: Board President Christian-Smith

Unrepresented Employee: District Counsel

The Board entered into the closed session at 8:25 P.M. and returned to open session at 8:42 P.M. President Christian-Smith announced the Board had taken no reportable actions.

XI. Adjournment

The meeting was adjourned at 8:44 P.M. The next meeting of the District Board of Directors will be held on Thursday, August 17, 2023 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary

STEGE SANITARY DISTRICT MONTHLY MAINTENANCE SUMMARY REPORT

July 2023

QUARTER 3

VEHICLE	DAYS	FOOTAGE (LF)
<i>UNIT 10 COMBO</i>	<i>13</i>	<i>62,150</i>
<i>UNIT 11 RODDER</i>	<i>0</i>	
<i>UNIT 15 CCTV</i>	<i>10</i>	<i>25,629</i>
<i>UNIT 16 COMBO</i>	<i>7</i>	<i>11,264</i>
TOTAL MONTH CLEANED		73,414
TOTAL MONTH CCTV'D		25,629

QUARTERLY SUB-TOTALS

YEAR	QUARTER	TOTAL CLEANED (LF)	PLANNED TO CLEAN (LF)	TOTAL CCTV'D (LF)	PLANNED TO CCTV (LF)
2023	3	73,414	215,376	25,629	65,576
2023	2	245,678	202,070	51,885	60,081
2023	1	262,245	204,795	61,882	58,488
2022	4	238,659		39,892	
2022	3	256,792		49,468	
2022	2	234,291		68,383	
2022	1	248,365		61,991	

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MONTHLY SERVICE CALLS

July-2023

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
7/5/2023 Wednesday 1:00 PM	103430 103428	5442 PLUMAS AVE. RICHMOND, CA 94804 <i>Last Call: 12/20/2001</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				WE FOUND THAT THE SINK HOLE IN THE STREET WAS A CITY PROBLEM.
7/6/2023 Thursday 6:35 PM	221308 221307	7519 FAIRMOUNT AVE. EL CERRITO, CA 94530 <i>Last Call: 10/1/2020</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	R				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM
7/9/2023 Sunday 9:14 AM	142413 142412	1241 SCOTT ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
7/9/2023 Sunday 9:44 AM	212210 212006	6005 EL DORADO ST. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
7/12/2023 Wednesday 2:15 PM	186103 186102	2312 CEDAR ST. EL CERRITO, CA 94530 <i>Last Call: 3/19/1997</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				SLOW WASHER DRAIN, CUSTOMER'S PROBLEM.
7/13/2023 Thursday 10:11 AM	292111 292109	1152 RICHMOND ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	A				WE FOUND THE BROKEN WATER PIPE TO BE THE CUSTOMER'S PROBLEM.
7/13/2023 Thursday 1:34 PM	224116 224115	530 NORVELL ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C,LC				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
7/16/2023 Sunday 9:21 AM	281103 281102	938 KEARNEY ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
7/17/2023 Monday 2:00 PM	172326 172021	2035 TAMALPAIS AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				WE FOUND THE NOISE TO BE THE CUSTOMER'S PROBLEM.
7/20/2023 Thursday 9:33 AM	142411 142410	1325 LAWRENCE ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
7/21/2023 Friday 9:18 AM	102112 102110	1460 MONTEREY ST. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				CUSTOMER HAD A PROBLEM WITH WATER SUPPLY VALVE.
7/24/2023 Monday 12:00 PM	251235 251234	601 BONNIE DR. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				YARD WAS DAMAGED BY STEGE CONTRACTOR.
7/25/2023 Tuesday 11:50 AM	286126 286125	8540 BETTY LN. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				WE FOUND SLOW TOILET DRAIN TO BE THE CUSTOMER'S PROBLEM.
7/25/2023 Tuesday 11:52 AM	191207 191206	2540 TAMALPAIS AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				THE PROBLEM WAS A CLOGGED DISHWASHER.
7/28/2023 Friday 8:28 AM	273309 273307	44 WINDSOR AVE. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				WE FOUND THE GOPHER HOLES TO BE THE CUSTOMER'S PROBLEM.

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
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PROBLEM TYPE:

Water (A) Odor (O)
 Broken Main (B) Overflow (OF)
 S/S Congestion (C) PG+E (P)
 Debris in Main (D) Roots (R)
 EBMUD (E) Surcharge (S)
 Soft Stoppage (F) Storm Drain (SD)
 Grease (G) Unknown (U)
 Lateral Cause (LC) Other (T)
 Misc (M) Wipes/Rags (W)
 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 Dm (SD)
 Yard (Y)
 Other (O)

MAINLINE:	0
LATERAL:	6
OTHER:	9
TOTAL SERVICE CALLS:	15
MAINLINE OVERFLOW:	0
MAINLINE SURCHARGE:	0

SANITARY SEWER OVERFLOWS (SSOs) LAST 12 MONTHS

August-2023

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS	CAT*	VOL	RCVR'D	NET
8/8/2022 Monday 11:30 PM	273103 273001	27 SUNSET DR. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	LC, R	BLDG	B	ST	LATERAL ROOT CAUSED SSO.	CAT 4	15 gallons	10 gallons	5 gallons
11/19/2022 Saturday 1:49 PM	234220 234205	285 LEXINGTON AVE. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D,F,OF	MH	B	ST	SOFT STOPPAGE DUE TO DEBRIS AND WIPES	CAT 4	3 gallons	0 gallons	3 gallons
12/5/2022 Monday 9:13 PM	281406 281405	938 AVIS DR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	OF,R,W	MH	B	Y	WIPES AND ROOTS CAUSED SSO	CAT 3	112 gallons	0 gallons	112 gallons
1/12/2023 Thursday 10:05 AM	234016 234015	620 COVENTRY RD. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	G, R, W	MH	B	SD,Y,ST	ARRIVED ON SITE FOUND MANHOLE OVERFLOWING. WE BROKE THE STOPPAGE AND CLEANED UP.	CAT 1	10,660 gallons	0 gallons	10,660 gallons
2/7/2023 Tuesday 11:53 AM	184102 184101	11755 SAN PABLO AVE. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B,D, P	ML	ML	ST, SD	PG&E BROKE DISTRICT LINE	CAT 4	5 gallons	5 gallons	0 gallons
2/15/2023 Wednesday 7:40 PM	265304 265303	838 SEA VIEW DR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D, OF, T	MH	B	SD, Y	BROKEN MANHOLE.	CAT 4	34 gallons	34 gallons	0 gallons
5/1/2023 Monday 2:28 PM	186304 186004	2126 JUNCTION AVE. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B	ML, O	ML	Y	SSO WAS CAUSED BY SLIPLINE MORTAR NOT SEALED AT CONNECTION.	CAT 4	5 gallons	5 gallons	0 gallons
5/5/2023 Friday 8:07 AM	102203 102003	1438 CARLSON BLVD. RICHMOND, CA 94804	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D,OF,R, W	MH	B	ST, SD	DEBRIS, ROCKS, AND ROOTS CAUSED SSO.	CAT 3	78 gallons	78 gallons	0 gallons

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)

Odor (O)
Overflow (OF)
PG+E (P)
Roots (R)
Surcharge (S)
Storm Drain (SD)
Unknown (U)
Other (T)
Wipes/Rags (W)

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 Dm (SD)
Yard (Y)
Other (O)

TOTAL MAINLINE SSOs: 8
MAINLINE BREAK SSOs: 2
MAINLINE SURCHARGE SSOs: 0
CATEGORY 1 SSOs: 1
SSOs INTO BUILDINGS: 0

TOTAL SSO VOLUME (GALS): 10,912
TOTAL VOLUME RECOVERED (GALS): 132
TOTAL VOLUME UNRECOVERED (GALS): 10,780

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS	CAT*	VOL	RCVR'D	NET
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*CATEGORY 1 SSO: Spill of any volume of sewage from or caused by a sanitary sewer system that results in a discharge to: A surface water, including a surface water body that contains no flow or volume of water; or A drainage conveyance system that discharges to surface waters when the sewage is not fully captured and returned to the sanitary sewer system or disposed of properly. Any spill volume not recovered from a drainage conveyance system is considered a discharge to surface water, unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility.

CATEGORY 2 SSO: Spill of 1,000 gallons or greater, from or caused by a sanitary sewer system that does not discharge to a surface water.

CATEGORY 3 SSO: Spill of equal to or greater than 50 gallons and less than 1,000 gallons, from or caused by a sanitary sewer system that does not discharge to a surface water.

CATEGORY 4 SSO: Spill of less than 50 gallons, from or caused by a sanitary sewer system that does not discharge to a surface water.

**STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
REVISED JULY 2023**

SEWER REPLACEMENT - FY 2022-2023

A.	BUDGET ALLOCATION		\$3,259,000
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$546,092
C.	SEWER REPLACEMENTS PAID THIS MONTH (NO RETENTION)		
	APB ENGINEERING	SEWER REHAB 22201 <small>(invoice 2-5)</small>	\$1,603,110
	JAC DREAMSCAPE REIMBURSEMENT @244 AMHERST		-\$13,912
		SUBTOTAL FOR THIS MONTH	\$1,589,198
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	64.68%	\$2,107,986
E.	TOTAL 5% RETENTION HELD		\$110,947
F.	BUDGET REMAINING	31.91%	\$1,040,068
G.	PERCENTAGE OF FISCAL YEAR REMAINING	0.00%	
H.	TOTAL REPLACEMENT FOOTAGE PAID TO DATE	12,098 (\$ 183.41 /LF)	

II SEWER REPAIRS - FY 2022-2023

A.	BUDGET ALLOCATION		\$70,000
B.	PRIOR BUDGET EXPENDED		\$66,475
C.	SEWER REPAIRS PAID THIS MONTH		
	APB ENGINEERING	1325 BREWSTER DR. EL CERRITO	\$5,750
	APB ENGINEERING	6626 GATTO AVE. EL CERRTIO	\$2,300
	EBMUD REIMBURSEMENT @5223 COLUSA AVE. RICHMOND (12/22/22)		-\$2,900
	PG&E REIMBURSEMENT @1175 SAN PABLO AVE, EL CERRITO (3/24/23)		-\$6,300
		SUBTOTAL FOR THIS MONTH	-\$1,150
		SUBTOTAL FOR LAST MONTH	\$66,475
D.	TOTAL BUDGET EXPENDED	93.32%	\$65,325
E.	TOTAL RETENTION HELD	0.00%	\$0
F.	BUDGET REMAINING	6.68%	\$4,675
G.	PERCENTAGE OF FISCAL YEAR REMAINING	0.00%	
H.	TOTAL NUMBER OF REPAIRS PAID TO DATE	12 (\$5,444 /REPAIR)	

**STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
REVISED JULY 2023**

III SAN PABLO AVE SPECIFIC PLAN AREA (SPASPA) UPGRADE - FY 2022-2023			
A.	BUDGET ALLOCATION		\$0
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$0
C.	SPASPA UPGRADES PAID THIS MONTH (NO RETENTION)		
SUBTOTAL FOR THIS MONTH			\$0
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	0.00%	\$0
E.	TOTAL 5% RETENTION HELD	0.00%	\$0
F.	BUDGET REMAINING	100.00%	\$0
G.	PERCENTAGE OF FISCAL YEAR REMAINING	0.00%	
H.	TOTAL SPASPA UPGRADE FOOTAGE PAID TO DATE	(\$ - /LF)	

STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
July 2023

I SEWER REPLACEMENT - FY 2023-2024			
A.	BUDGET ALLOCATION		\$3,473,000
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$0
C.	SEWER REPLACEMENTS PAID THIS MONTH (NO RETENTION)		
	SUBTOTAL FOR THIS MONTH		\$0
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	0.00%	\$0
E.	TOTAL 5% RETENTION HELD		\$0
F.	BUDGET REMAINING	100.00%	\$3,473,000
G.	PERCENTAGE OF FISCAL YEAR REMAINING	100.00%	
H.	TOTAL REPLACEMENT FOOTAGE PAID TO DATE	0 (\$ - /LF)	

II SEWER REPAIRS - FY 2023-2024			
A.	BUDGET ALLOCATION		\$72,000
B.	PRIOR BUDGET EXPENDED		\$0
C.	SEWER REPAIRS PAID THIS MONTH		
	SEWER WORKS	832 EVERETT ST. EL CERRITO	\$2,000
	SUBTOTAL FOR THIS MONTH		\$2,000
	SUBTOTAL FOR LAST MONTH		\$0
D.	TOTAL BUDGET EXPENDED	2.78%	\$2,000
E.	TOTAL RETENTION HELD	0.00%	\$0
F.	BUDGET REMAINING	97.22%	\$70,000
G.	PERCENTAGE OF FISCAL YEAR REMAINING	100.00%	
H.	TOTAL NUMBER OF REPAIRS PAID TO DATE	1 (\$2,000 /REPAIR)	

**STEGE SANITARY DISTRICT
ANNUAL COMPLIANCE REPORT FOR REQUIREMENTS OF
GOVERNMENT CODE SECTION 66013**

Fiscal Year Ending June 30, 2023

Per Government Code Section 66013(d), the District shall make available to the public, within 180 days after the last day of each fiscal year, the following information for that fiscal year:

1. A description of the charges deposited in the fund.

District-Wide Sewer Connection Charge - The purposes of the sewer connection charge are (a) to provide revenue to acquire, construct, install and replace capital facilities and other assets required for the District's wastewater disposal system, and (b) to distribute the cost of acquisition, construction, installation and replacement of the District's wastewater facilities and other capital assets so that the owner of each parcel connected to the District's system pays a proportionate share of those costs. Payment of the applicable connection charge allows discharges of wastewater to be made from the respective parcel in an amount that corresponds to the amount of the charge established by the District Ordinance Code. The discharge capacity thus acquired is irrevocable and runs with the parcel.

San Pablo Avenue Specific Plan Area Sewer Connection/Capacity Charge - In September 2017, a special study was completed to help plan for future developments in the San Pablo Avenue Specific Plan Area (SPASPA) in the City of El Cerrito. ("Sewer Capacity Charge for the San Pablo Avenue Specific Plan Area," September 12, 2017, Urban Economics) and an additional updated connection fee study was conducted in April 2019 ("Connection Charge and SPASPA Impact Fee Study"). Without pipe upsizing, the anticipated development in the SPASPA would surcharge existing facilities. An additional capacity charge will fund sewer capacity improvements needed to serve projected growth within the SPASPA. For new connections and increased discharges in the SPASPA, both residential and nonresidential developments will pay an additional fee per fixture unit. For SPASPA developments, these charges must be paid in addition to the District-Wide Sewer Connection Charge.

2. The beginning and ending balance of the fund and the interest earned from investment of moneys in the fund.
3. The amount of charges collected in that fiscal year.

Beginning Balance July 1, 2022	\$156,119.61
District-Wide Fees Collected	273,958.26

San Pablo Avenue Specific Plan Area Fees Collected	75,692.01
Interest Earned	9,720.49
Transfers in/out of other funds	(283,922.42)
Ending Balance June 30, 2022	\$231,567.95

4. An identification of all of the following:
 - a. Each public improvement on which charges were expended and the amount of the expenditure for each improvement, including the percentage of the total cost of the public improvement that was funded with those charges if more than one source of funding was used.

Capital Improvement Project	\$2,218,932.13	12.80 %
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- b. Each public improvement on which charges were expended that was completed during that fiscal year.

Capital Improvement Project
San Pablo Avenue Specific Plan Area Upgrade Project

- c. Each public improvement that is anticipated to be undertaken in the following fiscal year.

Capital Improvement Project
San Pablo Avenue Specific Plan Area Upgrade Project

5. A description of each interfund transfer or loan made from the capital facilities fund. The information provided, in the case of an interfund transfer, shall identify the public improvements on which the transferred moneys are, or will be, expended. The information, in the case of an interfund loan, shall include the date on which the loan will be repaid, and the rate of interest that the fund will receive on the loan.

The interfund transfer in the amount of \$283,922.42 was made to complete the Capital Improvement Project and the San Pablo Avenue Specific Plan Area Upgrade Project. There was no interfund loan made from the capital facilities fund.

RESOLUTION NO. 2231-0823 APPROVING AMENDMENT NO. 6 TO THE LEGAL SERVICES AGREEMENT WITH MEYERS NAVE AND AUTHORIZING THE PRESIDENT OF THE BOARD TO EXECUTE THE AMENDMENT

ISSUE:

The Board will consider amending the legal services agreement with Meyers Nave to provide for a CPI adjustment.

FISCAL IMPACT:

The fiscal impact of the CPI adjustment since the last amendment to the legal services agreement is an increase of 9.7%.

STRATEGIC PLAN:

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

BACKGROUND:

On July 20, 2023, the Board conducted a performance evaluation of District Counsel Kokotaylo and his law firm, Meyers Nave. After the performance evaluation, the Board requested staff prepare a resolution to amend the legal services agreement with Meyers Nave to provide for a CPI adjustment since the last amendment to the legal services agreement.

RECOMMENDATION:

Approve the resolution.

ALTERNATIVES:

1. Make amendments and approve as amended.
2. Take no action and provide staff further direction.

ATTACHMENTS:

- Resolution No. 2231-0823
- Amendment No. 6 to the Legal Services Agreement with Meyers Nave.

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RESOLUTION NO. 2231-0823

RESOLUTION APPROVING AMENDMENT NO. 6 TO THE LEGAL SERVICES AGREEMENT WITH MEYERS NAVE AND AUTHORIZING THE PRESIDENT OF THE BOARD TO EXECUTE THE AMENDMENT

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

- A. The Stege Sanitary District (District) is a public agency and sanitary district organized and existing under and pursuant to the Sanitary District Act of 1923 (California Health and Safety Code § 6400 *et seq.*).
- B. Kristopher J. Kokotaylo (District Counsel), through the law firm Meyers Nave, a Professional Corporation (Firm), serves as District Counsel for the District.
- C. The District and Firm have an existing legal services agreement.
- D. On July 20, 2023, the District Board of Directors conducted a performance evaluation of District Counsel and the Firm and the District Board of Directors now desires to amend the legal services agreement with the Firm to provide for a CPI adjustment since the last amendment to the legal services agreement.

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

- 1. The foregoing recitals are true and correct and are hereby incorporated by reference.
- 2. The Board of Directors declare that the Board President, acting as the Labor Negotiator on behalf of the District, is authorized to execute the sixth amendment to the legal services agreement attached hereto as Exhibit A, between the Stege Sanitary District and the Firm effective August 1, 2023.
- 3. The District Manager is hereby authorized and directed, on behalf of the District, to make all approvals and take all actions necessary and appropriate to carry out and implement the terms of this Resolution.

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 17th day of August 2023 by a X-X vote as follows:

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

JULIET CHRISTIAN-SMITH, President
Stege Sanitary District
Contra Costa County, California

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

EXHIBIT A

Fifth Amendment to Agreement For Legal Services

This is the Sixth Amendment to the Agreement between Stege Sanitary District (“Stege”) and Meyers Nave, a Professional Corporation (“Firm”), dated January 9, 2004, as amended October 26, 2007, January 1, 2012, July 24, 2014, June 28, 2018, and August 19, 2021.

Section 4. Compensation, shall be amended as follows:

“Stege shall compensate Firm in accordance with the terms and conditions of the Agreement in the following amounts:

a. Meeting Retainer. A retainer of Two Thousand Eighty Dollars (\$2,080) per month for performance of services directly related to one regular Board meeting each month, specifically including: preparation for the meeting, review of agenda materials for the meeting; drafting of resolutions; consulting with the Manager/Engineer regarding agenda materials; attendance at the meeting; and any follow-up consultations or minor work resulting directly from the meeting.

b. Non-Retainer General Services (Hourly Rate). For all other routine general counsel services not included in the Meeting Retainer above, the work shall be billed at the following rates:

Attorney	Rate
Principal	\$300.00 per hour
Associates	\$267.00 per hour
Paralegal	\$129.00 per hour
Law Clerk	\$129.00 per hour

c. Special Counsel Service and Cost Recovery Rates. For non-routine special counsel services and for all legal work chargeable to third party applicants of the District, the work shall be billed at the non-retainer specialty rates maintained by the Firm, which range from \$275 to \$556 per hour. Before any special counsel services are provided, the District Counsel shall consult with the Manager/Engineer and the President of the Board of Directors.

d. Annual Review of Rates. District Counsel may request an annual review of the rates at the beginning of the District’s fiscal year and seek adjustments. All rate adjustments shall be approved by the Board of Directors.”

EXHIBIT A

The remainder of Section 4 and the remainder of the Agreement will remain in full force and effect. This Amendment shall be effective on August 1, 2023.

Meyers Nave, a Professional Corp.

Date: _____

By: _____
Kristopher Kokotaylo, Attorney

Stege Sanitary District

Date: _____

By: _____
Juliet Christian-Smith, President

BOARD / DISTRICT COUNSEL COMMUNICATIONS

ISSUE:

The Board will consider a policy on communication between individual Board members and District Counsel.

FISCAL IMPACT:

The fiscal impact to consider a policy during a regular Board meeting is minimal. The District would save attorney fees by not contacting District Counsel outside of Board meetings.

STRATEGIC PLAN:

GOAL 3: Ensure Financial Stability and Efficiency

BACKGROUND:

At the March 4, 2023 Long-Range Planning (LRP) Workshop, the Board asked to add an item to a future Board meeting to consider establishing a policy on when it's appropriate for individual Board members to contact District Counsel directly outside of Board meetings.

At the Board Meeting held on July 20, 2023, the Board asked staff to draft a policy for the Board's consideration at a future Board meeting.

Staff has completed an initial draft of language that could be included as part of the Board Governance Manual as follows:

BOARD/ DISTRICT COUNSEL RELATIONS

27. Board/District Counsel Communications. Except for situations that require quick action, individual Board Members should generally communicate with District Counsel within the Board Meeting process. Outside of Board Meetings, communications by individual Board Members with District Counsel should be directed through the Board President, or the Vice President if the concern is in regards to the President.

RECOMMENDATION:

Consider the draft policy, make desired amendments, and instruct staff to add the language to the Board Governance Manual.

ALTERNATIVES:

1. Postpone the discussion for a future Board meeting.
2. Take no action and continue without a policy.

ATTACHMENTS:

- None.

STEGE SANITARY DISTRICT

Operating Statement

08/07/2023

July 2023

8.49% of Fiscal year Completed

	July 2023	Annual Budget	% of Annual Budget
Income			
31 - OPERATING REVENUE			
31010 - Sewer Service Charges	-	3,443,000	0%
31020 - Permit & Insp. Fees	530	12,000	4%
31030 - Connection Fees	1,231	50,000	2%
31040 - San Pablo Impact Fee	-	50,000	0%
31080 - Contracted Services	-	33,000	0%
31010a - Capital Service Charges	-	4,290,000	0%
Total 31 - OPERATING REVENUE	1,761	7,878,000	0%
32 - NON-OPERATING REVENUE			
32050 - Interest - 3418	-	15,000	0%
32052 - Interest - 3423	-	5,000	0%
32080 - Property Taxes	-	500,000	0%
32085 - Insurance Dividend	-	-	0%
32090 - Miscellaneous	-	21,000	0%
Total 32 - NON-OPERATING REVENUE	-	541,000	0%
Transfer (to)/from Reserves	-	764,961	0%
Total Income	1,761	9,183,961	0%
Expense			
OPERATING EXPENSES			
Administration/General			
45-010 - Salaries & Wages	21,420	265,600	8%
45-020 - Employee Benefits	57,295	144,566	40%
45-029 - Retiree Health	935	13,600	7%
45-030 - Directors Expenses	1,958	45,478	4%
45-070 - Insurance	21,463	305,000	7%
Administration - Other	2,978	283,500	1%
Total Administration	106,049	1,057,744	10%
Maintenance/Engineering			
41-010 - Salaries & Wages	104,417	1,308,560	8%
41-020 - Employee Benefits	117,964	543,924	22%
41-029 - Retiree Health	914	13,356	7%
41-100 - Operating Supplies	84	40,000	0%
41-110 - Contractual Services	3,987	102,300	4%
41-207 - Contracted Repairs	2,000	72,000	3%
Maintenance- Other	62,092	332,777	19%
Total Maintenance/Engineering	291,458	2,372,897	12%
Pump Stations	94	40,020	0%
Total OPERATING EXPENSES	397,602	3,470,661	11%
CAPITAL			
41-650 - Debt Repayment (SRF Loans)	-	43,900	0%
Construction Projects	-	4,884,400	0%
Outlay(Maintenance/Engineering)	-	785,000	0%
Total CAPITAL	-	5,713,300	0%
Total Expense	397,602	9,183,961	4%
Net	(395,841)	0	

STEGE SANITARY DISTRICT
Investment, Cash & Receivables Report
As of July 31, 2023

11:04:41 AM
08/07/2023

	<u>July 31, 2023</u>	<u>June 30, 2023</u>	<u>\$ Change</u>	<u>Deposits</u>	<u>Checks</u>	<u>Transfers</u>
ASSETS						
Current Assets						
Checking/Savings						
TVI & LAIF Investment Accts						
11012 · Sewer Operations- 3418	8,390,002	9,990,002	-1,600,000	0	0	-1,600,000
11014 · System Rehab- 3423	1,031,752	1,031,752	0	0	0	0
11020 · TVI Investments	501,014	500,000	1,014	1,014	0	0
Total TVI & LAIF Investment Accts	<u>9,922,768</u>	<u>11,521,753</u>	<u>-1,598,986</u>	<u>1,014</u>	<u>0</u>	<u>-1,600,000</u>
Checking Accts						
100 · Mechanics Bank	25,490	625,510	-600,020	1,766	-2,201,786	1,600,000
100 · County Cash Acct #3418	-9,420	-2,772,652	2,763,232 *	0 *	0	0
Total Checking Accts	<u>16,071</u>	<u>-2,147,142</u>	<u>2,163,213</u>	<u>1,766</u>	<u>-2,201,786</u>	<u>1,600,000</u>
11021 · Petty Cash	250	250	0	0	0	0
Total Checking/Savings	<u>9,939,088</u>	<u>9,374,861</u>	<u>564,227</u>	<u>2,780</u>	<u>-2,201,786</u>	<u>0</u>
301 · Ca Employer's Retiree Benefit Trust	266,933	266,933	0	0	0	0
Total CA Employer's Retiree Benefit Trust	<u>266,933</u>	<u>266,933</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Accounts Receivable						
11072 · Accounts Receivable/Notes Payable	77,701	77,092	609			
Total Accounts Receivable	<u>77,701</u>	<u>77,092</u>	<u>609</u>			

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

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

NOTE:

The Check Report

will be provided for review

at the board meeting.

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JANUARY 2023	FEBRUARY 2023	MARCH 2023	APRIL 2023	MAY 2023	JUNE 2023
1/2 & 1/16 HOLIDAY CASA Winter Conf. Jan 25-27, Palm Springs	2/20 HOLIDAY CASA Policy Forum Feb 27-Mar. 1, Wash, DC			5/29 HOLIDAY	6/19 HOLIDAY
1/19/2023 – 7:00 P.M.	2/2/2023 – 7:00 P.M.	3/4/2023 – 9:00 A.M.	4/6/2023 – 7:00 P.M.	5/4/2023 – 7:00 P.M.	6/1/2023 – 7:00 P.M.
<ul style="list-style-type: none"> • Board Governance Manual Review • Service Rate Discussion • Long Range Planning Workshop Agenda • Director’s Contact Info • Board Training Summ. • CASA Conference • Quarterly Financial Statements • SPASPA Status Report • CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval. 	<ul style="list-style-type: none"> • Actuarial Analysis of Retiree Health Benefits Report (even years) • Performance Report (every 3 years) • District of Distinction (every 3 years) • Service Rate Discussion • Long Range Planning Workshop Agenda • Board Training Summ. • CASA Conference • CASA Conference Attendee Reports 	<p><u>9AM MEETING TIME</u></p> <ul style="list-style-type: none"> • Long Range Planning Workshop – Past 5 yrs. Expenditures Review – Self-Assessment of Governance – Strategic Plan Review 	<ul style="list-style-type: none"> • Service Rate Discussion/ Approval (& 30-day Notice) • Board Training Summ. 	<ul style="list-style-type: none"> • Draft Budget • Board Training Summ. • July 4th Fair Discussion • Review of Comparable Agencies • Appoint Labor Negot. • CLOSED SESSION – Conf. Labor Negot. 	<ul style="list-style-type: none"> • Draft Budget • Review Directors’ Meeting Compensation • District Working Capital and Reserve Policy • Approve Project Plans and Specs (+CEQA) • July 4th Fair Discussion • CASA Conference
	2/16/2023 – 7:00 P.M.	3/16/2023 – 7:00 P.M.	4/20/2023 – 7:00 P.M.	5/18/2023 – 7:00 P.M.	6/15/2023 – 7:00 P.M.
	<ul style="list-style-type: none"> • Board Governance Manual Approval • Long Range Planning Workshop Agenda • Service Rate Discussion • Form 700 	<ul style="list-style-type: none"> • Auditor – RFP • California Employer’s Retiree Benefit Trust (CERBT) • Service Rate Discussion • Action Plan • Board Training Summ. • Consent Decree Quarterly Report • CASA Conference Attendee Reports • Form 700 	<ul style="list-style-type: none"> • Draft Budget • Employee Benefit Package Review • Service Rate Discussion/Approval (+ 30-day Notice) • July 4th Fair Discussion • Quarterly Financial Statements • SPASPA Status Report • CLOSED SESSION – Quarterly Claims Rpt – Conf. Labor Negot 	<ul style="list-style-type: none"> • Resolution Ordering Board Election (even years) • Draft Budget • July 4th Fair Discussion • Service Rate Discussion/Approval (+ 30-day Notice) • CLOSED SESSION – Manager Perf. Eval. – Conf. Labor Negot. 	<ul style="list-style-type: none"> • Resolution Salary of District Manager • Resolution Employee Salary Ranges • Resolution Approve/Adopt Budget • Review and Approve Incentive Award • Adopt Incentive Award Goals & Objectives • July 4th Fair Discussion • CD Quarterly Report • CASA Conference • CLOSED SESSION – Counsel Perf. Eval.

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JULY 2023	AUGUST 2023	SEPTEMBER 2023	OCTOBER 2023	NOVEMBER 2023	DECEMBER 2023
7/4 HOLIDAY 4 th of July Fair Booth	CASA Annual Conf. Aug 9-11, San Diego CSDA Annual Conf. Aug 28-31, Monterey	9/4 HOLIDAY Board Training AB 1234 (even years) AB 1661 (odd years)		11/23-24 HOLIDAY	12/7 HOLIDAY LUNCHEON 12/25 HOLIDAY
7/6/2023 – 7:00 P.M.	8/17/2023 – 7:00 P.M.	9/7/2023 – 7:00 P.M.	10/5/2023 – 7:00 P.M.	11/9/2023 – 7:00 P.M.	12/7/2023 – 2:00 P.M.
<ul style="list-style-type: none"> • July 4th Fair Debrief • CASA/CSDA Conf. 	<ul style="list-style-type: none"> • Select Actuary for Analysis of Retiree Health Benefits (odd years) 	<ul style="list-style-type: none"> • CASA/CSDA Conf. Attendee Reports 	<ul style="list-style-type: none"> • Regional PSL Program Update • Regional FOG Program Update 	<ul style="list-style-type: none"> • Proposed Meeting Calendar • Board Officer Succession Plan • CASA Conference 	<p><u>2PM MEETING TIME</u></p> <ul style="list-style-type: none"> • Fiscal Year Financial Audit • Resolution Certifying Election Results (even years) • Connection Charge Review • Emergency Contact Update • Meeting Calendar • Consent Decree Quarterly Report • CASA Conference • Pension + OPEB UAL Reports • Nomination & Election of Officers
7/20/2023 – 7:00 P.M.	<ul style="list-style-type: none"> • Quarterly (FY End) Financial Statements • Conn. Charge Report per Gov. Code 66013 • CASA/CSDA Conf. 	9/21/2023 – 7:00 P.M.	10/19/2023 – 7:00 P.M.		
<ul style="list-style-type: none"> • Hearing +Res./Ord. – Establish and Collect Sewer Service Charges – Director Meeting Compensation • Resolution Filing Notice of Completion • District Investment Policy • Reimb. Report per Gov. Code 53065.5 • Candidate filing period (even years) • Quarterly Financial Statements • SPASPA Status Report • CASA/CSDA Conf. • Form 470 • CLOSED SESSION – Quarterly Claims Rpt 		<ul style="list-style-type: none"> • Health Care Benefits Review • Consent Decree Quarterly Report 	<ul style="list-style-type: none"> • Quarterly Financial Statements • SPASPA Status Report • CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval. 		