

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
7:00 P.M. FEBRUARY 20, 2025 MEETING AGENDA
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA
www.stegesan.org • staff@stegesan.org

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 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.

Verbal Public Comment during the meeting is limited to in-person participants. Members of the public will not have the ability to comment via Zoom unless the Board of Directors is required to provide that opportunity due to a Director participating pursuant to AB 2449. In such circumstances, the Chair will make an announcement at the beginning of the meeting. Those interested in commenting (if required per AB 2449) should raise their virtual hands to notify the host during the relevant agenda item.

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.

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
FEBRUARY 20, 2025 MEETING AGENDA

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. Comments on agenda items will be heard when the item is up for consideration.)

IV. Approval of Minutes

Motion: A. Approval of Draft February 6, 2025 Board Meeting Minutes
(The Board will review and consider approving the minutes.)

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.

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

A. Oral Attorney's Report
B. Manager's Report
1. Monthly Maintenance Summary Report
2. Monthly Replacement and Repair Summary
3. Monthly Service Call Report
4. Sanitary Sewer Overflow Report – Last 12 Months
5. Oral Manager's Report
6. Professional Association Activities
• NorCal Pipe Users Group (NorCal PUG) Seminar: February 13th

VII. Business

Motion: A. Board Governance Manual
(The Board will review and consider approving the updated Board Governance Manual)
B. Resolution No. 2254-0225 Approving a Position Title Change from District Manager to General Manager Including Approving an Amendment to the Employment Agreement with Lani Good; Approving an Amendment to the District's Procedures, Policies and Other Documents; and Amending Stege Sanitary District's Salary Schedule in

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

FEBRUARY 20, 2025 MEETING AGENDA

Conformance with California Code of Regulations, Title 2, Section 570.5; Adopt Ordinance 2255-0225 Amending the District Ordinance Code to Replace All Position Title References of “District Manager” to “General Manager” to Reflect Title Change and Other Minor Corrections

(The Board will consider the Resolution and Ordinance.)

VIII. Financial Statements

Info: A. Monthly Investment, Cash, Receivables Report

B. Monthly Operating Statement

(The Board will review the reports and statements.)

IX. Approval of Checks

Motion: A. Checks for February 20, 2025 - Fund No. 3418 & 3423

(The Board will consider approving the checks.)

X. Future Agenda Items & Professional Association Activities

Info: **March 8, 2025 Board Workshop**

- Long-Range Planning – All Day Workshop
 - Actuarial Analysis of Retiree Health Benefits Report

March 20, 2025 Board Meeting

- Auditor RFP
- Board Training Schedule
- California Employer’s Retiree Benefit Trust (CERBT)
- Consent Decree Quarterly Report
- Form 700
- Maintenance & Engineering Reports
- Monthly Financial Reports

Professional Association Activities

- California Association of Sanitation Agencies (CASA)
 - Washington DC Policy Forum Feb 24th
 - Annual Conference: July 30 – Aug 1
- California Special Districts Association (CSDA)
 - Leadership Academy: April 22-24
 - General Manager Leadership Summit: June 29-July 1
- California Water Environment Association (CWEA) Annual Conference: April 22-25

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
FEBRUARY 20, 2025 MEETING AGENDA

XI. Adjournment

(The next meeting of the Stege Sanitary District Board of Directors will be the Long-Range Planning Workshop scheduled to be held on March 8, 2025 at 9:00 A.M. in the District Board Room at 7500 Schmidt Lane, El Cerrito, CA.)



Stege Sanitary District Board of Directors

Meeting of February 6, 2025 at 7:00 P.M.

District Board Room, 7500 Schmidt Lane, El Cerrito, CA 94530

DRAFT Meeting Minutes

- I. **Call To Order:** President O’Keefe called the meeting to order at 7:00 P.M.
- II. **Roll Call:** Present: Beach, Merrill, O’Keefe, Gilbert-Snyder, Christian-Smith (left at 8:03 PM)
Absent: None
Others Present: Lani Good, District Manager

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:** Director Gilbert-Snyder distributed a postcard from the City of Richmond and commented that its PIPES sewer lateral replacement grant program was a creative piece of outreach material.

IV. **Approval of Minutes**

- A. Approval of January 23, 2025 Board Meeting Minutes

MOTION: By Gilbert-Snyder, seconded by Merrill, to approve the minutes of the January 29, 2025 Board Meeting, as corrected.

VOTE: AYES: Beach, Christian-Smith, Merrill, O’Keefe, Gilbert-Snyder
 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.
There were no matters to be reported.
2. City of El Cerrito City Manager’s Update, January 2025
President O’Keefe reported the article in the City Manager’s Update promoting the District’s Private Sewer Lateral Replacement Loan Program, and recommended that the District ask for its reposting every six months.
3. Director Merrill’s Report on the 2025 Winter CASA Conference
Director Merrill summarized his written report on the recent CASA Conference. The Manager added that the session on artificial intelligence (AI) encouraged wastewater agencies to establish an AI policy as soon as possible, procure an enterprise version of an AI software to protect sensitive data, and leverage AI’s usefulness or be left behind. Directors Christina-Smith and Beach both commented about established AI policies in other organizations. The Director also reported that the Communications sessions had provided many opportunities for community education and engagement, which will likely be discussed further in the District’s upcoming Long Range Planning Workshop. Director Beach emphasized her desire to provide a District internship opportunity.

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

CLOSED SESSION

Public Employment Performance Evaluation

Gov. Code § 54957

Title: District Manager

The Board entered into closed session at 7:38 P.M. and returned to open session at 8:03 P.M.

President Gilbert-Snyder announced the Board had taken no reportable actions.

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

VI. Reports of Staff and Officers

A. Manager's Report

1. Oral Manager's Report

The Manager reported on coordination meetings with EBMUD, the comment letter on the draft NPDES permit that was submitted, the temporary Administrative Assistant in the front office, the status of the Administration Building's HVAC repairs, and the replacement of the Administration Building's tankless water heater.

2. CSDA Special District Leadership Foundation District of Distinction Accreditation

The Manager distributed the requirements for re-accreditation. The Board Members concurred that they do indeed find value in the accreditation and are committed to completing training as necessary to full the requirements of re-accreditation. Director Gilbert-Snyder requested that the Manager include the necessary training in the Director's Training Schedule.

3. Long Range Planning Workshop Agenda

The Manager and Directors agreed on the draft agenda and added the Self-Assessment of Governance to the end of the agenda, to be completed if time permits.

4. Professional Association Activities

The Manager reported on the following upcoming professional association activities:

- California Association of Sanitation Agencies (CASA)
 - Washington DC Policy Forum Feb 24th: Director Merrill will attend.
 - Annual Conference: July 30 – Aug 1: The Manager will attend, and Director Gilbert-Snyder is considering attendance.
- California Special Districts Association (CSDA) Leadership Academy: April 22-24 – the Manager will attend.
- Bay Area Clean Water Agencies (BACWA): The Manager attends bi-monthly committee meetings.
- California Water Environment Association (CWEA)
 - San Francisco Bay Section Annual Awards Banquet: February 7th: the Manager will attend.
 - Annual Conference: April 22-25 – the Manager may partially attend, and two Maintenance staff will fully attend.
- NorCal Pipe Users Group (NorCal PUG) Seminar: February 13th – The Manager and Senior Engineer will attend.

VII. Business

A. Calendar Year 2024 Performance Report

The Board reviewed the Performance Report and made requests for minor revisions.

VIII. Approval of Checks

A. Checks for February 6, 2025 - Fund No. 3418 & 3423

MOTION: By Gilbert-Snyder, seconded by Beach to pay the bills, Check Nos. 1401 through 1421 in the amount of \$26,326.00.

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

IX. Future Agenda Items

A. February 20, 2025

- District Manager Title Change
- Monthly Maintenance and Engineering Reports
- Monthly Financial Statements
- Board Governance Manual Revisions
- Actuarial Analysis of Retiree Health Benefits Report

B. March 8, 2025

- Long Range Planning – All Day Workshop (see separate draft agenda)

CLOSED SESSION

Public Employment Performance Evaluation

Gov. Code § 54957

Title: District Manager

This item was taken out of order earlier in the meeting (see above).

X. Adjournment

The meeting was adjourned at 9:03 P.M. The next meeting of the District Board of Directors will be held on Thursday, February 20, 2025 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California.

Lani Good
STEGE SANITARY DISTRICT
Secretary

STEGE SANITARY DISTRICT MONTHLY MAINTENANCE SUMMARY REPORT

January 2025

QUARTER 1

VEHICLE	DAYS	FOOTAGE (LF)
<i>UNIT 10 COMBO</i>	16	31,912
<i>UNIT 11 RODDER</i>	0	
<i>UNIT 15 CCTV</i>	12	24,678
<i>UNIT 16 COMBO</i>	6	39,883
TOTAL MONTH CLEANED		71,795
TOTAL MONTH CCTV'D		24,678

QUARTERLY SUB-TOTALS

YEAR	QUARTER	TOTAL CLEANED (LF)	PLANNED TO CLEAN (LF)	Q END NOT COMPLT'D (LF)	TOTAL CCTV'D (LF)	PLANNED TO CCTV (LF)	Q END NOT COMPLT'D (LF)
2025	1	71,795	253,405		24,678	43,453	
2024	4	224,128	220,719	0	33,605	39,058	16,229
2024	3	290,943	224,401	0	58,188	59,119	22,561
2024	2	241,013	188,935	0	58,662	64,948	33,962
2024	1	289,295	226,685	0	52,450	54,605	24,296

**STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
January 2025**

I SEWER REPLACEMENT - FY 2024-2025			
A.	BUDGET ALLOCATION		\$3,593,000
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$1,075,441
C.	SEWER REPLACEMENTS PAID THIS MONTH (NO RETENTION)	<u>COST</u>	
	1. APB Engineering Rehab	\$1,152,421	
	SUBTOTAL FOR THIS MONTH		\$1,152,421
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	60.51%	\$2,174,090
E.	TOTAL 5% RETENTION HELD		\$114,426
F.	BUDGET REMAINING	36.31%	\$1,304,484
G.	PERCENTAGE OF FISCAL YEAR REMAINING	41.67%	
H.	TOTAL REPLACEMENT FOOTAGE PAID TO DATE	11,335 (\$ 201.90 /LF)	
II SEWER REPAIRS - FY 2024-2025			
A.	BUDGET ALLOCATION		\$74,000
B.	PRIOR BUDGET EXPENDED		\$11,600
C.	SEWER REPAIRS PAID THIS MONTH	<u>REPAIR COST</u>	
	1. 1515 Santa Clara Avenue	\$4,300	
	2. 727 Gelston Place	\$7,500	
	SUBTOTAL FOR THIS MONTH		\$11,800
	SUBTOTAL FOR LAST MONTH		\$11,600
D.	TOTAL BUDGET EXPENDED	31.62%	\$23,400
E.	TOTAL RETENTION HELD	0.00%	\$0
F.	BUDGET REMAINING	68.38%	\$50,600
G.	PERCENTAGE OF FISCAL YEAR REMAINING	41.67%	
H.	TOTAL NUMBER OF REPAIRS PAID TO DATE	6 (\$3,900 /REPAIR)	

**STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
January 2025**

III CANON PUMP STATION UPGRADE - FY 2024-2025

A. BUDGET ALLOCATION		\$1,200,000
B. PRIOR BUDGET EXPENDED (WITH RETENTION)		\$103,600
C. CANON PUMPSTATION UPGRADES PAID THIS MONTH (NO RETENTION)		
1. GSW Construciton	\$84,716	
SUBTOTAL FOR THIS MONTH		\$84,716
D. TOTAL BUDGET EXPENDED (NO RETENTION)	15.26%	\$183,136
E. TOTAL 5% RETENTION HELD	5.00%	\$9,639
F. BUDGET REMAINING	83.94%	\$1,007,225
G. PERCENTAGE OF FISCAL YEAR REMAINING	41.67%	
H. TOTAL CANON FOOTAGE PAID TO DATE (NOT APPLICABLE)	(\$ -	

MONTHLY SERVICE CALLS

January-2025

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
1/6/2025 Monday 9:30 AM	227118 227116	634 ELM 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.
1/12/2025 Sunday 6:50 PM	233229 233217	12 BEVERLY CT. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C,OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
1/27/2025 Monday 3:50 PM	274211 274210	180 PURDUE AVE. KENSINGTON, CA 94707 <i>Last Call: 12/14/2023</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
1/30/2025 Thursday 3:05 PM	191233 191205	2561 TAMALPAIS AVE. EL CERRITO, CA 94530 <i>Last Call: 9/4/2018</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	A				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
1/31/2025 Friday 8:30 PM	271009 271028	101 COLUSA AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				VANDALISM. SOMEONE OPENED MANHOLE.

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 Drn (SD)
 - Yard (Y)
 - Other (O)

MAINLINE:	0
LATERAL:	3
OTHER:	2
TOTAL SERVICE CALLS:	5
MAINLINE OVERFLOW:	0
MAINLINE SURCHARGE:	0

STEGE SANITARY DISTRICT
SERVICE CALLS

YEAR MO.	SERV. CALLS		MAINLINE PROBLEM		LATERAL PROBLEMS		CATEGORY 1 SSO's		OVERFLOWS CAUSED BY MAINLINE			STRUCTURAL MAINLINE FAILURES		MAINLINE OVERFLOWS INTO HOMES		OVERFLOWS RELATED TO WET WEATHER	
	TOTAL CALLS	12-MO AVG	TOTAL ML	12-MO AVG	TOTAL LATERAL	12-MO AVG	TOTAL OVFLS	TOTAL 12 MOS	TOTAL OVFLS	12-MO AVG	TOTAL 12 MOS.	MAIN BREAK	TOTAL 12 MOS /	BACKUP HOMES	TOTAL 12 MOS	TOTAL MONTHLY	TOTAL 12 MOS.
2018 Aug	7	10.9	1	0.4	4	6.3	0	0	1	0.3	4	0	0	1	3	0	0
2018 Sep	8	10.7	1	0.5	3	6.0	0	0	0	0.3	4	0	0	0	3	0	0
2018 Oct	9	10.1	0	0.5	6	5.9	0	0	0	0.3	4	0	0	0	3	0	0
2018 Nov	13	9.9	0	0.3	9	6.2	0	0	0	0.3	3	0	0	0	3	0	0
2018 Dec	6	9.4	0	0.3	5	6.2	0	0	0	0.3	3	0	0	0	3	0	0
2019 Jan	13	9.5	2	0.4	6	6.0	1	1	1	0.3	3	0	0	0	2	1	1
2019 Feb	20	10.5	3	0.7	15	6.7	2	3	3	0.5	6	0	0	0	2	2	3
2019 Mar	8	9.9	0	0.7	5	6.3	0	3	0	0.5	6	0	0	0	2	0	3
2019 Apr	10	9.8	1	0.7	5	6.0	0	3	1	0.5	6	1	1	0	1	0	3
2019 May	11	10.2	0	0.7	8	6.4	0	3	0	0.5	6	0	1	0	1	0	3
2019 Jun	12	10.6	0	0.7	7	6.7	0	3	0	0.5	6	0	1	0	1	0	3
2019 July	15	11.0	0	0.7	9	6.8	0	3	0	0.5	6	0	1	0	1	0	3

SANITARY SEWER OVERFLOWS (SSOs) LAST 12 MONTHS

February-2025

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS	CAT*	VOL	RCVR'D	NET
3/8/2024 Friday 10:53 AM	265304 265303	838 SEA VIEW DR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B,D,OF	MH	ML	SD	DEBRIS IN MAIN CAUSED SSO.	CAT 1	765 gallons	34 gallons	731 gallons
4/15/2024 Monday 9:50 AM	283101_1 283106	941 LIBERTY ST. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B,D,OF, SD	BLDG	ML,B	BLDG	SSO CAUSED BY STORM DRAIN MATERIAL INSIDE DISTRICT MAIN.	CAT 3	171 gallons	0 gallons	171 gallons
7/21/2024 Sunday 3:25 PM	161221 131216	1700 MANOR CIR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B, D,E,OF	CO	ML	ST, Y	EBMUD- WATER MAIN BREAK DAMAGED STEGE MAIN LINE.	CAT 3	210 gallons	210 gallons	0 gallons
11/27/2024 Wednesday 10:17 AM	212115 212154	5735 COLUMBIA AVE. RICHMOND, CA 94804	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D,OF	CO	B	ST	SEWAGE WAS COMING OUT OF CLEANOUT. WE RESTORED FLOW WITH HYDRO, RECOVERED SPILL, AND CCTV THE MAINLINE.	CAT 4	26 gallons	26 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 Drn (SD)
- Yard (Y)
- Other (O)

TOTAL MAINLINE SSOs: 4
 MAINLINE BREAK SSOs: 3
 MAINLINE SURCHARGE SSOs: 0
 CATEGORY 1 SSOs: 1
 SSOs INTO BUILDINGS: 1

TOTAL SSO VOLUME (GALS): 1,172
 TOTAL VOLUME RECOVERED (GALS): 270
 TOTAL VOLUME UNRECOVERED (GALS): 902

*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

BOARD GOVERNANCE POLICY MANUAL

DRAFT February 2025

First Issued April 2005

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SECTION 1. MISSION STATEMENT

To protect public health and the environment for the communities we serve through planning and operation of a safe, efficient, and economical wastewater collection system.

(Resolution No. 2154-0221)

SECTION 2. DISTRICT SUMMARY

The Stege Sanitary District (District) was organized in 1913 to provide for the collection, treatment and disposal of wastewater from the developed area in southwest Contra Costa County. The original District boundaries were similar to those of today, however service within the boundaries has expanded to include over 35,000 people and 13,900 sewer connections. The only expected growth of the District is through building on the few remaining vacant parcels, commercial and residential development within the San Pablo Avenue Specific Plan, and BART's Transit Oriented Development (TOD).

The present service area of the District comprises 5.3 square miles and includes the communities of El Cerrito, Kensington and a part of Richmond Annex. The sewage collection system includes approximately 150 miles of collection lines and two small pump stations. The primary elements of this collection system are the public main sewers and the private lateral sewers. The District owns and has maintenance responsibility for the main sewers located in public rights-of-way or in easements on private land. Individual property owners own and have maintenance responsibility for their lateral sewers installed from the building plumbing to the main sewer. Wastewater collected in the District system flows to the Special District #1 Interceptor sewer and is then conveyed to the East Bay Municipal Utility District (EBMUD) Wastewater Treatment Facility in Oakland.

SECTION 3. ROLES OF DISTRICT OFFICERS

The Stege Sanitary District Board of Directors consists of five (5) Directors elected at large and serving staggered four (4) year terms with elections being held on even-numbered years. The roles, obligations, and responsibilities of members of the Board are as described below.

Officers of the Board include the **President**, **Vice-President** and **Secretary** of the Board. The term of office of the President and Vice-President of the Board of Directors shall commence upon their election by the Board.

The **President** of the Board shall be elected annually by the Board at the last meeting of each calendar year. The President of the Board shall serve as Chairperson at all Board meetings. The President shall have the same rights as the **other Directors** to vote; introduce motions, resolutions and ordinances; and to engage in debate. The President signs all contracts, deeds, warrants, releases, receipts and documents in the name of the District unless the Board, by



resolution, authorizes the General Manager (Manager) or other District officers or employees to sign the documents. The President of the Board is also responsible for interacting with and communicating Board directions to the Manager so that the Manager can effectively and efficiently carry out Board directives.

The **Vice-President** shall be elected annually by the Board at the last meeting of each calendar year, to act in the President's absence or inability to act.

In the event of the absence of the President or Vice-President or their inability to act, the Directors present shall elect from their membership a President Pro Tem to serve during such temporary absence. In the event the President or Vice-President shall arrive late, the President Pro Tem shall relinquish the position upon conclusion of the business then pending before the Board of Directors.

The **Secretary** of the Board may be a Director or an individual appointed by the Board to serve in the position of Secretary of the Board for a period of time deemed appropriate by the Board. It is the current practice of the Board to designate the Manager as Secretary.

If a Secretary is a Director, the Secretary shall be elected annually to the office by the Board at the last regular meeting of each calendar year. If not a Director, the Secretary shall serve at the pleasure of the Board for an unspecified term of office. The Secretary shall be responsible for preparation of minutes and a record of actions taken at Board and Board Committee meetings and other duties established by the Sanitary District Act of 1923 (the "Act") or otherwise by law.

As a direct report of the Board of Directors, the **District Counsel** is responsible for representing the Stege Sanitary District in all legal matters. As Chief Legal Officer, the District Counsel represents the District as a whole, including the District Board of Directors, District management and staff. The District Counsel shall comply with all applicable professional rules of conduct that govern the representation of organizations, including State Bar Rules of Professional Conduct, Rule No. 3-60, which states:

"In representing an organization, a member [lawyer] shall conform his or her representation to the concept that the client is the organization itself, acting through its highest authorized officer, employee, body, or constituent overseeing the particular engagement."

It is the policy of the District Board of Directors that the District Counsel may not represent any Board Member or employee of the District in an individual or personal capacity. The District Counsel shall take direction from the majority of the Board. The District Counsel cannot take any action requested by an individual Board member or employee contrary to the desires of the Board as expressed by the Board majority. However, given the nature of legislative entities, which may often be split with a consistent "majority" and "minority," the District Counsel should provide balanced legal advice to both sides.

This policy is not intended to discourage the individual Board Members or the Manager or Staff from seeking legal advice from the District Counsel related to District policy and operations. The



District Counsel shall use his or her professional judgment to ensure that legal services are provided in a manner consistent with this policy and the Rules of Professional Conduct.

SECTION 4. CORE BELIEFS OF THE DISTRICT BOARD OF DIRECTORS

1. We strive to meet our public health and environmental requirements, in the most efficient and cost-effective way, for present and future District customers.
2. Our work will be of high quality and responsive to our customers' desires and needs. Our customers are those who pay our rates and/or use our services.
3. Stege Sanitary District operates for the benefit of our customers and the public, not for the benefit of our staff or Board. We will try to accommodate both our customers and our staff, but our customers come first.
4. We are committed to working in the best interests of the District, not personal interests.
5. We will earn and keep public trust in our stewardship by adhering to high standards of honesty, transparency, and personal integrity.
6. We will plan and proactively take advantage of evolving technology and best management practices.
7. We are committed to minimizing hazards to our employees and the public, recognizing the special hazards involved in operating a wastewater collection system.

4.1. FINANCIAL RATES

8. Our rates shall be fair, equitable, and reasonable.
9. Our reserves shall be maintained at levels that will provide adequate, but not excessive, funds to support anticipated working capital and emergency needs.
10. "Pay as you go" with existing funds rather than borrowed is the preferred way to finance our fixed assets.
11. We will periodically review all procedures and policies to ensure our rates are fair, justified and sustainable to achieve our mission and maintain the current and long-term viability of the District.

4.2. ASSET MANAGEMENT

12. We are entrusted by our customers with funds and fixed assets to accomplish our mission. We are stewards of these resources, not owners.



13. Recognizing the long life of our fixed assets, we are committed to managing them over the long term and maintaining them in a serviceable condition.
14. The benefits of capital replacements must justify the costs or capital improvements must be required to fulfill regulatory requirements.

4.3. PERSONNEL

15. We believe a diverse and inclusive work environment is important in fulfilling our core values.
16. We believe that the District must strive to create a safe, productive, and positive working environment for all staff, ensuring effective collaboration and communication at all levels.
17. To encourage safe and productive work methods, we support professional training and development for staff and Directors.
18. We believe that our staff should be compensated at levels that are consistent with recruiting, hiring, and retaining high quality employees.
19. Our personnel management philosophy is based on the belief that our employees value doing a good job.

4.4. ETHICS/INTEGRITY

20. We are committed to ethical personnel practices.
21. We are committed to prudent, ethical, and legal financial practices.
22. We are committed to open, transparent governance.
23. We believe that District staff, Manager, and Board should work together as a team in order to accomplish District goals.
24. We believe in equal opportunity for all, and special privilege for none.
25. As individuals, we are responsible for our actions; as a group, we support our colleagues in their efforts to fulfill their responsibilities.
26. We are mindful that, as elected officials, our actions, both inside and outside the Boardroom, may reflect on the District.



SECTION 5. CULTURAL NORMS OF THE DISTRICT BOARD OF DIRECTORS

1. The Board will be efficient in the number of meetings it holds to limit costs and payments to Directors. No more than one Board meeting and one committee meeting per month or two Board meetings per month should be the normal schedule.
2. Directors will be compensated with meeting fees consistent with current law and will not receive any health or pension benefit.
3. Board members will be reimbursed expenses only for pre-approved meetings which offer significant benefits to the District. CASA and CSDA meetings will generally be reimbursed for actual and reasonable travel expenses though each Director should try to hold down costs.
4. If a member is attending a non-Board meeting for which expenses will be reimbursed, the member should attend the sessions, pay attention, and, in accordance with AB 1234, provide a brief report at the next regular Board meeting.
5. Directors are expected to attend all Board meetings. It is understood that there sometimes will be personal and business reasons that result in absences. In the event when Directors need to be excused from attendance at a meeting, they should give notice at an earlier meeting or contact staff. In the event a Director would like a change to the agenda because of an expected absence, the Director should contact the Board President prior to the meeting, rather than the Manager or staff.
6. The Board President will contact and speak to Directors that have attendance, tardiness, lack of attentiveness, or meeting participation issues or problems.
7. Directors should be engaged, participate, and pay attention at all Board meetings.
8. Newly elected or appointed Directors should receive a copy of the Board Governance Policy Manual and Board Handbook prior to attendance at their first Board meeting. The new Directors will be asked to review the material and be ready to discuss it with the full Board at a meeting within six months after their term begins. The purpose is to reach a consensus regarding Board operations, which may include modifications of certain items.
9. Newly elected or appointed Directors should take a tour of District facilities within the first six months of their term. The Manager and Maintenance Superintendent should be contacted to arrange this tour, which is an important part of a new Director's orientation.
10. In order to distribute the Directors' duties evenly, the offices of President and Vice President will be rotated among Directors so that each Director will hold those offices about once every five years. The Director who is Vice President will ordinarily be the President the following year. This rotational scheme will be followed unless there are unusual circumstances or a significant change in the composition of the Board.



11. Neither District staff nor District vehicles shall be expected to be used to transport Board members to or from regular Board meetings.

SECTION 6. PROTOCOLS

6.1. BOARD MEETINGS

In general, District Ordinance Code Section 2.5.2 covers Board meetings.

1. Rules of Order. Ordinarily, meetings of the Board will be conducted informally in the manner determined by the President. However, at the request of any Director, the meeting shall be conducted in accordance with the rules of order and parliamentary procedure as specified in the current edition of The Standard Code of Parliamentary Procedure by Alice F. Sturgis, copyright 1950. A copy of that reference work shall be available at every Board meeting.
2. Board Room Layout/Seating. Board meetings shall be conducted around a rectangular meeting table so Directors, Manager, and Counsel face each other. Seats for the public will be available around the room.
3. Agenda Preparation. The Board Secretary shall prepare the agenda in consultation with the Board President, with assistance from District staff. The agenda shall be completed and posted at the District office and website no later than 72 hours prior to the start of the meeting, and agenda packets will be delivered to Directors at least 72 hours prior to the start of the meeting. Some supporting information may be supplied closer to the meeting or at the meeting.
4. Agenda Structure. The basic structure of each regular meeting agenda includes items for Roll Call, Conflict of Interest review, Public Hearings, Public Comment for issues not included on the agenda, Closed Sessions, Approval of Minutes, Communications (both oral and written), reports of Staff and Officers, Business, Monthly Financial Statements, Approval of Checks, Future Agenda Items (generally for the next two meetings), and Adjournment. The first of two meetings of the month is considered a study session and will generally not include any monthly or quarterly reports.
5. Agenda Item Identification. The Manager, as Secretary, will provide specific items for Board meeting agendas. Other agenda items may be identified as part of the Future Agenda Item section of the regular meeting. Items identified after the adjournment of the most recent Board meeting may be added by request of any Director to the Manager and/or President. The President shall be contacted if the Manager discourages inclusion of requested items.
6. Meeting Minutes. The Board Secretary shall record action meeting minutes, including a summary of Public Comment, if any. The meeting minutes will provide an overview of the decisions reached and the actions to be taken and not a verbatim recording of the discussions. The Board will consider approval of the draft minutes at the following meeting.



7. Getting Questions Answered About Agenda Items Before a Meeting. Directors are encouraged to contact the Manager prior to the meeting if they have any questions. Some questions on agenda items may be answered prior to the meeting and this will help to minimize the length of meetings. The Manager will let the Board know if these questions become excessive.
8. Public Participation. All Board meetings are open and public, and all persons are permitted to attend any meeting, except closed sessions of the Board held in accordance with law. Public participation is addressed in Ordinance Code 2.5.2.8. Directors and staff members shall treat members of the public who attend Board meetings with respect. The President will accommodate public members wishing to speak on specific agenda items by moving these items up on the agenda, if the Board determines it is practical. The President may invite members of the public to sit at the table if seating is available.
9. Public Addressing Board. Members of the public will be asked to complete a request slip if they wish to address the Board. Public comment is limited to three (3) minutes for each individual speaker. In the event there is a large group completing slips, the Board President may ask the public members to refrain from repeating what others have said, and to further limit time allowed to speak.
10. Informal Board Reports at Meetings. Directors may briefly comment on any subject not on the agenda during the Public Comment section of the agenda. There will also be an agenda item titled Oral Communication at each Board meeting that provides an opportunity for brief informal, verbal reports. Other informal reports should be brief and limited to specific subjects on the agenda.
11. Allow Majority to Set Direction – How We Act When We’re Not in Majority. Directors shall accept decisions of the Board after action is taken. Discussion of an item shall not continue at that meeting after a vote on it has been taken.
12. Bringing Agenda Items Back for Further Discussion – Revisiting Issues. There are times that additional discussion on items may be desirable and necessary. Additional information or analysis may help to clarify questions and it may be appropriate to defer items for future agendas if and when a majority of Directors want this. Tabling should not be used as a mechanism to simply defer decisions.
13. Explanation of Votes. Explanation of a vote after the vote has been taken is discouraged. Director’s viewpoints should be expressed as part of the discussion of an issue prior to the vote.
14. Sharing Expertise. The expertise of individual Directors can be an important and useful tool in deliberating issues and setting policies. Directors should share their expertise in a judicious manner, staying on topic and being mindful not to engage in lengthy accounts of personal experiences.



15. Deliberation at Meetings. Deliberation of issues at meetings should be focused, open, honest, and undertaken with a goal of reaching a solution. When the Board is stymied or obviously there are differing opinions regarding an item under discussion or review, the Board should first focus on issues where there is agreement among directors. Disagreements should then be discussed and deliberated, in hopes of reaching a consensus.
16. Preparation for Board Meetings. Directors should come to meetings well-prepared. Agenda materials should be read and reviewed in advance of the meeting, and questions that can be answered in advance of the meeting that are not relevant to policy decisions and/or agenda items should be asked of the Manager outside of the meeting.
17. Discussion of Policy vs. Non-Policy Issues. The major focus at Board meetings shall be on policy issues, Manager's performance, and Board fiduciary responsibilities. The Board should avoid directing the Manager on day-to-day operations.
18. Disclosure. Directors should disclose to the Board if they have had discussions with parties that have a personal, financial interest in an agenda item that is to be considered by the Board.
19. Number of Meetings. The Board will generally meet once or twice monthly in all months except November and December, when there are typically only one meeting. An annual special meeting for long-range planning will usually be held in the Spring. Other special meetings should be scheduled to be on the same days as regular meetings, when possible, to avoid extra meeting expense compensation.
20. Remote Conferencing. If any Board Member elects to attend remotely, all votes conducted during the remote conferencing session will be conducted by roll call vote.
21. Public Hearings. The general procedure for public hearings will be as follows:
 - a. Introduction by the Board President
 - b. Presentation (by the Manager and/or consultant(s))
 - c. Opportunity for Board questions
 - d. Public Hearing opened by Board President
 - e. Public Comment invitation to make statements, ask questions, or give comments (The Board President may choose to limit the time allowed for any member of the public to address the Board per Item 9 above.)
 - f. Public Hearing closed by Board President
 - g. (Written submissions announced, if a Proposition 218 public hearing)
 - h. Board final comment invitation
 - i. Ordinance/Resolution Consideration



6.2. BOARD/ MANAGER RELATIONS

22. Board/Manager Communications. Informal communication between the Manager and individual Directors by phone, electronic communication, or personal meeting is expected to occur occasionally. Formal communications regarding any concerns of Manager conduct should be directed to the Manager through the Board President. There will be communications with the Manager at Board meetings as part of the normal meeting process, and at times as specific agenda items.
23. Manager/Board Communications. The Manager's concern about Board members' conduct should be directed through the Board President or the Vice President if the concern regards the President.
24. Manager Performance Evaluation and Review. The Board will hold an initial discussion with the Manager to set performance objectives by the end of August each year. An annual performance review will be performed by the Board by the end of May and will be used as a factor in the determination of any compensation adjustments for the Manager for the following fiscal year. The Board President is typically appointed by vote as labor negotiator for the purpose of negotiating compensation adjustments with the Manager. For the annual review, the Manager will provide a self-evaluation performance review letter indicating the accomplishments from the fiscal year. The annual review and Board evaluation should be limited to the fiscal year under review.
25. Individual Board Member Request for Action. Individual Directors should ask the Manager to take action on issues only if there is a concern such as safety that necessitates immediate action, or another situation that requires quick action. Otherwise, Directors should request actions through the Board meeting process.
26. Individual Board Members Request for Information. Individual Board members are encouraged to ask the Manager if they have questions regarding District business or activities. The Manager will let the Board know if these types of questions become excessive. Requests for information that would require substantial staff time to handle should only come through the Board, not individual Directors.

6.3. 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 should be directed through the Board President or the Vice President if the concern regards the President.
28. District Counsel Performance Evaluation and Review. The Board will review the performance of the District Counsel periodically and will use the review as a factor in the determination of compensation adjustments for legal services. The Board President is



typically appointed by vote as labor negotiator for the purpose of negotiating with District Counsel.

6.4. BOARD/STAFF RELATIONS

29. Individual Board Member Request for Information. There may be instances when information should be obtained from staff. For example, when the Manager is not present or the information requested is ministerial such as conference, meeting, or hotel arrangements, staff should be contacted. Directors should generally request information regarding District business from the Manager instead of directly from staff members.
30. Individual Board Member Request for Action. Directors should not request action of staff, unless the requests involve ministerial types of actions such as conference, meeting, or hotel arrangements.
31. Handling Complaints from Staff. Directors who receive complaints from staff related to the Manager should direct that staff to contact/inform the Board President or District Counsel as appropriate for follow up and consideration. Complaints related to other issues should be directed to the Manager.
32. Board/Staff Communications. Directors may informally communicate with staff at various District functions like the holiday lunch, safety and recognition awards lunch, and day-to-day encounters at the District office. Communications on issues like employee salaries and benefits, disciplinary issues, and other Board business should be directed through the Manager.

6.5. BOARD/COMMUNITY RELATIONS

33. Handling Complaints from the Community. Complaints from the community directed to Directors should be passed on to the Manager for response/action.
34. Addressing Concerns of the Community. Directors should be sensitive to the concerns of the community. Hosting a booth at the annual El Cerrito Fourth of July Fair, answering questions, listening to customers at this and other public events and venues provides an awareness of the community's concerns and issues. Specific concerns may be discussed at Board meetings, and some may be easily handled by passing on to the Manager and staff for action.
35. Visiting District Sites. Directors are invited to visit District facilities and projects periodically.

6.6. BOARD/BOARD RELATIONS

36. Role of the President. The President is in charge of the conduct of the Board meetings and has final approval of the agenda. The Board traditionally appoints the President as representative of the Board in negotiations with the Manager for the Manager's



compensation. The President is also the official representative and spokesperson for the Board of Directors.

37. Use of Committees. Ad hoc Committees, created in accordance with the District Ordinance Code, may be used to address special issues as they arise.
38. Confidentiality and Trust. In order for the Board to function most effectively, there must be a high level of trust among the Board members. In order to maintain trust, Board members will respect the confidentiality of closed sessions and personal information. Board members may disagree, but will not indulge in backstabbing, double crossing, or other counterproductive activities.
39. Role in Public. Directors shall identify themselves as speaking for themselves, not as a representative of the Board, unless relaying Board policy. Directors should not undercut Board actions in public.
40. Board/Board Communications. Conversations between and among Board members are governed by the Brown Act. All Board members shall familiarize themselves with the Brown Act and comply with its requirements. Whenever three or more Board members are together outside of a Board meeting, they shall avoid discussing District matters. Board members must understand the concept of, and avoid, “serial” meetings. Communications include electronic communications. General matters relating to sewage collection and local government are not restricted by the Brown Act and are appropriate topics of conversation under any circumstances.
41. Electronic Communication during Meetings. The Board shall avoid disrupting meetings with electronic communication devices (e.g., cellular phones). All Board Members shall turn off electronic communication devices or set them to silent or vibrate. Board Members shall step outside of the meeting room to talk on a cellular phone. No communication is allowed that would be a violation of the Brown Act.
42. Self-Assessment of Governance. The Board will have an item at its annual Long Range Planning Workshop to assess the effectiveness of its governance.
43. Team Effectiveness. Directors are expected to support each other and function as a team. Newly appointed or elected Directors are expected to review the Board Governance Policy Manual and Board Handbook. Existing Directors are expected to assist new Directors in their transition onto the Board. Both new and existing Directors should work together constructively to develop a new consensus as to how the Board will govern and conduct its business.

SECTION 7. CODE OF ETHICS AND BEHAVIOR

The Board of Directors of the Stege Sanitary District is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to its



constituents. In order to foster civil and ethical behavior between and among members of the Board of Directors, the following rules shall be observed.

1. The dignity, style, values, and opinions of each Director shall be respected.
2. Responsiveness and attentive listening in communication is encouraged.
3. The needs of the District's constituents should be the priority of the Board of Directors.
4. The primary responsibility of the Board of Directors is the formulation and evaluation of policy and oversight of operations. Routine matters concerning the operational aspects of the District are the domain of the Manager.
5. Directors should commit themselves to emphasizing the positive and avoid double talk, hidden agenda, gossip, backbiting, and other negative forms of interaction.
6. Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.
7. Differing viewpoints are a healthy part of the decision-making process. Individuals have the right to disagree with ideas and opinions without being disrespectful. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.

The Board of Directors shall observe the following rules when interacting with District Staff.

1. In seeking clarification on ministerial items, Directors may approach staff members directly to obtain information.
2. In seeking clarification on non-ministerial items, especially those involving personnel, legal action, land acquisition and development, finance, and programming, Directors should refer directly to the Manager.
3. In handling complaints from residents and property owners of the District, said complaints should be referred directly to the Manager.
4. In handling items related to safety, concerns for safety or hazards should be reported to the Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.
5. When approached by District staff concerning specific District policy, Directors should direct inquiries to the Manager. The chain of command should be followed.

The work of the District is a team effort. The Board should work together in a collaborative process with District Staff, assisting each other in conducting the affairs of the District.

1. When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions to the Manager.



2. Directors should develop a working relationship with the Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.
3. Individual Directors should function as a part of the whole Board. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.
4. Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

SECTION 8. CONFLICT OF INTEREST CODE

The Political Reform Act (Cal. Gov. Code Sec. 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission (FPPC) has adopted a regulation (2 Cal. Code of Regs. Sec. 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, it may be amended by the FPPC to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. Sec. 18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference. This regulation and the Appendix below designating officials and employees and establishing disclosure categories, shall constitute the Conflict of Interest Code of the Stege Sanitary District.

Per Cal. Gov. Code Sec. 87200, public officials and designated employees shall file their statements of economic interest (Form 700) with Contra Costa County resulting in an electronic copy to Stege Sanitary District. Stege Sanitary District will retain statements for all designated employees and will make the statements available for public inspection and reproduction (Cal. Gov. Code Sec. 81008). Currently, the e-file link is <https://netfile.com/filer>



APPENDIX TO STEGE SANITARY DISTRICT
CONFLICT OF INTEREST CODE
DESIGNATED OFFICIALS AND EMPLOYEES

<u>Designated Positions</u>	<u>Disclosure Category</u>
Secretary of the Board	All
Legal Counsel	All
Consultants ^{1, 2}	All

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

<u>Position</u>	<u>Disclosure Category</u>
Members of the Board of Directors	All
Manager	All

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

Disclosure Categories

Category 1. A designated employee assigned to Category 1 is required to disclose investments which may foreseeably be materially affected by any decision made or participated in by the designated employee.

Category 2. A designated employee assigned to Category 2 is required to disclose interests in real property which may be materially affected by any decision made or participated in by the designated employee.

Category 3. A designated employee assigned to Category 3 is required to disclose income which may be materially affected by any decision made or participated in by the designated employee.

¹ With respect to Consultants, the Manager may determine, in writing, whether a particular consultant participates in the making of governmental decisions in conducting the firm’s business with the District. Such determination shall include a description of the consultant’s duties, and based upon that description, a statement of the extent of disclosure requirements. The Manager shall forward a copy of this determination to the Board of Supervisors of the Contra Costa County. Nothing herein excuses any such consultant from any other provisions of this Conflict of Interest Code.

² If these Designated Employees are business firms, the Statement shall be filed by the individual or individuals in the firm who participate in the making of governmental decisions in conducting the firm’s business with the District.



Category 4. A designated employee assigned to Category 4 is required to disclose any business entity in which the designated employee is a director, officer, partner, trustee, or holds any position of management which may be materially affected by any decision made or participated in by the designated employee.

(Ordinance No. 2074-0117)

SECTION 9. STATEMENT OF ECONOMIC INTERESTS (FORM 700)

The California Political Reform Act requires certain state and local government officials to disclose their private economic interests on an official Statement of Economic Interests form. The purpose of the financial disclosure is to alert public officials to personal interests that might be affected while they are performing their official duties (i.e., making governmental decisions). Disclosure also helps inform the public about potential conflicts of interest.

Disclosure is made on the Statement of Economic Interests (Form 700) available at Fair Political Practices Commission website (www.fppc.ca.gov). Filed forms are public documents that must be made available to anyone who requests them.

Essentially, there are four times to file Form 700:

- An "initial" statement is required within 30 days of the date when an office or position has been added to a newly adopted or newly amended conflict of interest code.
- An "assuming office" statement is required within 30 days of the date when taking a position already designated in a Conflict of Interest code.
- "Annual" statements are required before April 1 of each year, covering the preceding calendar year.
- A "leaving office" statement is required within 30 days of the date you leave a designated position.

To ensure current regulations and deadlines are met, Directors shall refer to the Fair Political Practices Commission website (www.fppc.ca.gov) and Contra Costa County website (www.cocovote.us) for up to date rules and filing schedules.

SECTION 10. CAMPAIGN FINANCES (FORM 460/470)

Any candidate or officeholder who has a controlled committee, or who has raised or spent or will raise or spend \$2,000 or more during a calendar year in connection with election to office or holding office shall file a California Fair Political Practices Commission Form 460 - Recipient Committee Campaign Statement available at the Fair Political Practices Commission website (www.fppc.ca.gov).



Any candidate or officeholder who does not have a controlled committee and who does not intend to raise or spend \$2,000 or more in a calendar year shall file a California Fair Political Practices Commission Form 470 - Officeholder and Candidate Campaign Statement available at the Fair Political Practices Commission website (www.fppc.ca.gov). This statement is used to declare that the candidate/officeholder has no intention of receiving or spending \$2,000 or more in a calendar year.

In most cases, July 31 is the filing deadline. To ensure current regulations and deadlines are met, Directors shall refer to the Fair Political Practices Commission website (www.fppc.ca.gov) and Contra Costa County website (www.cocovote.us) for up to date rules and filing schedules.

SECTION 11. BOARD MEMBER COMPENSATION POLICY

It is the policy of the Stege Sanitary District Board of Directors that Board members will be compensated for attendance at all Board meetings, in accordance with Section 2.9 of the District Code of Regulations. Board members will not be compensated for attendance at CASA, City Council, City Council Committee, Neighborhood Council, other Special District Meetings, or Special District Association Meetings. Compensation will consist of meeting fees consistent with current law and will not include any health, pension or other benefit.

The current Directors' fees payable to members of the Board of Directors of the Stege Sanitary District is \$253.49 per meeting day of service.

(Ordinance No. 2229-0723)

SECTION 12. POLICY PROHIBITING ACCEPTANCE OF GRATUITIES

Board members shall not accept gratuities offered or presented except for trivial items of negligible commercial value, such as a hat, cap, note pad, pen, blotter, calendar or other item that does not exceed \$25.

Gifts that are offered should be refused; gifts that are delivered shall be returned if possible, and gifts that cannot be returned should be donated to the District for disposition.

One area that is often troublesome is the acceptance of meal invitations. Inexpensive working meals (such as lunch) for the purpose of discussion of business related to the District may be acceptable; however, Board members are cautioned that these events shall be kept as infrequent as possible.

To ensure current regulations are met, Directors shall refer to the Fair Political Practices Commission website (www.fppc.ca.gov) for up-to-date rules regarding limits on gifts.



SECTION 13. ATTENDANCE AT MEETINGS, SEMINARS AND CONFERENCES POLICY

It shall be the policy of the Board of Directors of the Stege Sanitary District to encourage its members to maintain and enhance their directorship and committee skills through attendance at Board approved meetings, seminars and conferences determined to have value for that purpose.

(Ordinance No. 1456-0189)

SECTION 14. EXPENSE REIMBURSEMENT POLICY

If time permits, Directors shall seek Board approval before attending meetings, seminars, and conferences for which reimbursement is sought. District staff attendance at such function shall be preapproved by the Manager and within the constraints of the appropriate budget.

All Directors and staff who claim reimbursement of travel expenses shall be responsible for maintaining and submitting a record of travel expenses incurred on behalf of the District and, where required, for documenting said costs.

Meal and incidental expenses shall be reimbursed at amounts that do not exceed the Internal Revenue Service (IRS) standards established for the location in which the expenses were incurred.

District procedures regarding reimbursement of personal expenses related to travel on District business should be reviewed and updated periodically.

It shall be the policy of the Stege Sanitary District to reimburse travel expense claims for its Directors and staff, in conformance with all applicable District policies and procedures, and appropriate procedures shall be established.

(Ordinance No. 1762-0501)

SECTION 15. REQUIRED BOARD TRAINING COURSES

The Board of Directors of the Stege Sanitary District shall, at a minimum, take the required training courses as follows:

- AB 1234 Ethics Training every 2 Years, as required by law
- AB 1825 Harassment Prevention Training every 2 Years, as required by law
- Governance Training every 5 Years, as required to maintain Special District Leadership Foundation's District of Distinction Accreditation



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

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

The Board of Directors has determined that qualifying for the Special Districts Leadership Foundation's (SDLF) District awards, known as *District of Distinction* and *District Transparency Certificate of Excellence*, the individual award for Directors, known as the *Certificate in Special District Governance*, and for Managers, known as the *Certified Special Manager*, are a significant benefit to the District. That is because the work done to qualify for these awards demonstrates our belief in and commitment to professional, transparent, and proven governing principles when conducting the business of the District.

To facilitate the continuing achievement of these awards, the District will reimburse reasonable expenses incurred by individuals attending the training and other requirements required by the SDLF. Individuals planning to attend this training should get advance approval of the Board.

SECTION 16. PUBLIC RELATIONS POLICY

It is the policy of the Stege Sanitary District Board of Directors that: 1) customers should be periodically informed about District business, and 2) any requests from the media (print, audio, or video) regarding District affairs shall be directed to the Manager.

District newsletters are a means of conveying this information, and newsletters should be sent to all known customers. There should be two newsletters each year, and the target transmittal dates are May and November. These dates provide an even spacing of six months between letters and the May date allows for informing customers about budget information for the next fiscal year, including service charge changes.

Other means of conveying this information include through the District website, email, participating in community events such as the 4th of July Fair, and social media and online communities such as Facebook, Twitter, Nextdoor, and Yelp.

SECTION 17. EQUAL EMPLOYMENT OPPORTUNITY (EEO)

It is the policy of the District that employment practices and conditions shall be free of unlawful discrimination on the basis of race, religion, color, national origin, ancestry, pregnancy, childbirth, medical condition, physical or mental disability, genetic information, marital status,



sex, gender, gender identity, gender expression, age, sexual orientation, military or veteran status, political affiliation, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act of the California Family Rights Act), domestic violence victim status, or any other basis as defined and protected by federal or state law (collectively, “protected categories”). This policy covers District employees, applicants, volunteers, and elected or appointed officials.

(Resolution No. 2144-0820 – Amended Personnel Policy)

SECTION 18. DISCRIMINATION AND HARASSMENT PREVENTION POLICY

The District is committed to providing a work environment free from discrimination and harassment. This includes discrimination and harassment based on a “protected category,” as defined above. Discrimination and harassment are prohibited by the District and may result in disciplinary action, up to and including dismissal.

Accordingly, the District adopts this anti-discrimination and anti-harassment policy or Discrimination and Harassment Prevention Policy (“DHP Policy”) to encourage professional and respectful behavior and prevent discriminatory and harassing conduct in the workplace. The District also prohibits retaliation against a person who engages in activities protected under this policy (“protected activities”). Reporting, or assisting in reporting, suspected violations of this policy and cooperating in investigations or proceedings arising out of a violation of this policy are considered “protected activities.”

This DHP Policy covers District employees, applicants, and elected or appointed officials. As used in this DHP Policy only, the term “employee” includes contractors and volunteers in the workplace. The DHP Policy extends to conduct with a connection to an employee’s work, even when the conduct takes place away from District premises. In addition, discrimination or harassment carried out by people with whom the District has a business, service, or professional relationship is prohibited and may result in termination of the business relationship, or other appropriate response as determined by the District.

All employees, applicants, and elected or appointed officials are expected to assume responsibility for maintaining a work environment that is free from discrimination, harassment, and retaliation. Employees, applicants, and elected or appointed officials are encouraged to promptly report conduct that they believe violates this policy so that the District has an opportunity to address and resolve any concerns. Managers and supervisors are required to promptly report conduct that they believe violates this policy. We are committed to responding to alleged violations of this policy in a timely and fair manner and to taking appropriate action aimed at ending the prohibited conduct.

A. Prohibited Discrimination: As used in this policy, discrimination is defined as the unequal treatment of an employee or applicant in any aspect of employment, including



discrimination based solely, or in part, on the employee's, or applicant's protected category. Discrimination also includes unequal treatment based upon the employee or applicant's association with a member of these protected categories. Discrimination may include, but is not necessarily limited to:

1. Hostile or demeaning behavior towards applicants or employees because of their protected category;
 2. Allowing the applicant's or employee's protected category to be a factor in hiring, promotion, compensation or other employment-related decisions unless otherwise permitted by applicable law; and
 3. Providing unwarranted assistance or withholding work-related assistance, cooperation, and/or information to applicants or employees because of their protected category.
- B. Prohibited Harassment: As used in this policy, harassment is defined as disrespectful or unprofessional conduct, including disrespectful or unprofessional conduct based on any of the protected categories listed above. Harassment in employment may take many different forms including:
1. Verbal conduct such as epithets, derogatory comments, threats, gestures, teasing, slurs or unwanted jokes or comments.
 2. Visual conduct such as the posting or distribution of offensive posters, symbols, cartoons, drawings, photographs, or emails.
 3. Physical conduct such as physically threatening another person, assault, offensive touching, impeding or blocking movement, restraint, or physical interference with normal work or movement.
- C. Sexual Harassment: As used in this policy, sexual harassment is defined as harassment based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, and gender expression, or conduct of a sexual nature. It may include any of the actions described as harassment above, as well as other unwelcome sex-based conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, or other verbal or physical conduct of a sexual nature. Sexually harassing conduct need not be motivated by sexual desire and may include situations that began as reciprocal relationships, but that later cease to be reciprocal.

Sexual harassment is generally categorized into two types:

1. Quid Pro Quo Sexual Harassment ("this for that")
 - a) Submission to sexual conduct is made either explicitly or implicitly as a term or a condition of an individual's employment.



- b) Submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual.

2. Hostile Work Environment Sexual Harassment

- a) Conduct of a sexual nature or on the basis of sex by any person in the workplace that unreasonably interferes with an employee's work performance and/or creates an intimidating, hostile or otherwise offensive working environment.

Examples of such conduct include:

- Unwelcome sexual advances, flirtation, teasing, sexually suggestive or obscene letters, invitations, notes, emails, voicemails or gifts.
- Sex, gender or sexual orientation-related comments, slurs, jokes, remarks or epithets.
- Leering, obscene or vulgar gestures or making sexual gestures.
- Displaying or distributing sexually suggestive or derogatory objects pictures, cartoons, posters or any such items.
- Impeding or blocking movement, unwelcome touching or assaulting others.
- Any sexual advances that are unwelcome as well as reprisals or threats after a negative response to sexual advances.
- Conduct or comments consistently targeted at one gender, even if the content is not sexual.

- D. No Retaliation: Employees should feel free to report valid claims of unlawful harassment without fear of retaliation of any kind. The District will not retaliate against or tolerate retaliation against employees for making any complaint of unlawful harassment in good faith, or against any employee for cooperating in an investigation.

1. As used in this policy, "retaliation" is defined as any adverse employment action taken against an employee because the employee engaged in any protected activity, as defined above.
2. "Adverse employment action" is conduct or an action that materially affects the terms and conditions of the employee's employment status or is reasonably likely to deter the employee from engaging in protected activity. Even actions that do not result in a direct loss of compensation may be regarded as an adverse employment action when considered in the totality of the circumstances.
3. Examples of retaliation under this policy include but are not limited to: demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusing to promote or consider for promotion because of reporting a violation



of this policy; harassing another employee for filing a complaint; denying employment opportunities because of making a complaint or for cooperating in an investigation; changing someone's work assignments for identifying harassment or other forms of discrimination in the workplace; treating people differently such as denying an accommodation; or not talking to an employee when otherwise required by job duties, or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

- E. Harassment and Abusive Conduct Prevention Training: All District employees are required to participate in sexual harassment and abusive conduct prevention training. The training will also cover other types of prohibited harassment, such as harassment based on gender identity, gender expression, and sexual orientation. Supervisory employees are required to take two hours of training under this Section every two years. Non-supervisory employees are required to take one hour of training every two years. The District will make this training available to employees during regular working hours at no cost to the employee. Records of these training activities will be maintained in District files.
- F. Employee Response: Any employee who believes he or she has been unlawfully harassed or discriminated against should promptly report it orally or in writing to the employee's supervisor or the Manager. An employee is not required to complain first to a supervisor if that person is the individual who is harassing and/or engaging in discriminatory action against the employee. Instead, the employee may report harassment/discrimination to the Manager. If the Manager is the harassing and/or discriminating actor, the employee may report the harassment/discrimination to the President of the Board of Directors. When notified of a potential violation of the DHP Policy, the President of the Board of Directors will consult with District Counsel.
- E. Duty to Report: All managers, supervisors, and Directors are required to promptly report conduct that they believe violates the District's DHP Policy so that the District has an opportunity to address and resolve any concerns. The District is committed to responding to alleged violations of this policy in a timely and fair manner and to take appropriate action aimed at ending the prohibited conduct.
- F. Complaint & Investigation Procedure: The District will take an affirmative role to protect its employees from discrimination, harassment, and retaliation. Any employee or applicant who experiences or witnesses behavior that they believe violates this policy is encouraged to:
 - 1. Identify the offensive behavior to the offending employee or other person and request that the behavior cease.
 - 2. Report the offensive behavior either orally or in writing to the employee's supervisor or the Manager. Any supervisor who receives a complaint of harassment or discrimination must immediately report the complaint to the Manager. If the Manager is the subject of



the complaint of harassment or discrimination, the supervisor must report the complaint to the President of the Board of Directors.

3. The Manager or his/her designee will promptly look into the facts and circumstances of any alleged violation, as appropriate. As provided above, the President of the Board of Directors will perform this duty if the Manager is the subject of the complaint.
4. The District shall initiate an investigation where it has reason to believe that conduct in violation of this DHP policy has occurred. All investigations will be timely, thorough, fair, and completed by qualified personnel.
 - i. To the extent possible, the District will endeavor to keep the reporting of the applicant or employee's concerns confidential; however, complete confidentiality cannot be guaranteed when it interferes with the District's ability to fulfill its obligations under this policy.
 - ii. All employees are required to cooperate fully with any investigation.
5. Upon completion of the investigation, if the misconduct is substantiated, the District will take appropriate remedial action, as provided below, to prevent and correct misconduct and unlawful behavior, up to and including formal discipline where warranted.

- G. Filing External Complaints: Employees and applicants may file formal complaints of discrimination, harassment, or retaliation with the agencies listed below. Individuals who wish to pursue filing with these agencies should contact them directly to obtain further information about their processes and time limits.

California Department of Fair Employment and Housing
2218 Kausen Drive, Suite 100 Elk Grove, CA 95758
800-884-1684 (voice), 800-700-2320 (TTY) or California's Relay Service at 711
contact.center@dfeh.ca.gov
<https://www.dfeh.ca.gov>

U.S. Equal Employment Opportunity Commission
450 Golden Gate Avenue 5 West,
P.O. Box 36025
San Francisco, CA 94102-3661
1-800-669-4000 or 510-735-8909 (Deaf/hard-of-hearing callers only)
<http://www.eeoc.gov/employees>

- H. Remedial Actions:

1. If harassment or discrimination is found to have occurred in violation of District policy, the District shall take action to ensure or confirm that the harassment or discrimination



is stopped. The District shall take whatever measures are reasonably necessary to ensure its workplace remains free from unlawful discrimination or harassment.

2. The District shall maintain a complaint procedure to provide an avenue for complaints, investigations, and appropriate remediation. Employees are encouraged to utilize the complaint process described in subsection (H) above if they experience unlawful discrimination or harassment. The complaint process shall be available and disseminated to all District employees.
 3. Employees found to have engaged in discrimination or harassment covered by this DHP Policy may be subject to disciplinary action, up to and including termination of employment.
 4. Employees found to have been dishonest or uncooperative during an investigation into allegations of discrimination or harassment may be subject to disciplinary action, up to and including termination of employment.
 5. This DHP Policy shall not be construed to create a private or independent right of action against the District, or any of its employees or officials. The District reserves the right to interpret and apply this policy to provide greater protection than what is afforded under existing federal and state law.
- I. Obligation of Employees: Employees are responsible for knowing the District's policy on anti-discrimination and anti-harassment; refraining from discriminatory behavior, including harassment; reporting incidents of discrimination in a timely fashion; cooperating with any investigation concerning allegations of discrimination; and maintaining confidentiality concerning any such investigation.

(Resolution No. 2144-0820 – Amended Personnel Policy)

SECTION 19. DISTRICT ELECTIONS POLICY

The Stege Sanitary District Board of Directors is comprised of five (5) Directors elected at large and serving staggered four (4) year terms with elections being held on even-numbered years.

California Elections Code Section 10505 requires a general district election be held in each special district to choose a successor for each elective officer whose term will expire on the first Friday in December following the election to be held on the first Tuesday after the first Monday in November in each even-numbered year.

As allowed in California Elections Code Section 10400, District elections shall be consolidated with the statewide general elections to reduce costs and achieve greater voter participation.

As set forth in California Elections Code Section 10520, the District shall reimburse the county for the actual costs incurred by the county elections official in conducting the election for the District.



As set forth in California Elections Code Section 13307, before a nominating period opens, the District Board must determine whether a charge shall be levied against each candidate submitting a candidate's statement to be sent to the voters; determine the number of words, may estimate the cost; and determine whether the estimate must be paid in advance.

As set forth in California Elections Code Section 12112, the election official of the principal county shall publish a notice of the election once in a newspaper of general circulation in the District.

After the election, upon receipt of the statement of the election official declaring the elected candidate(s), the Board Secretary shall immediately notify each winning candidate.

At the first Board Meeting, which shall occur after the county elections official declares the elected candidate or elected candidates, the District Board of Directors shall adopt a Resolution certifying the election results. The Resolution shall direct the Secretary of the Stege Sanitary District to enter on the official records of the Stege Sanitary District, the Resolution certifying the results of the election, showing: 1) the whole number of ballots cast in the Stege Sanitary District; 2) the names of the persons voted for; 3) for what office each person was voted for; 4) the number of votes given at each precinct to each person and 5) the total number of votes given to each person. The Resolution shall also direct the Secretary of the Stege Sanitary District to deliver to each of the persons so elected a certified copy of the Resolution signed by the Secretary and authenticated.

Pursuant to California Elections Code Section 10554, elected candidates take office at noon on the first Friday in December following the District election. Each elective officer shall take the official oath and execute any bond required prior to taking office. All Directors elected shall be inducted into the respective office after taking the Oath of Office.

SECTION 20. CHECK APPROVAL POLICY

All Stege checks shall be signed by the Manager and then reviewed and approved by the Board. After approval by the Board, the Board President (or his/her designee) will review each check for correlation with the name and amount on the Check Report before signing the check. Time critical payments, where there is not time for Board review and approval, shall be reviewed and approved by the Board President (or his/her designee).

SECTION 21. POLICY PROHIBITING DISCUSSION WITH BIDDERS

Directors shall not discuss District projects or bids with any potential bidders. Any inquiries regarding District projects or procurements shall be referred to the Manager or staff, with the Manager's permission, for appropriate handling and response.



SECTION 22. LEGISLATIVE ADVOCACY POLICY

Although the expenditure of public funds for the purpose of supporting or opposing a ballot measure or candidate is prohibited, the expenditure of public funds is allowed to advocate for or against proposed legislation or regulatory actions which will affect the public agency expending the funds.

It is the policy of the District to proactively monitor and advocate for legislation affecting the District. Monitoring legislation is a shared function of the Board of Directors and Manager or designated staff. This process involves interaction with local, state, and federal government entities both in regard to specific items of legislation and to promote positive intergovernmental relationships. Accordingly, involvement and participation in local, regional, state, and national organizations such as the California Special Districts Association (CSDA) and the California Association of Sanitation Agencies (CASA) is encouraged and supported by the District. Generally, the District will not address matters that are not pertinent to the District's mission statement, such as social issues or international relations issues.

Legislative issues affecting the District shall be added to a Board meeting agenda for formal direction from the Board of Directors. Legislative position letters shall typically state whether the District is in the position of "support", "support if amended", "oppose", or "oppose unless amended", and shall include justification for the recommended action. If possible, the letter shall include examples of how the bill would specifically affect the District, e.g. "the funding the District will lose due to this bill could pay for X capital improvements." The District may also choose to provide a letter of concern or interest regarding a legislative issue without taking a formal position.

SECTION 23. BOARD HANDBOOK

(Under Separate Cover)

SECTION 24. DISTRICT ORDINANCE CODE

(Under Separate Cover)

ADOPT RESOLUTION NO. 2254-0225 APPROVING A POSITION TITLE CHANGE FROM DISTRICT MANAGER TO GENERAL MANAGER INCLUDING APPROVING AN AMENDMENT TO THE EMPLOYMENT AGREEMENT WITH LANI GOOD; APPROVING AN AMENDMENT TO THE DISTRICT'S PROCEDURES, POLICIES AND OTHER DOCUMENTS; AND AMENDING STEGE SANITARY DISTRICT'S SALARY SCHEDULE IN CONFORMANCE WITH CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5; ADOPT ORDINANCE NO. 2255-0225 AMENDING THE DISTRICT ORDINANCE CODE TO REPLACE ALL POSITION TITLE REFERENCES OF "DISTRICT MANAGER" TO "GENERAL MANAGER" TO REFLECT TITLE CHANGE AND OTHER MINOR CORRECTIONS

ISSUE:

The Board will consider a Resolution approving a title change for the position of District Manager to General Manager. The proposed Resolution will not revise the current salary for the position or the job duties of the position but will authorize an amendment to all District documents to reflect General Manager and authorize an amendment to the employment agreement with Lani Good to reflect the updated position title. The proposed Resolution will also amend the publicly available salary schedule to replace the position of District Manager with General Manager to reflect the position title change only, as required by CalPERS regulations.

Concurrent with the Resolution, the Board will consider an Ordinance amending the Stege Sanitary District District Ordinance Code to replace all position title references of "District Manager" to "General Manager," to reflect recent position title change, and make other unrelated minor corrections.

FISCAL IMPACT:

There is no direct fiscal impact associated with this action.

BACKGROUND:

On November 7, 2024, the District approved the selection of Lani Good as District Manager/Engineer, Secretary of the Board, and Treasurer of the District, pending successful employment contract negotiations. The District and Ms. Good have successfully agreed to the terms of her employment and memorialized the terms in an Employment Agreement which was approved by the District on December 12, 2024.

DISCUSSION:

In efforts to be consistent with local industry standards and norms, the District Counsel recommends that the Board of Directors approve and authorize a title change for the position of

District Manager to General Manager. General Manager is the title most used and accepted for this position in similarly situated districts.

The proposed Resolution affects changes to the District Manager title alone and makes no revision to Ms. Good's scope of work or compensation, nor does it amend the terms of her current Employment Agreement except to reflect the change in title. Ms. Good will also continue to serve as the District Engineer, Secretary of the Board and Treasurer of the District.

The California Public Employees' Retirement System (CalPERS) regulations require that all employers list their compensation levels on one document, a publicly available pay schedule, approved and adopted by the governing body in accordance with California Code of Regulations section 570.5. Although the proposed Resolution will not revise the current salary amounts approved by the District, or current salary for Ms. Good, it will revise the current salary schedule to reflect the position title change in order to remain compliant with CalPERS' regulations.

Additionally, the District Counsel recommends that the Board adopt an Ordinance amending the Stege Sanitary District District Ordinance Code to revise all applicable references to reflect this title change. The proposed Ordinance revises all applicable references in the District's Ordinance Code to add, delete and/or modify the current title of District Manager to General Manager. The proposed Ordinance affects changes to the District Manager title alone and makes no revision to Ms. Good's scope of work or compensation, nor is it intended to amend the terms of her current Employment Agreement.

Additionally, the proposed Ordinance amends the District Ordinance Code to address certain unrelated spelling errors discovered upon review. All proposed changes are set forth in Exhibit A to the Ordinance.

The proposed Ordinance will take effect one week after a summary is published in a newspaper within the District's boundaries. In order to provide sufficient time for the proposed Ordinance to take effect and transmit the revisions to CalPERS, the proposed Resolution takes effect on March 10, 2025.

RECOMMENDATION:

The District Counsel recommends that the Board of Directors adopt the proposed Resolution and proposed Ordinance, which change the position title of District Manager to General Manager.

ALTERNATIVES:

1. Amend the proposed Resolution and Ordinance and approve as amended.
2. Take no action.

ATTACHMENTS:

- Proposed Resolution
- Proposed Ordinance

RESOLUTION NO. 2254-0225

RESOLUTION APPROVING A POSITION TITLE CHANGE FROM DISTRICT MANAGER TO GENERAL MANAGER INCLUDING APPROVING AN AMENDMENT TO THE EMPLOYMENT AGREEMENT WITH LANI GOOD; APPROVING AN AMENDMENT TO THE DISTRICT'S PROCEDURES, POLICIES AND OTHER DOCUMENTS; AND APPROVING AN AMENDMENT TO THE DISTRICT'S SALARY SCHEDULE IN CONFORMANCE WITH CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5

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

- A. The Stege Sanitary District (Employer) 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. On November 7, 2024, the District approved the selection of Lani Good (Employee) to serve as the District Manager/Engineer, Secretary of the Board, and Treasurer of the District.
- C. Employer entered into an employment agreement with Employee pursuant to Resolution No. 2252-1224 to memorialize Employee's terms of employment.
- D. Employer desires to approve a title change for the position of District Manager to General Manager in efforts to be consistent with local industry standards and norms.
- E. This resolution affects changes to the District Manager title alone and makes no revision to the position duties, scope of work, or compensation.
- F. The California Public Employees' Retirement System (CalPERS), requires that all CalPERS employers list their compensation levels on one document, approved and adopted by the governing body, in accordance with California Code of Regulations section 570.5.
- G. Employer desires to comply with CalPERS reporting requirement by amending the previously approved Salary Schedule to reflect the position title change, only, as provided

for in this resolution.

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 Directors declare that the District Manager title and position shall henceforth be known as “General Manager” and all District policies, procedures and documents shall be updated to reflect this title change.
3. The Directors authorize the President of the Board to execute an amendment to the Employment Agreement with Lani Good, in a form approved by the District Counsel, to reflect the change in title from District Manager to General Manager.
4. The Directors hereby approve the necessary amendments to the District’s Salary Schedule to reflect the position title change of Lani Good from District Manager to General Manager, with no effect on her additional title as District Engineer, Secretary of the Board or Treasurer of the District.
5. This resolution shall take effect on March 10, 2025.

* * * * *

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution No. 2254-0225 was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting held on the 20th day of February 2025, by a X-X vote as follows:

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

BEATRICE O'KEEFE, President
Stege Sanitary District
Contra Costa County, California

ATTEST:

LANI GOOD, Secretary
Stege Sanitary District

AMENDMENT NO. 1 TO EMPLOYMENT AGREEMENT WITH LANI GOOD

This Amendment to the Employment Agreement (“Amendment”) is made by and between the Stege Sanitary District (“District”) and Lani Good (“Good”) (collectively the “Parties”) effective March 10, 2025.

RECITALS

1. Effective December 31, 2024, the Parties entered into an Employment Agreement (“Agreement”) memorializing the terms under which Good would serve as the District Manager/Engineer, Secretary of the Board, and Treasurer of the District; and
2. The purpose of this Amendment is to memorialize the change in title for Good from District Manager to General Manager.

AGREEMENT

Section 1 General Provisions.

The foregoing Recitals are true and correct and incorporated herein by reference.

Section 2 Change in Title.

All references in the Agreement to “District Manager” shall be changed to “General Manager” effective March 10, 2025.

Section 3 Effect of this First Amendment

Except as the Agreement has been expressly modified by the Amendment, the Agreement shall continue in full force and effect according to its terms.

IN WITNESS WHEREOF, the PARTIES hereto have hereunto affixed their signatures as of the date and year first above written.

EMPLOYER

EMPLOYEE

Beatrice O’Keefe, President
Stege Sanitary District

Lani Good, PE
General Manager

Approved as to Form:

Kristopher Kokotaylo
District Counsel

ORDINANCE NO. 2255-0225

**ORDINANCE AMENDING THE DISTRICT ORDINANCE CODE
TO REPLACE ALL POSITION TITLE REFERENCES FROM “DISTRICT
MANAGER” TO “GENERAL MANAGER” TO REFLECT TITLE CHANGE
AND OTHER MINOR CORRECTIONS**

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

- A. The Stege Sanitary District (Employer) 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. On November 7, 2024, the District approved the selection of Lani Good (Employee) to serve as the District Manager/Engineer, Secretary of the Board, and Treasurer of the District.
- C. On February 20, 2025, the District approved Resolution No. 2254-0225 declaring that the District Manager title and position shall, effective March 10, 2025, be revised to General Manager as requested by Employer and consistent with industry standards and norms.
- D. The position title change from District Manager to General Manager affects changes to the District Manager title alone and makes no revision to the position duties, scope of work, or compensation, nor does it amend the terms of Employee’s current Employment Agreement.
- E. The Board desires to revise all references in the District’s Ordinance Code to add, delete and/or modify the current title of District Manager to General Manager.
- F. The Board desires to correct unrelated minor errors discovered upon review of the Ordinance Code.

In consideration of the foregoing findings and determinations, IT IS ORDAINED by the Board of Directors of Stege Sanitary District that:

- 1. All references to the term “District Manager” be revised to “General Manager” and other unrelated spelling errors be corrected, of the Stege Sanitary District Ordinance Code, as provided for in Exhibit A attached hereto.

2. Adoption of Ordinance. Upon adoption, this Ordinance shall be entered in the minutes of the District Board of Directors and a summary shall be published once in a newspaper published in the District pursuant to California Health and Safety Code §6490.

3. Effective Date. The text amendments provided in Exhibit A shall be reflected and updated in the District Ordinance Code effective March 10, 2025.

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the forgoing Ordinance was duly and regularly adopted by the Board of Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 20th of February 2025 by the following vote:

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

BEATRICE O'KEEFE, President
Stege Sanitary District
Contra Costa County, California

ATTEST:

LANI GOOD, Secretary
Stege Sanitary District

EXHIBIT A

DISTRICT ORDINANCE CODE

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CHAPTER 9

ENFORCEMENT

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SECTION 1.2

WORDS, TERMS AND PHRASES DEFINED

~~1.2.17~~ ~~“District General Manager”~~ — See “Manager.” (1.2.17)

~~1.2.18~~ 1.2.17 “Domestic Sewage” — The liquid and water-borne wastes derived from the ordinary living process, free from Industrial Wastes and of such character as to permit satisfactory disposal, without special treatment, into the District's Sewer System.

~~1.2.19~~ 1.2.18 “Dwelling Unit” — Dwelling unit means any residence, apartment house unit, condominium or other habitation occupied

by a single person or family and requiring wastewater disposal service.

~~1.2.20~~ 1.2.19 “Easement” — A property right, however created, by which the owner of the right is entitled to make specified uses of the real property of another person; “Easement includes “reserve,” “sewer reserve” or “utility reserve.”

~~1.2.21~~ 1.2.20 “EBMUD” — The East Bay Municipal Utility District, Special District No. 1

~~1.2.22~~ 1.2.21 “EBMUD Director” — The Director of the Wastewater Department of EBMUD, or his designated representative.

~~1.2.23~~ 1.2.22 “EBMUD General Manager” — The General Manager of EBMUD.

~~1.2.24~~ 1.2.23 “Encroachment” — An activity or condition which results in significant interference with the Easement rights of the owner of an Easement. As respects District easements, there are three classes of Encroachments:

Class One:

Encroachments which interfere only slightly with District easements. Examples may include loose paving stones and similar landscaping features, flowerbeds, small shrubs, lawn and ground covers which do not impede normal use and operation of District wastewater facilities and may readily be removed and restored at a modest cost if access to the facilities is required.

Class Two:

Encroachments which will cause significant interference with District easements but which, due to being readily removable or by virtue of District mandated safeguards and/or mitigation measures, the interference can be ameliorated to an acceptable level. Examples may include fences, gates, driveways, paving, portable or readily removable structures, larger vegetation whose roots do not have a propensity to invade wastewater facilities, and cuts and fills.

Class Three:

Encroachments which will cause significant interference with District easements. Examples may include permanent structures such as buildings, swimming pools, permanent decks, retaining walls and reinforced

concrete or masonry; temporary structures which are not readily removable from the easement; also trees, heavy brush, and vegetation that prevents District access to its facilities in the easement; also any activities and conditions that are unlawful or prohibited by this Code or by other applicable laws.

- ~~1.2.25~~ 1.2.24 “EPA”—The United States Environmental Protection Agency.
- ~~1.2.26~~ 1.2.25 “Escrow Account”—A real estate transaction account into which an applicant deposits funds to obtain a 180-day time extension pursuant to Section 4.6.4 to complete the required work on the Lateral.
- ~~1.2.27~~ 1.2.26 “Exemption Certificate” — A certificate issued by EBMUD to property owners who demonstrate that work on their Lateral was completed in accordance with the Regional Ordinance requirements within 10 years prior to the effective date of the Regional Ordinance.
- ~~1.2.28~~ 1.2.27 “Food Handling Facility” — Includes but is not limited to any facility preparing and/or serving food for commercial use or sale. This includes restaurants, cafes, lunch counters, cafeteria, hotels, hospitals, convalescent homes, factory or school kitchens, catering kitchens, grocery stores with food preparation and packaging, and meat cutting and preparation (including grocery stores with only food warming operations), meat packing facilities and other food handling facilities not listed above where fats, oil and grease may be introduced into the Sewer System and cause line blockages and sewer overflows.
- ~~1.2.29~~ 1.2.28 “Grease” — Any fats, oils, waxes or other similar or related constituents. Grease may be of vegetable or animal origin, including butter, lard, margarine, vegetable fats and oils, and fats in meats, cereals, seeds, nuts and certain fruits. Grease may also be of mineral origin including kerosene, lubricating oil and road oil. Grease in the District’s Sewer System is generally present as, but need not be, a floatable solid, a liquid, a colloid, an emulsion or in a solution.
- ~~1.2.30~~ 1.2.29 “Grease Interceptor” — A large, partitioned vault made of various materials, installed to remove grease and food waste by trapping floatable and settleable solids so that they can be separated and removed before discharge to the Sewer System. It is usually installed underground, outside of the Food Handling Facility.
- ~~1.2.31~~ 1.2.30 “Grease Removal Device” — An Interceptor, trap or other mechanical device intended to remove, hold or otherwise prevent the passage of Grease to the Sewer System.
- ~~1.2.32~~ 1.2.31 “Hazardous Material” — Any material so designated by an ordinance or regulation of the District or by other applicable regulations including the East Bay Municipal Utility District (EBMUD) Ordinance No. 21 and Part II

of Title 22 of the California Code of Regulations.

- ~~1.2.33~~ 1.2.32 “Industrial Waste” — Includes any non-domestic liquid or semisolid wastes from any producing, manufacturing or processing operation of whatever nature.
- ~~1.2.34~~ 1.2.33 “Lateral” — *A sewer that conveys the Wastewater of a Discharger from a Building Sewer to a Main Sewer, including the connection to the Main Sewer, also known as a “Side Sewer.”* or a sewer coming from a private development with connections to the Main Sewer at one or more locations. The Lateral is comprised of the Upper Lateral and Lower Lateral.
- ~~1.2.35~~ 1.2.34 “Lower Lateral” — *The portion of the Lateral in the public right of way up to the publicly owned Main Sewer.*
- ~~1.2.36~~ 1.2.35 “Manager” — The District's ~~Manager (or~~ General Manager), his or her delegate or such other Person or Persons as may be designated by the District Board to fulfill the responsibilities of the Manager as specified in this Code. The Manager is the District’s chief executive and is an officer of the District. (~~1.2.3635~~)
- ~~1.2.37~~ 1.2.36 “Main Sewer(s)” — That portion of the Sewer System which receives Wastewater from the Lateral of a Discharger.
- ~~1.2.38~~ 1.2.37 “Non-Sanitary Sewer Connection” — Anything that directly or indirectly conveys Storm Water, surface water, roof runoff, intercepted groundwater or subsurface drainage into the Sanitary Sewer System, including, but not limited to, down spouts, yard drains, sump pumps, or other sources of Storm Water, run-off, or groundwater.
- ~~1.2.39~~ 1.2.38 “NPDES Permit” — A federal permit issued by the California Regional Water Quality Control Board under the National Pollution Discharge Elimination System. This permit is a regulatory agency document designed to control discharge of pollutants from point sources into U.S. or state water bodies.
- ~~1.2.40~~ 1.2.39 “Nuisance” — A discharge of Wastewater in violation of District regulations or orders which is or could be harmful to, or unreasonably affect, the Sewer System, or which impairs or unreasonably affects the operation and maintenance of any Wastewater Facilities, or which violates quantity, quality or other standards adopted by the District.
- ~~1.2.41~~ 1.2.40 “Owner” — Owner means the person holding title to any premises as shown by the official records of Contra Costa County or the holder of any possessory interest in publicly owned property.
- ~~1.2.42~~ 1.2.41 “Permit” — A formal authorization or approval to engage in or undertake specified conduct or activities. This authorization/approval may be subject to limitations or conditions. District Permits are covered in

Chapter 5 of this Code.

- ~~1.2.43~~ 1.2.42 “Person” — Any individual, partnership, firm, association, corporation or Public Agency including the State of California and the United States of America.
- ~~1.2.44~~ 1.2.43 “Plant” — The East Bay Municipal Utility District Sewage Treatment Plant located at Wake Avenue in Oakland, California.
- ~~1.2.45~~ 1.2.44 “Point of Discharge” — The point or points designated as such in an NPDES Permit. “Point of Discharge” also refers to discharge to the District Sewer System as the point where the Lateral connects to a Public Sewer.
- ~~1.2.46~~ 1.2.45 “Pollution” — The man-made or man-induced alteration of the chemical, physical, biological and radiological integrity of water.
- ~~1.2.47~~ 1.2.46 “Premises” — Premises means any lot, piece, or parcel of real property improved or unimproved within the boundary of the District.
- ~~1.2.48~~ 1.2.47 “Pretreatment Regulations” — The "General Pretreatment Regulations of Existing and New Sources of Pollution" published by EPA as Part 403 of Title 40 of the Code of Federal Regulations, Part 403 as now in effect or as those regulations may be later amended from time to time.
- ~~1.2.49~~ 1.2.48 “Pretreatment Ordinance” — The East Bay Municipal Utility District (EBMUD) Ordinance No. 311, establishing the regulations for “Interception, Treatment, and Disposal of Wastewater and Industrial Wastes and the Control of Wastewater Requiring Charges to be Made Therefore, and Fixing Penalties for the Violations of Said Regulations”, as such regulations now exist or as they may be subsequently amended.
- ~~1.2.50~~ 1.2.49 “Pretreatment System” — A treatment system designed to treat Wastewater prior to entering the District's Sewer System.
- ~~1.2.51~~ 1.2.50 “Private Wastewater System” — Any wastewater facilities that are not connected to the District’s Wastewater System or to another publicly owned and operated Wastewater System; also any Wastewater Facilities that are connected, whether directly or indirectly, to the District’s Wastewater System but are neither owned or operated by the District.
- ~~1.2.52~~ 1.2.51 “Regional Ordinance” — Title VIII – Regulation of Upper Sewer Laterals of EBMUD Ordinance No. 311 and any future amendments or modifications thereto.
- ~~1.2.53~~ 1.2.52 “Repair” and “Replacement” — Construction activities performed by a contractor to bring a Lateral into compliance with the requirements of Section 4.6 of the Code and the Regional Ordinance. Repair means a partial repair of the Lateral while replacement applies to

the complete length of the Lateral and includes lining of the Lateral.

~~1.2.54~~ 1.2.53 “Sanitary Sewage” — See “Sewage” and “Wastewater.”

~~1.2.55~~ 1.2.54 “Sanitary Sewer System” — See “Sewer System.”

~~1.2.56~~ 1.2.55 “Sewage” — The water-borne waste derived from human habitation and/or use of buildings for residential, business, commercial, institutional and industrial purposes.

~~1.2.57~~ 1.2.56 “Sewage Treatment Plant” — Any arrangement of devices and structures used for treating Wastewater.

~~1.2.58~~ 1.2.57 “Sewer” — A pipe or conduit for carrying Sewage.

~~1.2.59~~ 1.2.58 “Sewer System” — The system of pipes, pumps, structures and appurtenances used for collecting, transporting and conveying Wastewater and in some contexts also for treating and disposing of Wastewater. In this Code, “Sewer System” refers to the District’s Sewer System unless the context indicates otherwise.

~~1.2.60~~ 1.2.59 “Side Sewer” — See also “Lateral.”

~~1.2.61~~ 1.2.60 “Significant Interference” — With respect to Encroachments on District Easements, any activity or condition that has the potential to damage or to inhibit access to the District Sewer System or which will result in cost to the District to use the Easement for its intended purpose.

~~1.2.62~~ 1.2.61 “Standard Specifications” — Construction Specifications and detail drawings that govern the manner of construction, repair, maintenance and operation of Wastewater Facilities and Laterals in the District.

~~1.2.63~~ 1.2.62 “Storm Drains” or “Storm Drain System” — The system of pipes and channels used to collect and convey Storm Water.

~~1.2.64~~ 1.2.63 “Storm Water” — Flows resulting from rainwater.

~~1.2.65~~ 1.2.64 “Structure” — Any building that is required to be provided with public sewer services.

~~1.2.66~~ 1.2.65 “Time Extension Certificate”— A document issued by EBMUD to the eligible property owner for Title Transfer transactions that extends the time to repair and/or replace the Lateral to comply with Section 4.6 of the Code to 180 days after the date of issuance of the certificate.

~~1.2.67~~ 1.2.66 “Title Transfer” — The sale or transfer of an entire real property estate or the fee interest in that real property estate and does not include the sale or transfer of a partial interest, including a leasehold. In addition, title transfer does not include any of the following: (i) transfers by a fiduciary in

the course of the administration of a decedent's estate, guardianship, conservatorship, or trust, (2) transfers from one co-owner to one or more co-owners, or from one or more co-owners into or from a revocable trust, if the trust is for the benefit of the grantor or grantors, (3) transfers made by a trust or to fund an inter vivos trust, (4) transfers made to a spouse, to a registered domestic partner as defined in Section 297 of the Family Code, or to a Person or Persons in the lineal line of consanguinity of one or more of the transfers, (5) transfers between spouses or registered domestic partners resulting from a decree of dissolution of marriage or domestic partnership, or a decree of legal separation or from a property settlement agreement incidental to a decree; (6) transfers from property owners to any financial institution as a result of a foreclosure or similar process.

~~1.2.68~~ 1.2.67 "Unpolluted Water" — Water to which no constituent has been added, either intentionally or accidentally, that would render such water unacceptable for disposal to Storm Drains or natural drainage or directly to surface waters. Unpolluted Water includes Storm Water from roofs, yards, foundation or under-drainage, that meets all state and federal requirements for discharge to surface waters of the United States.

~~1.2.69~~ 1.2.68 "Upper Lateral" — The portion of the Lateral extending from the Building Sewer up to the public right of way or publicly owned Main Sewer, whichever comes first.

~~1.2.70~~ 1.2.69 "Verification Test"—A test to be witnessed by EBMUD's authorized representative(s) to verify that the Lateral complies with the requirements in Section 4.6 of the Code and the Regional Ordinance.

~~1.2.71~~ 1.2.70 "Wastewater" — All water-borne Sewage, industrial or other wastes, whether treated or untreated, discharged into or permitted to enter the Sewer System.

~~1.2.72~~ 1.2.71 "Wastewater Facilities"—Pipelines, pump stations and other structures, equipment and machinery which are used to collect and convey Wastewater and, in some contexts, to treat and dispose of Wastewater.

~~1.2.73~~ 1.2.72 "Wastewater System" — See "Sewer System."

~~1.2.74~~ 1.2.73 "Wastewater Treatment Plant" — See "Plant."

~~1.2.75~~ 1.2.74 "Waiver" — A document issued by the District to a property owner that relieves the property owner from the requirement to perform work on the Lower Lateral.

...

3.5.2.6 Meeting Agendas.

2.5.2.6.1 No item may appear on the Board agenda or, except as provided in Section 2.5.2.6.2, be considered by the Board, unless it has been submitted to the Secretary with adequate time available for review so that the agenda can be posted within time constraints established by the Brown Act. Exceptions include the monthly financial report or other formal reports conveying information but not requiring Board action.

2.5.2.6.2 Adding Agenda Items.

No action or discussion shall be taken by the Board on any item of business not appearing on the posted agenda except as permitted by Government Code Section 54954.2. As provided in Section 54954.2, an item may be added to the agenda (a) upon a determination by the affirmative vote of at least three directors that an emergency situation exists, or (b) upon a determination by the affirmative vote of at least four directors, if all are present, or of all Directors present if any are absent, that there is a need to take immediate action and the need for action came to the attention of the District subsequent to the agenda being posted.

2.5.2.6.3 Distribution of Communications to the Board.

The Secretary shall send copies of items for the Board and other important communications received by the Manager and the District Counsel unless they already have such copies. Agenda materials shall be delivered to Directors as soon as practically possible after completion of agendas.

2.5.2.6.4 Monthly Staff Reports.

Staff reports shall be mailed or otherwise delivered in advance of the Board meeting to each Director by the ~~District~~ Manager.

...

3.11.5 **Compliance With EBMUD Permits and Requirements.** All Dischargers that are issued a Wastewater ~~discharge~~ discharge Permit by EBMUD shall comply with the terms and conditions specified in that Permit, including all items in EBMUD's standard terms and conditions attached to the Permit.

...

4.8.2 **Lateral Replacement Loan Program Guidelines.**

4.8.2.1 All applications will be taken on a first-come, first-served basis.

4.8.2.2 The Lateral Replacement Loan Program may not be used for a lateral repair or replacement when a Compliance Certificate is required under Section 4.6.1 of this Code or in conjunction with any other financial assistance program(s) offered by the District.

4.8.2.3 Property Owners must submit an application and a "Contractual Assessment Agreement" (a copy of which is attached hereto in Exhibit "A") for review and approval by the District. Any repair work performed prior to receiving a letter of obligation from the District is performed solely at the risk and cost of the Property Owner.

4.8.2.4 The Property Owner must obtain three (3) estimates from contractors on the pre-qualified contractors list registered with the District. The District will loan no more than the lowest quote, capped at \$10,000.

4.8.2.4.1 Only laterals meeting at least one (1) the following requirements will qualify for a loan:

1. The lateral has at least one I&I related defect;
2. The lateral has failed to pass an air or water test under the requirements of Section 4.5 and the District's Standard Specifications; or

3. The pipe is partially or wholly constructed of material not listed in Table 1 - Approved Side Sewer/Lateral Pipe Materials of the Districts Lateral Specifications and Drawings; or
4. The lateral, based on the determination of the ~~District~~ Manager or designee, is likely to have an I&I related defect based on situational circumstances (i.e. age of the lateral).

...

**SECTION 5.4
AUTHORIZATION FOR ISSUANCES OF PERMITS**

Unless otherwise provided in this Code, the ~~District~~ Manager or his delegate is authorized to issue Permits. A Permit may be authorized for issuance subject to specified conditions that are to be satisfied either before or after the permit is issued. If a condition must be satisfied before Permit issuance, the Permit does not become effective until the condition has been fully satisfied. If a condition is to be performed after issuance, the Permit is effective upon issuance but shall be subject to revocation if the condition is not satisfied within or during the times or other parameters specified in the Permit.

...

**SECTION 5.9
EXTENSION OF PERMITS**

The ~~District~~ Manager may extend Permits for additional periods of time upon written request of the applicant and a showing of good cause for the need for an extension. No Person is entitled to an extension as a matter of right. A Permit extension shall not be granted unless the applicant has provided all information necessary to process and evaluate the extension request, has paid all applicable fees and charges and satisfied any requirements imposed by the District as a condition of granting the extension.

...

**SECTION 6.6
EASEMENT ENCROACHMENTS**

6.6.1 **Three Classes of Encroachments.** As used in this Chapter, with respect to District Easements, there are three classes of Encroachments as defined in Section 1.2.~~2423~~.

...

SECTION 10.4 NOTICE OF HEARING

The Board Secretary shall set a date for hearing before either the ~~District~~ Manager or District Board and shall give the appellant at least five (5) calendar days notice of the time and place of said hearing.

SECTION 10.5 HEARING

The appellant shall show cause on the grounds specified in their notice of appeal why the action excepted to should not be approved. The **District** Manager or District Board may continue the hearing. The findings on the appeal shall be final and conclusive in the matter.

SECTION 10.6

JUDICIAL REVIEW OF ADMINISTRATIVE DECISION

Any interested Person seeking judicial review pursuant to Code of Civil Procedure (CCP) Section 1094.5 of any final decision, as defined in CCP Section 1094.6(e), of the **District** Manager or District Board may do so only if the petition for writ of mandate pursuant to CCP Section 1094.5 is filed within the time limits specified in CCP Section 1094.6.

...

STEGE SANITARY DISTRICT
Investment, Cash & Receivables Report
 As of January 31, 2025

12:50:53 PM
 02/14/2025

	<u>January 31, 2025</u>	<u>December 31, 2024</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	5,163,279	5,093,291	69,987	69,987	0	0
11014 · System Rehab- 3423	1,115,849	1,100,724	15,125	15,125	0	0
11017 · Five Star Money Market	1,036,653	1,032,747	3,906	3,906	0	0
11020 · TVI Investments	2,027,144	2,027,144	0	0	0	0
Total TVI & LAIF Investment Accts	<u>9,342,924</u>	<u>9,253,906</u>	<u>89,019</u>	<u>89,018</u>	<u>0</u>	<u>0</u>
Checking Accts						
100 · Mechanics Bank	12,965	12,965	0	0	0	0
101a · Five Star Bank	3,060,177	4,589,895	-1,529,718	38,135	-1,567,853	0
100 · County Cash Acct #3418	-6,754	-6,754	0 *	0 *	0	0
Total Checking Accts	<u>3,066,387</u>	<u>4,596,106</u>	<u>-1,529,718</u>	<u>38,135</u>	<u>-1,567,853</u>	<u>0</u>
11021 · Petty Cash	250	250	0	0	0	0
Total Checking/Savings	<u>12,409,562</u>	<u>13,850,262</u>	<u>-1,440,700</u>	<u>127,153</u>	<u>-1,567,853</u>	<u>0</u>
301 · Ca Employer's Retiree Benefit Trust	320,035	320,035	0	0	0	0
Total CA Employer's Retiree Benefit Trust	<u>320,035</u>	<u>320,035</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Accounts Receivable						
11072 · Accounts Receivable/Notes Payable	261,050	261,050	0			
Total Accounts Receivable	<u>261,050</u>	<u>261,050</u>	<u>0</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.

 Lani Good, District Manager

 Date

STEGE SANITARY DISTRICT

Operating Statement

January 2025

02/14/2025

61.48% of Fiscal year Completed

	July- December 2024	January Activity	July-January 2025	Annual Budget	% of Annual Budget
Income					
31 · OPERATING REVENUE					
31010 · Sewer Service Charges	2,091,681	-	2,091,681	3,209,000	65%
31020 · Permit & Insp. Fees	12,220	100	12,320	12,000	103%
31030 · Connection Fees	29,546	-	29,546	100,000	30%
31040 · San Pablo Impact Fee	13,288	-	13,288	100,000	13%
31080 · Contracted Services	-	-	-	33,000	0%
31010a · Capital Service Charges	2,091,681	-	2,091,681	3,775,000	55%
Total 31 · OPERATING REVENUE	4,238,417	100	4,238,517	7,229,000	59%
32 · NON-OPERATING REVENUE					
32050 · Interest - 3418	82,881	69,987	152,869	110,000	139%
32052 · Interest - 3423	13,681	15,125	28,806	16,000	180%
32057 · TVI Interest	60,480	-	60,480	-	-
32058 · 5 Star Money Market	24,356	3,906	28,262	-	-
32080 · Property Taxes	352,190	38,035	390,225	585,500	67%
32085 · Insurance Dividend	-	-	-	-	0%
32090 · Miscellaneous	289	-	289	30,000	1%
Total 32 · NON-OPERATING REVENUE	533,879	127,053	660,932	741,500	89%
Transfer (to)/from Reserves	-	-	-	1,551,263	0%
Total Income	4,772,295	127,153	4,899,449	9,521,763	51%
Expense					
OPERATING EXPENSES					
Administration/General					
45-010 · Salaries & Wages	140,218	15,005	155,223	276,440	56%
45-020 · Employee Benefits	111,620	5,767	117,388	152,935	77%
45-029 · Retiree Health	5,859	978	6,838	13,700	50%
45-030 · Directors Expenses	14,946	1,346	16,292	37,449	44%
45-070 · Insurance	103,646	-	103,646	370,500	28%
Administration - Other	131,746	13,595	145,341	311,801	47%
Total Administration	508,035	36,692	544,727	1,162,825	47%
Maintenance/Engineering					
41-010 · Salaries & Wages	698,173	199,082	897,255	1,359,260	66%
41-020 · Employee Benefits	353,565	36,311	389,876	587,841	66%
41-029 · Retiree Health	7,482	1,303	8,784	14,900	59%
41-100 · Operating Supplies	8,566	2,037	10,604	40,000	27%
41-110 · Contractual Services	87,064	2,466	89,530	105,300	85%
41-207 · Contracted Repairs	11,600	11,800	23,400	74,000	32%
Maintenance- Other	105,980	11,365	117,345	344,927	34%
Total Maintenance/Engineering	1,272,430	264,365	1,536,795	2,486,208	62%
Pump Stations	7,809	468	8,277	40,020	21%
Total OPERATING EXPENSES	1,788,274	301,525	2,089,799	3,689,053	57%
CAPITAL					
41-650 · Debt Repayment (SRF Loans)	43,939	-	43,939	43,900	100%
Construction Projects	1,263,941	1,302,250	2,566,191	5,188,810	49%
Outlay(Maintenance/Engineering)	559,281	-	559,281	600,000	93%
Total CAPITAL	1,867,161	1,302,250	3,169,411	5,832,710	54%
Total Expense	3,655,435	1,603,775	5,259,210	9,521,763	55%
Net	1,116,861	(1,476,622)	(359,761)	0	

9:16 AM	STEGE SANITARY DISTRICT			
02/14/2025	Check Report			
Accrual Basis	February 20, 2025			
	Name	Memo	Amount	Num
Feb 20, 25				
	Bay Alarm Company	Burglar & Fire Alarm	-638.52	1422
	CSDA	Leadership Academy South Registration-Good	-825.00	1423
	CSRMA	Claim 207 Willamete	-22.60	1424
	CWEA	Renewal Reyes #41881	-106.00	1425
	Dante Deluca.	DOT Exam Reimb	-100.00	1426
	Department of Consumer Affairs	Civil Engineer Certificate Renewal Lani Good	-180.00	1427
	Dwight Merrill	CASA Conference 1/28-31/25	-903.30	1428
	Fred Bondoc	Feb Retiree Medical	-324.48	1429
	Pastime Hardware	Maintenance Supplies	-39.67	1430
	PG&E- #0607499583-5	Canon Pump Station	-116.61	1431
	Universal Building Services	Janitorial Service Jan	-469.00	1432
	Vestis	Uniform Services	-200.90	1433
	WECO Industries, Inc.	Discharge Hose	-267.54	1434
Feb 20, 25			-4,193.62	