I. Call To Order:

II. Roll Call:

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

III. Public Comment:

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

CLOSED SESSION

Liability Claims

Gov. Code § 54956.95
Claimant: Lee
Agency Claimed Against: Stege Sanitary District

IV. Approval of Minutes

Motion: A. Approval of September 13, 2018 Board Meeting Minutes
(The Board will be asked to review and approve the minutes of September 13, 2018 Board Meeting)

Info: V. Communications

A. Oral Communications
1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings
   a. City & Community Meetings
B. Written Communications

VI. Reports of Staff and Officers
   A. Attorney’s Report
   B. Manager’s Report
      1. Monthly Maintenance Summary Report
      3. Consent Decree Quarterly Report

VII. Business

Resolution/Motion: A. Resolution No. 2107-0918 Authorizing the Purchase of a Combination Water Jetting and Vacuum System Sewer Cleaning Truck
   (The Board will consider approval of the Resolution)
Resolution/Motion: B. Resolution No. 2108-0918 Authorizing Approval of the Defendants’ Side Agreement to Facilitate Consent Decree Compliance
   (The Board will consider approval of the Resolution)
Resolution/Motion: C. Resolution No. 2109-0918 Authorizing Approval of the Joint Exercise of Powers Agreement (JPA) Establishing and Governing Operation of the Collection System Technical Advisory Committee (CSTAC)
   (The Board will consider approval of the Resolution)
Resolution/Motion: D. Resolution No. 2110-0918 Authorizing Approval of the Statement of Roles and Responsibilities Between the Stege Sanitary District and the East Bay Municipal Utility District for Implementation of the Regional Private Sewer Lateral Program
   (The Board will consider approval of the Resolution)

Info/Motion: E. Flexible Benefit Plan Review
   (The Board will review and consider changes to the plan)
Info/Motion: F. Deferred Compensation Matching Contribution Review
   (The Board will review and consider changes to the contribution amount)
Info/Motion: G. Cancellation of the October 11, 2018 Regular Board Meeting
VIII. Monthly Financial Statements
   A. Monthly Investment, Cash, Receivables Report
   B. Monthly Operating Statement
      (The Board will review the statements)

IX. Approval of Checks
   A. Checks for September 27, 2018 - Fund No. 3418 & 3423
      (The Board will be asked to approve the September checks)

X. Future Agenda Items
   October 11, 2018
   Regional PSL Program Update
   Regional FOG Program Update
   Self-Assessment of Governance Questions Review
   Reimbursement Report per Government Code 53065.5

   October 25, 2018
   CLOSED SESSION – Quarterly Claims Report
   Quarterly Financial Statements

XI. Adjournment
   (The next meeting of the Stege Sanitary District Board of Directors is scheduled
to be held on October 25, 2018 at 7:00 P.M. at the District office, 7500 Schmidt
Lane, El Cerrito, California.)
STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF SEPTEMBER 13, 2018
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

*******MINUTES *******

I. Call To Order: President Dwight Merrill called the meeting to order at 7:01 P.M.

II. Roll Call: Present: Gilbert-Snyder, James (arrived 7:04 P.M.), Miller, O’Keefe, Merrill
Absent: None
Others Present: Rex Delizo, 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: There was no public comment.

IV. Approval of Minutes
   A. Approval of August 16, 2018 Board Meeting Minutes

      MOTION: By O’Keefe, seconded by Gilbert-Snyder, to approve the minutes of the August 16, 2018 Board Meeting, as amended

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

V. Communications
   A. Oral Communications
      1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings
         a. CASA Conference Director’s Report
In accordance with AB 1234, Directors James and O’Keefe each gave a report on their attendance at the CASA Conference.

b. City & Community Meetings
Miller gave a report on his attendance at a City of El Cerrito City Council Meeting on September 4, 2018.

B. Written Communications
There were no written communications to consider.

VI. Reports of Staff and Officers
A. Manager’s Report
   1. Preview of upcoming agreements
      The Manager reported on three draft agreements that will be on the next meeting’s agenda for consideration.

VII. Business
A. Consideration to Award a Change Order for Professional Geotechnical Services for the Redundant Sanitary Sewer Force Mains Design Project
   The Board discussed their concerns with staff and decided to reject the change order for professional geotechnical services. The Board instead asked staff to consider design alternatives with the consultant that would use an alignment similar to the existing force main.

   MOTION: By James, seconded by Miller, to reject the change order to Stantec for professional geotechnical services from Ninyo & Moore and instead consider design alternatives that would use an alignment similar to the existing force main

   VOTE: AYES: Gilbert-Snyder, James, Miller, O’Keefe, Merrill
   NOES: None
   ABSTAIN: None
   ABSENT: None
B. Self-Assessment of Governance Questions Review

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

VIII. Approval of Checks

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

MOTION: By James, seconded by O’Keefe, to pay the bills, Check Nos. 25687 through 25717 in the amount of $14,690.80

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

IX. Future Agenda Items

September 27, 2018
Flexible Benefits Plan Review
Deferred Compensation Matching Review
Consent Decree Quarterly Report
Joint Exercise of Powers Agreement
Side Agreement to Facilitate Consent Decree Compliance
Regional Private Sewer Lateral Program Roles and Responsibilities
Purchase of a Combination Water Jetting And Vacuum Truck

October 11, 2018
Regional PSL Program Update
Regional FOG Program Update
Self-Assessment of Governance Questions Review
STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF SEPTEMBER 13, 2018
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

Reimbursement Report per Government Code 53065.5

X. Adjournment
The meeting was adjourned at 8:29 P.M. The next meeting of the District Board of Directors will be held on Thursday, September 27, 2018 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

______________________________________________
Rex Delizo
STEGE SANITARY DISTRICT
Secretary
STEGE SANITARY DISTRICT
MONTHLY MAINTENANCE SUMMARY REPORT
Aug-18

1. ROUTINE PREVENTIVE MAINTENANCE ACTIVITIES

<table>
<thead>
<tr>
<th>Days</th>
<th>Feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit #10 (rodder) operated:</td>
<td>4</td>
</tr>
<tr>
<td>Unit #11 (rodder) operated:</td>
<td>0</td>
</tr>
<tr>
<td>Unit #15 (video) operated:</td>
<td>10</td>
</tr>
<tr>
<td>Unit #16 (combo) operated:</td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month (feet)</th>
<th>Quarter (feet)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planned</td>
<td>Unplanned</td>
</tr>
<tr>
<td>Total Cleaned</td>
<td>53,324</td>
</tr>
<tr>
<td>Total Video</td>
<td>11,111</td>
</tr>
</tbody>
</table>

2. MONTHLY SERVICE CALLS

| After-hour service calls: | 3 calls | 3 out |

3. STEGE SANITARY DISTRICT - SERVICE CALLS, OVERFLOWS AND BACKUPS

<table>
<thead>
<tr>
<th>YEAR</th>
<th>MO</th>
<th>SERVICE CALLS</th>
<th>LATERAL PROBLEMS</th>
<th>STRUCTURAL MAINLINE FAILURES</th>
<th>MAINLINE OVERFLOWS INTO HOMES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>CURRENT MONTH</td>
<td>12 MONTH AVERAGE</td>
<td>CURRENT MONTH</td>
<td>12 MONTH AVERAGE</td>
</tr>
<tr>
<td>2018</td>
<td>Aug</td>
<td>7</td>
<td>10.9</td>
<td>4</td>
<td>6.3</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>CATEGORY 1 SSOs</th>
<th>OVERFLOWS CAUSED BY MAINLINE</th>
<th>OVERFLOWS RELATED TO WET WEATHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT MONTH</td>
<td>TOTAL LAST 12-MONTHS</td>
<td>CURRENT MONTH</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

3. SAFETY AND TRAINING

Safety and training meetings were conducted twice a month.
## MONTHLY SERVICE CALLS
### August-2018

<table>
<thead>
<tr>
<th>DATE</th>
<th>MH UP/DN</th>
<th>ADDRESS</th>
<th>PRBLM IN</th>
<th>TYPE</th>
<th>LOC</th>
<th>CAUSE</th>
<th>END</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/3/2018</td>
<td>187407</td>
<td>2424 MIRA VISTA DR.</td>
<td></td>
<td>Main</td>
<td>Lateral</td>
<td>Other</td>
<td>A</td>
<td>WATER WAS COMING FROM THE NEIGHBORS YARD. OUR MAINLINE WAS CLEAR.</td>
</tr>
<tr>
<td></td>
<td>187406</td>
<td>EL CERRITO, CA 94530</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/6/2018</td>
<td>186119</td>
<td>2309 EDNA ST.</td>
<td></td>
<td>Main</td>
<td>Lateral</td>
<td>Other</td>
<td>C</td>
<td>WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.</td>
</tr>
<tr>
<td></td>
<td>186118</td>
<td>EL CERRITO, CA 94530</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/8/2018</td>
<td>142301</td>
<td>1327 RICHMOND ST.</td>
<td></td>
<td>Main</td>
<td>Lateral</td>
<td>Other</td>
<td>G, W</td>
<td>OVERFLOW CAUSED BY WIPES AND GREASE IN MAINLINE.</td>
</tr>
<tr>
<td></td>
<td>142008_1</td>
<td>EL CERRITO, CA 94530</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/20/2018</td>
<td>231628</td>
<td>245 YALE AVE.</td>
<td></td>
<td>Main</td>
<td>Lateral</td>
<td>Other</td>
<td>C</td>
<td>WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.</td>
</tr>
<tr>
<td></td>
<td>231605</td>
<td>KENSINGTON, CA 94707</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/23/2018</td>
<td>212205</td>
<td>6030 EL DORADO ST.</td>
<td></td>
<td>Main</td>
<td>Lateral</td>
<td>Other</td>
<td>C</td>
<td>WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.</td>
</tr>
<tr>
<td></td>
<td>212210</td>
<td>EL CERRITO, CA 94530</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/27/2018</td>
<td>201009</td>
<td>5234 COLUMBIA AVE.</td>
<td></td>
<td>Main</td>
<td>Lateral</td>
<td>Other</td>
<td>SD</td>
<td>WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.</td>
</tr>
<tr>
<td></td>
<td>201008</td>
<td>RICHMOND, CA 94804</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/29/2018</td>
<td>182104</td>
<td>6433 KNOTT AVE.</td>
<td></td>
<td>Main</td>
<td>Lateral</td>
<td>Other</td>
<td>C</td>
<td>CUSTOMER PROBLEM. MAIN LINE CLEAR</td>
</tr>
<tr>
<td></td>
<td>182103</td>
<td>EL CERRITO, CA 94530</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

### SPILL LOCATION:
- Lamp/Manhole (MH)
- Mainline (ML)
- Lateral (L)
- Cleanout (CO)
- Building (BLDG)
- Yard (Y)

### SPILL CAUSE:
- Blockage (B)
- Surcharge (S)
- Lateral Break (ML)
- Other (O)

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

### Summary:
- MAINLINE: 1
- LATERAL: 4
- OTHER: 2
- TOTAL SERVICE CALLS: 7
- MAINLINE OVERFLOW: 1
- MAINLINE SURCHARGE: 0
## STEGE SANITARY DISTRICT
### MONTHLY REPLACEMENT AND REPAIR SUMMARY
#### August 2018

### I. SEWER REPLACEMENT - FY 2018-19

<table>
<thead>
<tr>
<th>A. BUDGET ALLOCATION</th>
<th>$2,523,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. PRIOR BUDGET EXPENDED (WITH RETENTION)</td>
<td>$0</td>
</tr>
<tr>
<td>C. SEWER REPLACEMENTS PAID THIS MONTH</td>
<td></td>
</tr>
<tr>
<td>1. None</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUBTOTAL FOR THIS MONTH</th>
<th>$0</th>
</tr>
</thead>
<tbody>
<tr>
<td>D. TOTAL BUDGET EXPENDED (NO RETENTION)</td>
<td>0.00%</td>
</tr>
<tr>
<td>E. TOTAL RETENTION HELD</td>
<td>0.00%</td>
</tr>
<tr>
<td>F. BUDGET REMAINING</td>
<td>100.00%</td>
</tr>
<tr>
<td>G. PERCENTAGE OF FISCAL YEAR REMAINING</td>
<td>83.33%</td>
</tr>
<tr>
<td>H. TOTAL REPLACEMENT FOOTAGE PAID TO DATE</td>
<td>0 ($ - /LF)</td>
</tr>
</tbody>
</table>

### II. SEWER REPAIRS - FY 2018-19

<table>
<thead>
<tr>
<th>A. BUDGET ALLOCATION</th>
<th>$62,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. PRIOR BUDGET EXPENDED</td>
<td>$0</td>
</tr>
<tr>
<td>C. SEWER REPAIRS PAID THIS MONTH</td>
<td></td>
</tr>
<tr>
<td>1. None</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUBTOTAL FOR THIS MONTH</th>
<th>$0</th>
</tr>
</thead>
<tbody>
<tr>
<td>D. TOTAL BUDGET EXPENDED</td>
<td>0.00%</td>
</tr>
<tr>
<td>E. TOTAL RETENTION HELD</td>
<td>0.00%</td>
</tr>
<tr>
<td>F. BUDGET REMAINING</td>
<td>100.00%</td>
</tr>
<tr>
<td>G. PERCENTAGE OF FISCAL YEAR REMAINING</td>
<td>83.33%</td>
</tr>
<tr>
<td>H. TOTAL NUMBER OF REPAIRS PAID TO DATE</td>
<td>0 ($ - /REPAIR)</td>
</tr>
<tr>
<td>CIP PROJECT</td>
<td>COMPLETED</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td>REPLACED since FY start</td>
<td>1,522 / 10,993</td>
</tr>
<tr>
<td>REPLACED since FY &quot;Effective&quot; Date</td>
<td>51,067 / 55,700</td>
</tr>
<tr>
<td>CLEANED since FY start</td>
<td>199,432 / 211,200</td>
</tr>
<tr>
<td>HOTSPOTS since FY start</td>
<td>48,990 / 100,000</td>
</tr>
<tr>
<td>CCTV since FY start</td>
<td>37,466 / 77,616</td>
</tr>
<tr>
<td>CCTV since CD start</td>
<td>849,481 / 426,888</td>
</tr>
<tr>
<td>ROOT FOAMING this FY</td>
<td>44,154 / 31,240</td>
</tr>
</tbody>
</table>

**IMPORTANT CONSENT DEGREE DATES:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 15, annually</td>
<td>Provide any available Flow and Rainfall data to EBMUD</td>
</tr>
<tr>
<td>Nov 15, annually</td>
<td>Comments on Regional Technical Support Plan (RTSP) update by EBMUD</td>
</tr>
<tr>
<td>Sept 30, annually</td>
<td>Annual Report for prior Fiscal Year</td>
</tr>
<tr>
<td>May 1, 2020</td>
<td>Comments to EBMUD on Draft Performance Evaluation Plan (PEP)</td>
</tr>
<tr>
<td>June 30, 2021</td>
<td>Review of Regional Standards Report</td>
</tr>
<tr>
<td>May 1, 2022</td>
<td>Provide data to EBMUD for Flow Monitoring Calibration Plan</td>
</tr>
<tr>
<td>June 30, 2026</td>
<td>Review of Regional Standards Report</td>
</tr>
<tr>
<td>May 1, 2030</td>
<td>Provide data to EBMUD for Flow Monitoring Calibration Plan</td>
</tr>
<tr>
<td>June 30, 2031</td>
<td>Review of Regional Standards Report</td>
</tr>
<tr>
<td>June 30, 2036</td>
<td>Review of Regional Standards Report</td>
</tr>
</tbody>
</table>
RESOLUTION NO. 2107-0918 AUTHORIZING THE PURCHASE OF A COMBINATION WATER JETTING AND VACUUM SYSTEM SEWER CLEANING TRUCK

ISSUE:
The District’s existing maintenance truck has exceeded its serviceable life. The District Manager requires authorization from the Board of Directors to procure a new Combination Water Jetting and Vacuum System Sewer Cleaning Truck through an interlocal cooperation contract.

FISCAL IMPACT:
Funding for the purchase of the new Combination Water Jetting and Vacuum System Sewer Cleaning Truck is included in the Capital Operations budget ($425,000), previously approved by the Board.

STRATEGIC PLAN:
GOAL 2: Maintain and Improve Infrastructure
   WORK PLAN ITEM “a”: Perform proactive maintenance and assessment of the sewer system through cleaning, CCTV inspection and chemical root control to eliminate “preventable” SSOs

BACKGROUND:
The District’s existing rodder was originally purchased in 1983 and is at the end of its useful life. The proposed replacement truck is a modern combination water jetting and vacuum sewer cleaning truck that adds reliability, efficiency and effectiveness to the maintenance crews’ procedures through its wider range of features. This type of truck is widely used as standard equipment in most modern sanitary sewer maintenance agencies.

The Houston-Galveston Area Council (H-GAC) is a regional council of governments operating under the laws of the State of Texas and governed by a board comprised of 36 elected officials from the 13 county region. The H-GAC Board awards all contracts, which can then be made available to local governments nationwide thru HGACBuy. All products offered through HGACBuy have been awarded by virtue of a public competitive process. There are no annual membership dues required to purchase thru HGACBuy and take advantage of the volume purchasing and discounts.

The District will save both time and money by purchasing through this process and will guarantee that the proper equipment will be delivered. District staff evaluated several popular combination trucks in the market and determined the GapVax brand to be the most applicable for the District’s maintenance needs.

RECOMMENDATION: Approve the Resolution.

ATTACHMENTS:
• RESOLUTION NO. 2107-0918 Authorizing the Purchase of a Combination Water Jetting and Vacuum System Sewer Cleaning Truck
• HGACBuy Quote
RESOLUTION NO. 2107-0918

RESOLUTION AUTHORIZING THE PURCHASE OF A COMBINATION WATER JETTING AND VACUUM SYSTEM SEWER CLEANING TRUCK

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

A. Staff recommends that the District Board of Directors adopt this resolution authorizing the purchase of a Combination Water Jetting and Vacuum System Sewer Cleaning Truck utilizing the competitive bid conducted by the Houston-Galveston Area Council (H-GAC) through the HGACBuy Cooperative Purchasing Program in the amount of $429,300.28.

B. The new Combination Water Jetting and Vacuum System Sewer Cleaning Truck will replace an existing maintenance truck which has exceeded its serviceable life.

C. State law authorizes the District to comply with competitive bidding rules through an interlocal cooperation contract when made in conformance with procedures established by state law.

D. Funding for the purchase of the new Combination Water Jetting and Vacuum System Sewer Cleaning Truck is included in the Capital Operations budget, previously approved by the Board.

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

1. The Board of Directors declares that the District Manager is authorized to award a contract for the purchase of a Combination Water Jetting and Vacuum System Sewer Cleaning Truck in an amount not to exceed $429,300.28.

2. The District Manager is authorized to negotiate and execute an Interlocal Contract for Cooperative Purchasing, as approved by District Counsel, with HGACBuy for the purchase of the subject Combination Water Jetting and Vacuum System Sewer Cleaning Truck.

**********

**********
STATE OF CALIFORNIA
COUNTY OF CONTRA COSTA

I HEREBY CERTIFY that the foregoing Resolution No. 2107-0918 was duly and regularly adopted by the Directors of the Stege Sanitary District, at its regular meeting held on the 27th of September 2018, by a X-X vote as follows:

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

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

ATTEST:

___________________________________
REX DELIZO, Secretary
Stege Sanitary District
August 15, 2018

Dear Mr. Dennis Wright:

Please review the attached Purchase Overview breakdown. Feel free to contact us if you have any questions. Thank you

Chassis $102,000.00 - Bottom of last page HGAC
Body $289,162.00 - Bottom of first page HGAC
Total $391,162.00

Sales Tax 9.75% $38,138.29

**Grand Total with Tax** $429,300.28

Matt Cooper
Regional Sales Manager
814-418-4539 Cell
814-535-6766 Office
mcooper@gapvax.com
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### CONTRACT PRICING WORKSHEET

#### For Standard Equipment Purchases

<table>
<thead>
<tr>
<th>Contract No.:</th>
<th>SC01-18</th>
<th>Date Prepared:</th>
<th>8/15/2018</th>
</tr>
</thead>
</table>

This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents **MUST** be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.

**Buying Agency:** STEGE SANITARY DISTRICT  
**Contractor:** GapVax, Inc.

**Contact Person:** DENNIS WRIGHT  
**Prepared By:** Betty Smith

**Phone:** 510-524-4468  
**Phone:** 814-535-6766

**Fax:** 814-539-3617  
**Email:** betty@gapvax.com

**Product Code:** B002  
**Description:** MODEL MC1007, 1000 GALLON WATER 7 YD3 DEBRIS BODY, SINGLE ENGINE

### A. Product Item Base Unit Price Per Contractor’s H-GAC Contract

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1bMC1007 - STAINLESS DEBRIS BODY FLUSH OUT SYSTEM</td>
<td>2770</td>
<td>D6bMC1007 - EXTRA HANDGUN CONNECTION (EACH)</td>
<td>400</td>
</tr>
<tr>
<td>A3-C5MC1007 - FLOAT TYPE LIQUID LEVEL INDICATOR ON SIDE OF DEBRIS</td>
<td>1065</td>
<td>D38MC1007 - 1/2&quot; HX LANCE WITH 6&quot; EXTENSION AND RIPSAW NOZZLE</td>
<td>935</td>
</tr>
<tr>
<td>A21MC1007 - CURBSIDE LADDER TO PORT INSPECTION AREA</td>
<td>2040</td>
<td>D8MC1007 - REMOTE LUBE FOR BOOM LEFT AND RIGHT</td>
<td>3070</td>
</tr>
<tr>
<td>A22HC1007 - ADD FOLDING LADDER EXTENSION</td>
<td>1010</td>
<td>F1MC1007 - DIGITAL FOOTAGE COUNTER MOUNTED ON SIDE OF SPOOL</td>
<td>3260</td>
</tr>
<tr>
<td>R11MC1007 - ADDITIONAL 3&quot; FILTER BETWEEN TANK AND PUMP</td>
<td>1250</td>
<td>F2MC1007 - STAINLESS BAFLES IN THE WATER TANK</td>
<td>1760</td>
</tr>
<tr>
<td>R28MC1007 - STAINLESS BAFFLES IN THE WATER TANK</td>
<td>1760</td>
<td>F3MC1007 - UPGRADE FRONT HOSE REEL TO POWER ARTICULATE</td>
<td>5650</td>
</tr>
<tr>
<td>C5MC1007 - UPGRADE TO ROOTS TYPE VACUUMPUMP</td>
<td>12540</td>
<td>F4MC1007 - DOUBLE ROLLER ON MANUAL LEVEL WIND</td>
<td>745</td>
</tr>
<tr>
<td>D5MC1007 - GIANT GP8000 SERIES WATER PUMP RATED AT 65 GPM @ 300</td>
<td>4155</td>
<td>F5MC1007 - WIRELESS REMOTE WITH BOOM AND VACUUM PUMP</td>
<td>3800</td>
</tr>
<tr>
<td>D7bMC1007 - 50' X 1/2&quot; HAND GUN REEL FOR HX CIRCUIT</td>
<td>1245</td>
<td>F6MC1007 - UPGRADE FRONT HOSE REEL TO POWER ARTICULATE</td>
<td>19040</td>
</tr>
</tbody>
</table>

**Subtotal From Additional Sheet(s):** 66215

### B. Published Options - Itemize below - Attach additional sheet if necessary - Include Option Code in description if applicable

(Not: Published Options are options which were submitted and priced in Contractor's bid.)

#### Description
- Plumbing from pump to hose reel must be 1"
- One wash down set to 800PSI, one washdown set to full working pressure
- **Al18:** Purge Valve, No charge, WECO to cover the cost
- For this transaction the percentage is: 4%

#### Cost
- **Total cost of Unpublished Options (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B).**

### C. Unpublished Options - Itemized below - Attach additional sheet if necessary

(Not: Unpublished options are items which were not submitted and priced in Contractor’s bid.)

#### Description
- One washdown set to 800PSI, one washdown set to full working pressure
- **Al18:** Purge Valve, No charge, WECO to cover the cost

#### Cost
- **Total cost of Unpublished Options (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B).**

### D. Total Cost before any other applicable Charges, Trade-Ins, Allowances, Discounts, Etc. (A+B+C)

<table>
<thead>
<tr>
<th>Quantity Ordered:</th>
<th>1</th>
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</table>

**Subtotal From Additional Sheet(s):**

**Subtotal C:** 12218

**Subtotal From Additional Sheet(s):**

**Subtotal D:** 310075

### E. Trade-Ins / Special Discounts / Other Allowances / Freight / Installation

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEDUCT FROM BASE, BASE MODEL FLUSHOUT SYSTEM</td>
<td>-1980</td>
</tr>
<tr>
<td>DEDUCT FROM BASE, BASE MODEL WATER PUMP</td>
<td>-3440</td>
</tr>
<tr>
<td>DEDUCT FROM BASE, BASE MODEL FOOTAGE COUNTER</td>
<td>-1105</td>
</tr>
<tr>
<td>DEDUCT FROM BASE, WATER ON/OFF SWITCH IN CONTROL BOX</td>
<td>-1015</td>
</tr>
</tbody>
</table>

**Subtotal From Additional Sheet(s):** -12178

**Subtotal E:** -20913

### F. Total Purchase Price (D+E):

289162
This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents MUST be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.

| Buying Agency:         | Contractor:     |                      |  |
|------------------------|-----------------|----------------------| |
| STEGE SANITARY DISTRICT| GapVax, Inc.    |                      | |

| Contact Person:        | Prepared By:    |                      | |
|------------------------|-----------------|----------------------| |
| DENNIS WRIGHT          | Betty Smith      |                      | |

| Phone:                 | Phone:          |                      | |
|------------------------|-----------------|----------------------| |
| 510-524-4468           | 814-535-6766    |                      | |

| Email:                 | Email:          |                      | |
|------------------------|-----------------|----------------------| |
| dennis@stegesan.org    | betty@gapvax.com|                      | |

**General Description of Product:** MODEL MC1007, 1000 GALLON WATER ? YD3 DEBRIS BODY, SINGLE ENGINE

### A. Catalog / Price Sheet Items being purchased - Itemize Below - Attach Additional Sheet If Necessary

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Pr</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>(2) BOOM WORK LIGHTS - HELLA OPTILUX LED WORK LIGHTS (PN: LHT022429)</td>
<td>945</td>
<td>945</td>
</tr>
<tr>
<td>(4) SIDE WORK LIGHTS - HELLA OPTILUX LED WORK LIGHTS (PN: LHT022429) (2 PER SIDE)</td>
<td>1140</td>
<td>1140</td>
</tr>
<tr>
<td>REAR ARROW LIGHT - LED 44&quot; WIDE</td>
<td>2505</td>
<td>2505</td>
</tr>
<tr>
<td>ONE HIGH INTENSITY LED WORK LIGHT (HELLA PB1500) ON FRONT HOSE REEL, TO SHINE INTO MANHOLE</td>
<td>760</td>
<td>760</td>
</tr>
<tr>
<td>UPGRADE STD TOOL BOX TO STAINLESS STEEL, 30&quot; WIDE X 24&quot; TALL X 24&quot; DEEP, MOUNTED ON THE CURBSIDE</td>
<td>815</td>
<td>815</td>
</tr>
<tr>
<td>48&quot; TEE BOX - STAINLESS STEEL, 48&quot; WIDE X 24&quot; HIGH X 24&quot; DEEP, MOUNTED ON THE CURBSIDE</td>
<td>2400</td>
<td>2400</td>
</tr>
<tr>
<td>TRAFFIC CONE HOLDER ON CURBSIDE</td>
<td>195</td>
<td>195</td>
</tr>
<tr>
<td>TRAFFIC CONE HOLDER ON CURBSIDE</td>
<td>195</td>
<td>195</td>
</tr>
<tr>
<td>WHEEL CHOCK HOLDER (PER SIDE) - DRIVER’S SIDE</td>
<td>265</td>
<td>265</td>
</tr>
<tr>
<td>WHEEL CHOCK HOLDER (PER SIDE) - CURBSIDE</td>
<td>265</td>
<td>265</td>
</tr>
<tr>
<td>NOZZLE RACK - SIX (6) NOZZLES, 3/4&quot;</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>REAR DRAIN HOSE RACK FOR 6&quot; LAYFLAT HOSE X 15&quot; LONG</td>
<td>195</td>
<td>195</td>
</tr>
</tbody>
</table>

**Total From Other Sheets, If Any:** 9160

**Subtotal A:** 19040

### B. Unpublished Options, Accessory or Service items - Itemize Below - Attach Additional Sheet If Necessary

(Note: Unpublished Items are any which were not submitted and priced in contractor’s bid.)

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Pr</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Total From Other Sheets, If Any:** 0

**Subtotal B:** 0

**Check:** Total cost of Unpublished Options (B) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B)

For this transaction the percentage is: -12178

### C. Trade-Ins / Special Discounts / Other Allowances / Freight / Installation / Miscellaneous Charges

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>DEDUCT FROM BASE, BASE MODEL SEWER HOSE</th>
<th>DISCOUNT</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>-2293</td>
<td>-17685</td>
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**Total From Other Sheets, If Any:** 7800

**Subtotal C:** -12178

**D. Total Purchase Price (A+B+C):** 6862
This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents MUST be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.

<table>
<thead>
<tr>
<th>Buying Agency:</th>
<th>Contractor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>STEGE SANITARY DISTRICT</td>
<td>GapVax, Inc.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Person:</th>
<th>Prepared By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DENNIS WRIGHT</td>
<td>Betty Smith</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>510-524-4468</td>
<td>814-535-6766</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fax:</th>
<th>Fax:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><a href="mailto:dennis@stegesan.org">dennis@stegesan.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Catalog / Price Sheet Name:</th>
<th>General Description of Product:</th>
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<tbody>
<tr>
<td>8002</td>
<td>MODEL MC1007, 1000 GALLON WATER 7 YD3 DEBRIS BODY, SINGLE ENGINE</td>
</tr>
</tbody>
</table>

**A. Catalog / Price Sheet Items being purchased - Itemize Below - Attach Additional Sheet If Necessary**

<table>
<thead>
<tr>
<th>Quan</th>
<th>Description</th>
<th>Unit Pr</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>J06MC1007 - FRONT BUMPER - CALIFORNIA FRONT BUMPER</td>
<td>1280</td>
<td>1280</td>
</tr>
<tr>
<td>1</td>
<td>J3MC1007 - TOW HOOKS FRONT</td>
<td>400</td>
<td>400</td>
</tr>
<tr>
<td>1</td>
<td>J4MC1007 - TOW HOOKS REAR</td>
<td>400</td>
<td>400</td>
</tr>
<tr>
<td>1</td>
<td>J21MC1007 - LICENSE PLATE HOLDER ON BACK OF TUBE TRAY</td>
<td>320</td>
<td>320</td>
</tr>
<tr>
<td>1</td>
<td>J22MC1007 - STAINLESS STEEL DUMP APRON / PAN ON REAR BUMPER</td>
<td>820</td>
<td>820</td>
</tr>
<tr>
<td>1</td>
<td>M3MC1007 - FILL HOSE 25' X 2 1/2&quot;</td>
<td>235</td>
<td>235</td>
</tr>
<tr>
<td>1</td>
<td>M5MC1007 - LEADER HOSE 10' X 80'</td>
<td>160</td>
<td>160</td>
</tr>
<tr>
<td>1</td>
<td>M9MC1007 - 3/4&quot; COBRA SEWER HOSE - 3,000 PSI X 800 FT PLASTIC (BLUE) (PN: HOS022495)</td>
<td>2610</td>
<td>2610</td>
</tr>
<tr>
<td>1</td>
<td>M27MC1007 - TIGER TAIL (TOTAL OF TWO)</td>
<td>55</td>
<td>55</td>
</tr>
<tr>
<td>1</td>
<td>M29MC1007 - TWO CAMERA - BACK-UP CAMERA SYSTEM WITH 7&quot; COLOR MONITOR - INCLUDES FRONT AND REAR - TV-50SA</td>
<td>2880</td>
<td>2880</td>
</tr>
</tbody>
</table>

| Total From Other Sheets, If Any: | 0 |

**Subtotal A:** 9160

**B. Unpublished Options, Accessory or Service items - Itemize Below - Attach Additional Sheet If Necessary**

(Note: Unpublished Items are any which were not submitted and priced in contractor's bid.)

<table>
<thead>
<tr>
<th>Quan</th>
<th>Description</th>
<th>Unit Pr</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

| Total From Other Sheets, If Any: | 0 |

**Subtotal B:** 0

Check: Total cost of Unpublished Options (B) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B)

For this transaction the percentage is:

**C. Trade-Ins / Special Discounts / Other Allowances / Freight / Installation / Miscellaneous Charges**

<table>
<thead>
<tr>
<th>DELIVERY</th>
<th></th>
<th>7800</th>
</tr>
</thead>
</table>

| Total From Other Sheets, If Any: | 0 |

**Subtotal C:** 7800

**D. Total Purchase Price (A+B+C):** 16960

**Delivery Date:**
This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents **MUST** be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.

<table>
<thead>
<tr>
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<th>Contact Person:</th>
<th>Prepared By:</th>
<th>Phone:</th>
<th>Fax:</th>
<th>Email:</th>
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</thead>
<tbody>
<tr>
<td>STEGE SANITARY DISTRICT</td>
<td>GapVax, Inc.</td>
<td>DENNIS WRIGHT</td>
<td>Betty Smith</td>
<td>510-524-4468</td>
<td>814-535-6766</td>
<td><a href="mailto:dennis@stegesan.org">dennis@stegesan.org</a></td>
</tr>
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<td>Email:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>510-524-4468</td>
<td>814-539-3617</td>
<td><a href="mailto:betty@gapvax.com">betty@gapvax.com</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Product Code:** B002

**Description:** PETERBILT 348 4 X 2 - 350 HP - 50,000 LB. GVWR - AUTO FOR MODEL MC1007

**A. Product Item Base Unit Price Per Contractor's H-GAC Contract**

128000

**B. Published Options - Itemize below - Attach additional sheet if necessary - Include Option Code in description if applicable**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PETERBILT 348 4 X 2 - 350 HP - 50,000 LB. GVWR - AUTO</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>PACCAR PX-9 ENGINE</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>RATED FOR 350 HP</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>ALLISON 6 SPEED AUTOMATIC</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>20,000 LB FRONT AXLE</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>30,000 LB REAR AXLE</td>
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</table>

Subtotal From Additional Sheet(s): 0

Subtotal B: 128000

**C. Unpublished Options - Itemized below - Attach additional sheet if necessary**

(Note: Unpublished options are items which were not submitted and priced in Contractor's bid.)

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
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</thead>
</table>

Subtotal From Additional Sheet(s): 0

Subtotal C: 0

**Check:** Total cost of Unpublished Options (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B).

For this transaction the percentage is: 0%

**D. Total Cost before any other applicable Charges, Trade-Ins, Allowances, Discounts, Etc. (A+B+C)**

| Quantity Ordered: | 1 | X Subtotal of A + B + C: | 128000 |

**Subtotal D:** 128000

**E. H-GAC Order Processing Charge**

Subtotal E:

**F. Trade-Ins / Special Discounts / Other Allowances / Freight / Installation**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>DISCOUNT</td>
<td>-26000</td>
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</tbody>
</table>

Subtotal E: -26000

**Delivery Date**

| F. Total Purchase Price (D+E): | 102000 |

**For MOTOR VEHICLES Only**

This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents **MUST** be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.
RESOLUTION NO. 2108-0918 AUTHORIZING APPROVAL OF THE DEFENDANTS' SIDE AGREEMENT TO FACILITATE CONSENT DECREE COMPLIANCE

ISSUE:
The Board will consider a Resolution approving the Defendants' Side Agreement to facilitate Consent Decree (CD) compliance.

SUMMARY:
The side agreement includes the following:
- A specified arbitration process to settle any disagreements among the CD Defendants (members) regarding Revised Work Plans that could potentially be required under the terms of the CD
- Roles and Responsibilities for all Defendants (other than Berkeley) regarding the Private Sewer Lateral (PSL) program
- Cost Allocation for Performance Evaluation Plan (PEP) implementation in the event that a PEP is required under the terms of the CD

The CD requires all Defendants to perform numerous interrelated actions over the course of the CD and this side agreement will help facilitate CD compliance. It is important that this side agreement is approved prior to the potential, future imposition of revised work plans or PEPs a few years from now, since the Defendants could likely have significant disagreements as to these plans if they are imposed, rendering unanimous agreement in the future difficult.

FISCAL IMPACT:
There is no immediate financial impact of approval of the side agreement but in the future should result in cost savings for contracted common services that would otherwise be contracted for directly by the District.

STRATEGIC PLAN:
GOAL 1: Comply with State and Federal Regulations
   WORK PLAN ITEM ”a”: Meet United States Environmental Protection Agency Consent Decree requirements including submittal of an Annual Report by September 30th of each year

BACKGROUND:
During the CD negotiations, the Defendants' technical and legal staffs realized that a revised JPA was necessary to address new issues and requirements in the CD. Staff also recognized the possibility that revised work and evaluation plans may be imposed by the terms of the CD, and these plans may cause interrelated activities and requirements for some or all of the Defendants or JPA members. It was also recognized that there could be disputes among the members regarding these potential future plans and an agreement was needed in advance of the time such
plans may be developed; members are related or linked through their use of downstream wet weather facilities and the East Bay Municipal Utility District (EBMUD) treatment plant, so successful flow reduction in individual members systems affects overall results of all members.

Therefore, the staffs of the eight Defendant agencies initiated a project to develop this "side agreement" to a new or revised JPA in order to define how any future imposed work plans would be devised and implemented by Defendants or members. The side agreement was developed with the input and review of all eight Defendants, or JPA members, and all have scheduled approval by their governing bodies in September 2018.

**RECOMMENDATION**: Approve the resolution.

**ATTACHMENTS:**
- RESOLUTION NO. 2108-0918 Authorizing Approval of the Defendants' Side Agreement to Facilitate Consent Decree Compliance
- Defendants' Side Agreement to Facilitate Consent Decree Compliance
RESOLUTION NO. 2108-0918

RESOLUTION AUTHORIZING APPROVAL OF THE DEFENDANTS' SIDE AGREEMENT TO FACILITATE CONSENT DECREE COMPLIANCE

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

A. On September 22, 2014, a stipulated final judgment, referred to as the “Consent Decree,” was entered in the consolidated cases United States, et al. v. EBMUD (N.D. Cal. CV 09-0186 RS) and United States, et al. v. City of Alameda, et al. (N.D. Cal. CV 09-5684 RS).

B. The work required by the Consent Decree represents a comprehensive regional asset management approach by the eight (8) different agencies and is based on complex and evolving hydrologic and hydraulic modeling including numerous interrelated actions over a period of time.

C. The Defendants wish to enter into a Side Agreement to facilitate this comprehensive regional asset management approach to achieve Consent Decree compliance.

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

1. The Directors declare that the District Manager is authorized to execute the Side Agreement to Facilitate Consent Decree Compliance entered into by and among the CITY OF ALAMEDA, CITY OF ALBANY, CITY OF BERKELEY, CITY OF EMERYVILLE, CITY OF OAKLAND, CITY OF PIEDMONT, STEGE SANITARY DISTRICT and EAST BAY MUNICIPAL UTILITY DISTRICT.

***************

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)
I HEREBY CERTIFY that the foregoing Resolution No. 2108-0918 was duly and regularly adopted by the Directors of the Stege Sanitary District, at its regular meeting held on the 27th of September 2018, by a X-X vote as follows:

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

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

ATTEST:

______________________________
REX DELIZO, Secretary
Stege Sanitary District
DEFENDANTS' SIDE AGREEMENT TO FACILITATE CONSENT DEGREE COMPLIANCE

This Side Agreement to Facilitate Consent Decree Compliance ("Agreement") is entered into by and among the CITY OF ALAMEDA, CITY OF ALBANY, CITY OF BERKELEY, CITY OF EMERYVILLE, CITY OF OAKLAND, CITY OF PIEDMONT and STEGE SANITARY DISTRICT (collectively, the “Satellites”) and EAST BAY MUNICIPAL UTILITY DISTRICT (“EBMUD”). The Satellites and EBMUD are collectively referred to as the “Defendants.”

RECITALS

A. On September 22, 2014, a stipulated final judgment was entered in the consolidated cases United States, et al. v. EBMUD (N.D. Cal. CV 09-0186 RS) and United States, et al. v. City of Alameda, et al. (N.D. Cal. CV 09-5684 RS). That stipulated final judgment is referred to in this Agreement as the “Consent Decree.”

B. The Consent Decree requires the Defendants to perform numerous interrelated actions over a period of time.

C. To facilitate compliance with the Consent Decree, the Defendants wish to enter into this Agreement.

NOW, THEREFORE, in consideration of the foregoing and following provisions of this Agreement and the Defendants’ promises in the Consent Decree, the Defendants agree as follows:

AGREEMENT

1. Definitions. All terms with initial capitals not defined in this Agreement shall be defined as provided in the Consent Decree.

2. Arbitration. In the event the Defendants are required under the Consent Decree to prepare and submit a Revised Work Plan (“RWP”), the Defendants shall submit any disagreement (regarding the contents of the RWP or selection of competing RWPs) to arbitration by a panel of three arbitrators. The arbitration will be subject to the joint-defense-privilege as stated under the Consent Decree.

(a) In advance of the confidential arbitration, each Defendant shall either: (1) declare its support for a single RWP that is presented to the panel, or (2) declare that it will accept any of the proposed RWPs and opt out of participation in
the arbitration process, in which case it shall have no liability for any costs of arbitration. More than one Defendant may declare support for a single RWP. Thus, the panel may be presented with anywhere from two to eight RWPs (there being a total of eight Defendants, and there being no need for arbitration if they all support a single RWP).

(b) The first arbitrator shall be the Chair of the Department of Civil Engineering at one of the following universities: California/Berkeley, California/Los Angeles; CalTech, Carnegie Mellon, MIT, Stanford, or other comparable civil or environmental engineering expert agreed to by the Defendants. If the Defendants cannot agree on which Chair shall serve, a Chair shall be chosen by drawing lots.

(c) The second arbitrator shall be the Dean of the Graduate School of Public Policy at one of the following universities: California/Berkeley (Goldman), University of Southern California (Price), University of Washington (Evans), University of California/Los Angeles (Luskin) or University of Chicago (Harris), or other comparable public policy expert agreed to by the Defendants. If the Defendants cannot agree on which Dean shall serve, a Dean shall be chosen by drawing lots.

(d) The third arbitrator shall be an experienced professional arbitrator chosen from the panel of the Judicial Arbitration and Mediation Service (“JAMS”). If the Defendants cannot agree on which such arbitrator shall serve, each Defendant shall submit a nominee, and the arbitrator shall be chosen by drawing lots. Any disputes regarding procedural matters (e.g., the length of briefs, the timing for filing them, etc.) shall be decided by this arbitrator alone, applying JAMS’ Streamlined Arbitration Rules and Procedures.

(e) The fees and costs of the arbitrators shall be assigned in equal shares to each Defendant participating in the arbitration, or as otherwise agreed by the Defendants participating.

(f) The arbitrators shall consider the cost effectiveness of the RWPs proposed, and may consider any other factors they deem appropriate, but may only select an RWP that is an Effective RWP.

3. **PSL Roles and Responsibilities.** Attached hereto as Exhibits A, B, C, D, E, and F, are Statements of Roles and Responsibilities between the Cities of Alameda, Albany, Emeryville, Oakland and Piedmont, and Stege Sanitary District, respectively, and EBMUD for implementation of the Regional Private Sewer Lateral Program. The attached exhibits are part of this Agreement and are hereby incorporated into it by
reference. Any new or amended Statement of Roles and Responsibilities executed by EBMUD and any Satellite shall, upon its full execution, be incorporated into this Agreement without need for further amendment of this Agreement. The Defendants shall perform their respective roles and responsibilities under these agreements as they may be amended from time to time in furtherance of the goals of the Consent Decree.

4. **Regional Standards Program Participation and Responsibilities.**

   (a) Each Defendant shall participate in meetings as needed to update the Regional Standards as required by the Consent Decree, and shall cooperate in the production of a report every five years thereafter.

   (b) In the event one or more Defendants disagree with any Regional Standard agreed upon by the remaining Defendants, it will draft an appendix to the report explaining that disagreement and setting forth its different or additional standard addressing its local concerns. Each Defendant shall not be required to use any standard with which it disagrees.

5. **Performance Evaluation Plan (PEP) Implementation Cost Allocation.**

   If a PEP is triggered and must be implemented under the CD, then:

   (a) Each Satellite shall bear the cost of installing, maintaining and collecting data from flow monitoring and precipitation monitoring equipment described in the PEP as being located within that Satellite’s Collection System. In the event that additional or other data gathering equipment is described in the PEP as being located within that Satellite’s Collection System, determination on cost appropriation will be performed during the PEP development process through discussions between EBMUD and the Satellite(s).

   (b) EBMUD shall bear the cost of installing, maintaining and collecting data from flow monitoring and other data gathering equipment described in the PEP as being located within EBMUD’s Interceptor System. EBMUD shall also bear the cost of loading those data into a digital format compatible with EBMUD’s software.

   (c) EBMUD shall bear the costs of (i) incorporating into the Flow Model the Satellites’ and EBMUD’s data, (ii) calibrating the Flow Model, and (iii) preparing the reports required by the PEP and performing any modeling and other analytical work necessary to prepare those reports.
(d) All data and information collected under this section shall be accessible to all Defendants. At no time may any Defendant interfere with, or deny access needed to perform, any action reasonably necessary for the timely implementation of the approved PEP.


(a) Entire Agreement. This Agreement and the exhibits hereto, along with the Consent Decree, contains the entire agreement of the Defendants with respect to its subject matter and supersedes all prior negotiations, agreements and understandings with respect thereto, whether written or oral.

(b) Amendment. The Defendants may amend this Agreement at any time in a writing duly executed by all affected Defendants. The Defendants agree to meet and confer in good faith upon another Defendant’s request for amendment. Any PSL Roles & Responsibilities agreement attached as an exhibit to this Agreement may be amended by a writing executed by EBMUD and the affected Satellite.

(c) Interpretation and Construction. Each Defendant and its counsel has had an opportunity to participate in the review and revision of this Agreement. The Defendants agree that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply to the construction or interpretation of this Agreement. Should any provision of this Agreement irreconcilably conflict with any part of the Consent Decree, the Consent Decree shall control.

(d) No Implied Waiver. The failure by one Defendant to require performance of any provision of this Agreement will not affect that Defendant’s right to require performance at any time thereafter, nor shall a waiver of any breach or default of this Agreement constitute a waiver of any subsequent breach or default or a waiver of the provision itself.

(e) Severability. Should any part, term, portion or provision of this Agreement be determined unlawful or otherwise rendered unenforceable, ineffectual or invalid by any court of competent jurisdiction, the validity of the remaining parts, terms, portions or provisions of this Agreement shall be deemed severable and shall not be affected thereby, provided that such remaining parts, terms, portions or provisions can be construed in substance to constitute the Agreement that the Defendants intended to enter into in the first instance.
(f) **Attorney’s Fees.** If a judicial action or proceeding is commenced to secure the performance of this Agreement or to enforce or interpret any provision of this Agreement or the rights and duties of any Defendant or Defendants in relation to the Agreement, the prevailing Defendant or Defendants shall be entitled to reasonable attorney fees, costs, and other expenses incurred by the prevailing Defendant or Defendants in connection with such action or proceeding, in addition to any other relief to which such Defendant or Defendants may be entitled.

(g) **Warranty of Authorization to Execute Agreement.** Each Defendant represents and warrants to the other Defendants that the person signing this Agreement is duly authorized to execute this Agreement on such Defendant’s behalf and to bind such Defendant to its terms.

(h) **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

(i) **Effective Date.** This Agreement will take effect on the first date it is executed by all eight Defendants and shall remain binding on each Defendant while the Consent Decree remains in effect.

WHEREFORE, the Defendants have executed and entered into this Agreement as of the dates indicated below.

**CITY OF ALAMEDA**

Dated: ________________  By: ______________________________

Printed Name: _______ David Rudat

Title: ___________ Interim City Manager

**CITY OF ALBANY**

Dated: ________________  By: ______________________________

Printed Name: _______ Nicole Almaguer

Title: ___________ City Manager
CITY OF BERKELEY

Dated: ________________  By: ____________________________

Printed Name: __________ Dee Williams-Ridley __________

Title: ______________ City Manager ______________

CITY OF EMERYVILLE

Dated: ________________  By: ____________________________

Printed Name: __________ James N. Holgersson __________

Title: ______________ City Manager ______________

CITY OF OAKLAND

Dated: ________________  By: ____________________________

Printed Name: __________ Jason Mitchell __________

Title: ______________ Director of Public Works ______________

CITY OF PIEDMONT

Dated: ________________  By: ____________________________

Printed Name: __________ Paul Benoit __________

Title: ______________ City Administrator ______________
EAST BAY MUNICIPAL UTILITY DISTRICT

Dated: ________________  By: ________________________________

Printed Name: ______ Eileen M. White ______

Title: ___________ Director of Wastewater ______

STEGE SANITARY DISTRICT

Dated: ________________  By: ________________________________

Printed Name: ______ Rex Delizo ______

Title: ___________ District Manager ______
RESOLUTION NO. 2109-0918 AUTHORIZING APPROVAL OF THE JOINT EXERCISE OF POWERS AGREEMENT (JPA) ESTABLISHING AND GOVERNING OPERATION OF THE COLLECTION SYSTEM TECHNICAL ADVISORY COMMITTEE (CSTAC)

ISSUE:
The Board will consider a resolution approving the Joint Exercise of Powers Agreement (JPA) establishing and governing operation of the Collection System Technical Advisory Committee (CSTAC).

SUMMARY:
East Bay Municipal Utility District (EBMUD) and the seven agencies tributary to the EBMUD wastewater system of wet weather facilities and wastewater treatment plant will be parties to this new JPA that will provide the means for the eight party agencies (parties) to:
- Coordinate on engineering, consulting, and possible legal services for the development, preparation and implementation of studies, reports, and projects to address NPDES permit conditions for the members
- Jointly fund efforts related to the regional system for wastewater collection, transmission and treatment, including fats, oils, and greases (FOG) services and agreed-upon professional services
- Facilitate the efficient flow of information among the members and the filing of joint reports to appropriate recipients, including regulatory agencies

The new JPA includes the following:
- Ability to designate one or more member agencies as being responsible for financial and administrative matters
- Financial responsibility of each member for administrative overhead costs, as well as proportional responsibility for each contractual commitment
- A governance structure comprised of representatives from each of the signatory agencies, and the authority with regard to decision-making and contracting
- An opt-out provision for contracts. Participation in contracts is discretionary and at the option of each member so that no member is obligated to participate in any contract unless it so chooses
- The ability of a member to withdraw from the JPA
- Ability to designate one member to be responsible for banking and recordkeeping, and the process for replacing that member if needed

FISCAL IMPACT:
The new JPA should result in cost savings for contracted common services that would otherwise be contracted for directly by the District.

STRATEGIC PLAN:
GOAL 2: Maintain and Improve Infrastructure

WORK PLAN ITEM "a": Perform proactive maintenance and assessment of the sewer system through cleaning, CCTV inspection and chemical root control to eliminate "preventable" SSOs

BACKGROUND:
The District is a Defendant in the September 2014 Consent Decree (CD) issued by the Federal Government and State of California. The eight Defendants include EBMUD and the seven agencies tributary to the EBMUD wastewater system of wet weather facilities and wastewater treatment plant. The CD requires significant work by all Defendants over a 24 year period with the purpose of eliminating the use of wet weather facilities for flows up to and including design storm events, includes penalties for failure to complete work and failure to meet flow reductions, and the processes for potential revisions to future work if flow reductions are not achieved as planned. The Defendants are linked through their use of wet weather facilities during high flow periods, as well as through their joint use of the EBMUD treatment plant. The work and the effectiveness (or not) of work in individual Defendant's systems affects the results of the entire system, so there is a definite interrelationship that necessitates the need for good communications and joint efforts in the Defendant group.

The District already has a formal relationship with EBMUD and the six other wastewater "satellite" agencies (eight total "members") that are tributary to EBMUD via an existing joint powers agreement (existing JPA) that was adopted in 1979 and amended in 1986. This existing JPA formed no new public entity and was developed in response to the need for these agencies to combine resources to address inflow/infiltration regulatory concerns and orders in the 1970s and 1980s. The existing JPA has enabled the agencies to contract and administer common collection system services, realizing cost savings over contracting as individual agencies because of the economies of scale evident due to the magnitude of the contracts. EBMUD serves as the lead agency and is responsible for entering into contracts on behalf of the agencies and providing financial and administrative services to the group.

The existing JPA is outdated in that the specific stated purposes are outlived, are not applicable to current issues and requirements the agencies face, and a new agreement needs to be made to address requirements in the 2014 CD to which all members are subject. The revised JPA agreement was developed with the input and review of all eight JPA members and all have scheduled approval by their governing bodies in September 2018. Similar to the previous JPA, this revised JPA forms no new public entity. Approval of this agreement replaces and supersedes the previous agreement and amendment.

RECOMMENDATION: Approve the Resolution.

ATTACHMENTS:
- RESOLUTION NO. 2109-0918 Authorizing Approval of JPA Agreement Establishing Operation of CSTAC
- JPA Agreement Establishing Operation of CSTAC
RESOLUTION NO. 2109-0918

RESOLUTION AUTHORIZING APPROVAL OF THE JOINT EXERCISE OF POWERS AGREEMENT (JPA) ESTABLISHING AND GOVERNING OPERATION OF THE COLLECTION SYSTEM TECHNICAL ADVISORY COMMITTEE (CSTAC)

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

A. The District has a formal relationship with EBMUD and the six other wastewater "satellite" agencies (eight total "members") that are tributary to EBMUD via an existing Joint Powers Agreement (JPA) that was adopted in 1979 and amended in 1986.

B. The JPA enables the agencies to contract and administer common collection system services to realize cost savings due to the economies of scale.

C. The JPA members wish to enter into a new Joint Exercise of Powers Agreement since the existing JPA is outdated and the specific purposes are all outlived and no longer applicable to current issues and requirements.

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

1. The Directors declare that the District Manager is authorized to execute the Joint Exercise of Powers Agreement entered into by and among the CITY OF ALAMEDA, CITY OF ALBANY, CITY OF BERKELEY, CITY OF EMERYVILLE, CITY OF OAKLAND, CITY OF PIEDMONT, STEGE SANITARY DISTRICT and EAST BAY MUNICIPAL UTILITY DISTRICT, jointly referred to as Collection System Technical Advisory Committee (CSTAC) Agencies.

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STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)
I HEREBY CERTIFY that the foregoing Resolution No. 2109-0918 was duly and regularly adopted by the Directors of the Stege Sanitary District, at its regular meeting held on the 27th of September 2018, by a X-X vote as follows:

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

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

ATTEST:

______________________________
REX DELIZO, Secretary
Stege Sanitary District
JOINT EXERCISE OF POWERS AGREEMENT
ESTABLISHING AND GOVERNING OPERATION
OF THE COLLECTION SYSTEM TECHNICAL ADVISORY COMMITTEE

This Joint Exercise of Powers Agreement (“Agreement”) is made and entered into by and between the following owners and operators and community sewer systems: CITY OF ALAMEDA, CITY OF ALBANY, CITY OF BERKELEY, CITY OF EMERYVILLE, CITY OF OAKLAND, CITY OF PIEDMONT and STEGE SANITARY DISTRICT (all hereinafter referred to as “Communities”) and EAST BAY MUNICIPAL UTILITY DISTRICT (hereinafter referred to as “District”), jointly hereinafter referred to as Collection System Technical Advisory Committee (“CSTAC”) Agencies (“CSTAC Agencies” or individual Communities or the District as an “Agency” or a “CSTAC Agency”).

RECITALS

A. Communities own, operate and maintain community sewer systems for the collection and transport of sewage and industrial wastes from residents and industries within the boundaries of the Special District No. One of District.

B. District owns, operates and maintains interceptors and sewage treatment facilities for the interception and treatment of sewage and industrial wastes flowing from said Communities’ sewer systems.

C. In February 1975, District did, with the assistance and cooperation of Communities, file with the Regional Water Quality Control Board, and the governing bodies of Communities, that certain report entitled, “The Control of Wet Weather Overflows” and said report did include an infiltration and inflow analysis of the respective sewer systems of said Communities, as well as the interceptor facilities of District and did recommend the development of certain alternatives for further study to develop projects for the control of wet weather flows and said alternatives consist generally of Project A (Sewer System Evaluation Study and Infiltration- Inflow Control) to be undertaken by Communities by separating combined sewers and disconnecting roof leaders, yard drains and catch basins and of Project B (wet weather flow storage-treatment) to be undertaken by District by constructing storage and treatment facilities to reduce overflows from the interceptor and treatment plant systems.

D. The CSTAC Agencies entered into that certain “Joint Exercise Powers Agreement for Control of Wet Weather Overflows and Bypasses” dated February 13,
1979, for the purpose of establishing responsibilities with respect to further study of the alternatives to address wet weather overflows.

E. In September 1984, National Pollutant Discharge Elimination Systems (NPDES) permits were issued to CSTAC Agencies which require control of wet weather overflows.

F. On January 17, 1986, the CSTAC Agencies amended the February 13, 1979, agreement to provide for the 5-year initial phase of implementation of wet weather overflow study recommendations and provide for the performance of joint efforts to carry out wet weather implementation programs described therein.

G. In furtherance of the study recommendations, District designed and constructed three (3) Wet Weather Facilities ("WWFs") during the period between 1987 and 1996 that provide primary treatment and disinfection of peak flows that would otherwise be discharged untreated into the San Francisco Bay.

H. The United States Environmental Protection Agency ("EPA") and the California State Water Resources Control Board ("State Water Board") determined in 2004 and 2007, respectively, that the WWFs do not provide the level of treatment required by law, and California Regional Water Quality Control Board, San Francisco Bay Region ("Regional Water Board") subsequently reissued the District’s WWF NPDES permit on January 14, 2009, and such reissued permit prohibited further discharges from the WWFs.


J. Inflow and Infiltration of stormwater into the Communities collection systems and sewer laterals during severe wet weather events - via cross-connections, cracks and other imperfections in system pipes, joints and manholes - can lead to a greater-than-10-fold increase in the volume of wastewater that reaches the District’s interceptor system. During such severe wet weather events, partially treated discharges from the WWFs are discharged to the San Francisco Bay.
K. Reduction of inflow and infiltration requires the active participation of the Communities. On December 3, 2009, the United States, on behalf of the EPA, filed a complaint against the Communities pursuant to section 309 of the CWA, 33 U.S.C. § 1319, in United States, et al v. City of Alameda, et al., Case No. C 09-05684 RS (N.D. Cal.) (“Communities Litigation”).

L. The complaint filed in the Communities Litigation alleged that the Communities have discharged pollutants without a permit in violation of CWA section 301(a), 33 U.S.C. § 1311(a), and have discharged pollutants and failed to properly operate and maintain their sanitary sewage collection systems in violation of the terms and conditions of their NPDES Permits. The complaint joined the State of California to this action pursuant to section 309(e) of the CWA, 33 U.S.C. § 1319(e).

M. On September 22, 2014, the court entered a Consent Decree resulting from the District Litigation and Communities Litigation brought by the EPA against the CSTAC Agencies. The work required by the Consent Decree represents a comprehensive regional asset management approach by eight (8) different agencies and is based on complex and evolving hydrologic and hydraulic modeling. The term of the Consent Decree, including the ultimate compliance deadline for eliminating discharges from the last WWF by the end of 2035, represents CSTAC Agencies’ understanding regarding an achievable timeline based on current information.

NOW, THEREFORE, the CSTAC Agencies hereto agree as follows:

1. **Purpose.** CSTAC Agencies wish to enter into this Agreement to establish and govern the operation of the CSTAC. The CSTAC is a decision-making body formed of representatives of the member agencies but is not an agency or entity separate from its members. The purpose of the CSTAC is to provide means for the CSTAC Agencies to do all of the following: (1) coordinate on engineering, consulting, and potentially legal services for the development, preparation and implementation of studies, reports and projects to address NPDES permit conditions for the CSTAC Agencies and additional legal or regulatory requirements applicable to the regional wastewater collection, transmission, and treatment system, and (2) jointly fund efforts related to the regional system for wastewater collection, transmission, and treatment, as may be agreed to by the CSTAC Agencies in accordance with this Agreement, which may include payment for Communities’ fats, oils and grease (FOG) services and agreed upon professional consultant services, and (3) facilitate the efficient flow of information among the parties and the filing of joint reports to appropriate recipients.
2. **Decision Making Structure.** Decisions regarding the actions of CSTAC including decisions regarding which projects to pursue and fund, will be made by a committee made up of one (1) designated staff representative from each CSTAC Agency. This body of CSTAC Agency staff representatives shall be referred to as the “Committee.” Each designated representative will have the authority to vote on behalf of that Agency, and one or more designated alternates will have the authority to vote on behalf of that Agency when the designated representative is absent or in the case of a conflict of interest. Each Agency shall have one (1) vote on the Committee. Except for voting on the annual budget, and special, unbudgeted, or outside projects, all other CSTAC decisions will require a minimum of a majority of affirmative votes by designated representatives or designated alternates of all CSTAC Agencies.

(a) **Committee Meetings.** A quorum shall be present or present by telephone for all Committee meetings. A quorum is a simple majority of CSTAC member agencies. Votes may be taken by voice vote or from the designated representatives present or attending by telephone at a noticed Committee meeting. Written votes may be submitted on behalf of a CSTAC Agency at a meeting when neither the designated representative nor the designated alternate can be present at the meeting or attend by telephone.

CSTAC shall elect a chair and vice chair as its officers annually at the first meeting of the fiscal year or as soon thereafter as is practical. The election may be administered by a written vote of CSTAC Agencies tabulated by the “Administrative Agency” (discussed in Section 3), if difficulty in obtaining a quorum, resignation or unavailability of officers or other occurrence prevents holding of an election at a Committee meeting early in a fiscal year. Each officer may serve for two (2) consecutive years in either of the positions. Additional sequential terms may be permitted by a supermajority vote of CSTAC Agency representatives as set forth below.

(b) **Fiscal Year.** This Agreement and all decisions made herein shall operate on a fiscal year basis, where such fiscal year commences on July 1 and ends on June 30. All references to “annual” or “annually” in this Agreement relate to the fiscal year.

(c) **Annual Budget.** The scope of the work to be performed will be determined annually as part of the annual budget. The Committee shall annually prepare and adopt a budget prior to the beginning of each fiscal year, and no later than June 30 of each year. To adopt or modify the annual budget or approve any
unbudgeted projects, a minimum of seven (7) affirmative votes of the Committee members will be required. The budget shall include, but not be limited to, anticipated total annual expenditures, other contemplated expenditures, and any contingency reserve amount. The budget shall also contain sufficient detail to specify the anticipated projects and administrative costs for the fiscal year, a basis for the annual contribution of each Agency, and the total amount of administrative costs that will be reimbursed to the Administrative Agency or a procedure for effecting such reimbursement.

If fewer than eight (8) CSTAC Agencies remain parties to this Agreement due to withdrawal or termination in subsequent years, then a supermajority of affirmative votes of the remaining CSTAC Agencies is required in order to adopt or modify the annual budget or approve any unbudgeted projects. A supermajority is determined as follows: if seven (7) CSTAC Agencies remain then six (6) votes are required; if six (6) CSTAC Agencies remain, then five (5) votes are required; if five (5) CSTAC Agencies remain, then four (4) votes are required; if four (4) CSTAC Agencies remain, then three (3) votes are required. The term “supermajority” as used elsewhere in this Agreement shall have the meaning set forth in this paragraph.

(d) Joint and Special Projects. Joint projects are those that are undertaken jointly by CSTAC Agencies and provide a measure of benefit to all CSTAC Agencies. Joint projects typically will be approved through the annual budget process. As benefits may differ among CSTAC Agencies for joint projects, the proportionate funding responsibility for joint projects will be designated through the annual budget process.

Special projects are those that are undertaken through this CSTAC Agreement and are set forth in the annual budget, but where one or more CSTAC Agencies will not participate. A non-participating CSTAC Agency will not be required to fund the costs associated with a special project, such special project shall be the separate responsibility of the participating agencies. Any contract, obligation, or liability related to such project shall not constitute a debt, liability, or obligation of such non-participating CSTAC Agency. All CSTAC Agencies participating in a special project must vote favorably to the inclusion of the special project in the budget and the cost sharing proportion set forth therein.

(e) Unbudgeted Project Approval. Unbudgeted projects are projects that: (a) were either not included in the annual budget (new projects); or (b) pertain to projects that were included in the budget, but require supplemental
authorization to carry out additional activities that were not contemplated in the budget. Both new projects and projects that require supplemental authorization shall be approved by a minimum of seven (7) affirmative votes of the CSTAC Agencies or a supermajority of affirmative (as described in Section 2(c) above) votes if fewer than eight (8) CSTAC Agencies remain parties to the Agreement.

If the annual budget is not sufficient to fund the unbudgeted project, then within forty-five (45) days of the unbudgeted project’s approval, the Administrative Agency shall conduct an evaluation of the CSTAC Agencies' ability to pay the unfunded portion of unbudgeted project costs and take appropriate steps to prevent project costs in excess of any Agency’s ability to fund its cost share.

Any Agency may choose to opt out of any unbudgeted project at the time of its approval and will not be required to contribute funds toward such a project. If one or more of the CSTAC Agencies opt out of an unbudgeted project, then said project will be deemed an outside project.

(f) Outside Projects. Outside projects are projects that were not included in the annual budget and that only some CSTAC Agencies choose to pursue. At least two (2) CSTAC Agencies must participate in an outside project. Agencies wishing to participate in an outside project must unanimously approve the outside project. Participating agencies will allocate and assess costs separately from joint and special projects. Agencies that do not participate in the outside project will not be required to contribute funds toward the outside project, and the outside projects shall be the separate responsibility of the participating agencies. Any contract, obligation, or liability related to such project shall not constitute a debt, liability, or obligation of such non-participating CSTAC Agency. If requested and authorized by the participating Agencies, the Administrative Agency may also serve as Administrative Agency for the outside project, and shall account for all finances of the outside projects and projects undertaken pursuant to this Agreement entirely separately.


(a) One of the CSTAC Agencies shall serve as the “Administrative Agency” and in that role shall administer the projects undertaken jointly pursuant to this Agreement to accomplish the purposes of this Agreement, subject to the limitations herein set forth.
(b) The Committee may select the Administrative Agency with a minimum of six (6) affirmative votes, or by a supermajority vote as described in Section 2(c) if fewer than eight (8) agencies remain CSTAC members. The District and Stege Sanitary District have agreed to initially continue to assume their existing roles of serving as the Administrative Agency for selected tasks for the remainder of the fiscal year in which this Agreement becomes effective, and for the first full fiscal year that follows. The District has also agreed to continue to act as the “Financial Agent” (as defined in Section 3(h) below) for that same period.

(c) Neither the Administrative Agency nor CSTAC will authorize any work in a Community without the concurrence of the designated representative of the Community.

(d) The Administrative Agency shall perform routine administrative and legal functions incident to the administration of approved CSTAC projects.

(e) The Administrative Agency shall be responsible for administering the services on behalf of the CSTAC Agencies provided by engineers, consultants or attorneys.

The Administrative Agency may enter into contracts on behalf of the CSTAC Agencies without specific Committee approval, provided that the contract is within the adopted annual budgetary authorization, and that the total aggregate annual value of each contract does not exceed Fifteen Thousand Dollars ($15,000.00). Contracts that are not consistent with the approved annual budget or exceed a total aggregate annual value of Fifteen Thousand Dollars ($15,000.00) shall require specific Committee approval separate from the annual budget and a minimum of six (6) affirmative votes of the CSTAC members or a supermajority if there are less than eight (8) CSTAC members. This not-to-exceed Administrative Agency contracting limit may be adjusted from time to time by a supermajority vote of the Committee. The Administrative Agency shall procure such contracts in a manner that complies with the contracting laws, policies, and practices that govern the Administrative Agency.

(f) The Administrative Agency will be responsible for making payments, or authorizing payments if the Administrative Agency is not the Financial Agent of CSTAC. This authority shall include payments to engineers, consultants or attorneys on behalf of the CSTAC Agencies. The Administrative Agency shall provide regular financial reports to the Committee of all payments made and outstanding
balances remaining on all projects. No payments shall be made in excess of the authorized project amount without unanimous approval of the Committee.

(g) The term of the Administrative Agency shall be at least one (1) full fiscal year. The Administrative Agency may resign its position as Administrative Agency upon written notice to all CSTAC Agencies within one hundred twenty (120) days prior to the end of the fiscal year. Unless otherwise agreed to by the Administrative Agency and a majority of CSTAC members, the last day of the fiscal year shall be the effective date of resignation. Upon resignation, the successor Administrative Agency shall direct the prior Administrative Agency to transfer or cause to have transferred to it all funds held on behalf of the CSTAC Agencies, CSTAC records and financial statements that were in the prior Administrative Agency’s possession. The prior Administrative Agency shall also take any further action necessary to effectuate the transfer of Administrative Agency duties and responsibilities as directed by a majority of CSTAC members.

The successor Administrative Agency shall be chosen by a supermajority vote of the CSTAC as is set forth above for the initial selection of the Administrative Agency. If thirty (30) days after the resignation effective date no successor Administrative Agency is designated or no alternative administrative protocol is adopted by a vote of the CSTAC, this Agreement shall terminate and the prior Administrative Agency shall, with the assistance of the Financial Agent, distribute all property held on behalf of the CSTAC Agencies pursuant to Section 11.

(h) Either the Administrative Agency or another CSTAC Agency will be the Financial Agent of the CSTAC Agencies, subject to CSTAC approval by majority vote. The Financial Agent will be the depository, and will have custody of all money of the CSTAC Agencies, strictly accounting for all CSTAC Agency funds held pursuant to this Agreement in trust in a segregated, interest bearing account. Any CSTAC Agency that assumes the role of Financial Agent must keep sufficient records that would allow appropriate review by an outside auditor at any time, at the request of the Administrative Agency or a majority of the CSTAC Agencies. The Administrative Agency’s financial activities shall also be subject to an outside audit at any time, at the request of a majority of the CSTAC Agencies. For the remainder of the fiscal year in which this Agreement becomes effective, and for the first full fiscal year that follows, the District has agreed to act as the Financial Agent.

(i) There may be circumstances where it benefits CSTAC to designate a second Agency to serve as the Administrative Agency for one or more CSTAC projects. This may occur to facilitate ease of contracting and procurement of
consultants, or when a CSTAC Agency has a special interest or experience related to
one or more CSTAC projects or programs. A second Community or the District may
be designated as an Administrative Agency for designated projects or programs by a
supermajority vote of the Committee. The term and scope of that Agency’s
administrative responsibilities shall be set forth by the Committee consistent with
the general provisions for the Administrative Agency set forth herein. The authority
and responsibility of any Agency providing Administrative Agency functions at the
time this Agreement becomes effective shall continue at least until the end of the
first full fiscal year, consistent with Section 3(g) above.


(a) Distribution of Costs. Except as provided herein with respect
to the participation in and funding of outside projects, each of the CSTAC Agencies
agrees to contribute its annual share of the estimated project costs based upon the
approved allocations adopted with the annual budget or as designated and
approved subsequent to the adoption of the annual budget.

Upon approval of the annual budget or any approved mid-year
project, each of the CSTAC Agencies agrees to contribute its share of the costs in
cash and/or creditable goods, materials, supplies or services as agreed to at the time
of such approval. Creditable goods, materials, supplies or services are those goods,
materials, supplies or services that are properly chargeable to the
relevant project. None of the signatories to this Agreement shall be entitled to a credit for goods,
materials, supplies or services furnished unless the credit has been previously
approved by CSTAC. In allocating costs to the CSTAC Agencies hereto, the
Administrative Agency shall give credit for the furnishing of such creditable goods,
materials, supplies or services. When creditable goods, materials, supplies and
services are furnished by CSTAC Agencies, they shall be charged for and invoiced in
accordance with the accounting practices of the particular Agency unless otherwise
agreed to in advance by CSTAC.

No compensation shall be paid under the terms of this Agreement to
any member of the CSTAC for services rendered in such capacity.

Each party’s financial obligation hereunder is expressly limited to the
appropriation and contribution of such funds as are provided for in this Agreement.

(b) Administrative Costs. The Administrative Agency shall be
reimbursed for its reasonable direct and indirect administrative costs incurred,
commencing upon execution of this Agreement. In accounting for donated labor services, reimbursement shall be made at the rate of one hundred ten (110) percent of the Administrative Agency’s labor charges for employees working on administrative tasks for the CSTAC Agency. For any period of less than one (1) month, said charge shall be prorated.

In accounting for goods, materials, supplies and services (other than labor services) furnished by Administrative Agency under this Agreement, actual cash value, rental values, or hourly rate shall be used in accordance with the Administrative Agency’s standard accounting practices and in accordance with any applicable state and federal grant guidelines. The Administrative Agency shall provide CSTAC with a budget of anticipated administrative costs and shall make periodic reports, at least annually, to said CSTAC. Said budget shall be approved by two-thirds (2/3) of the members of the Committee. The Administrative Agency and the Financial Agent shall be strictly accountable for all funds received and expended on behalf of the CSTAC Agency.

5. **Revolving Fund.** In order to provide funds for all expenditures authorized by this Agreement, including Administrative Agency administrative costs, and to facilitate the administration of this Agreement, a revolving fund shall be established as provided herein. On or about July 1 of each year, after CSTAC adopts the annual budget, the Financial Agent shall send an invoice to each CSTAC Agency that sets forth that Agency’s total annual allocated costs of the work (“budget payments”). On or before August 1 of each year, each CSTAC Agency shall remit to the Financial Agent a minimum of one-half (1/2) of that Agency’s annual budget payments, which money the Financial Agent shall hold solely for payment to consultants for services rendered. Each Agency shall remit its other half of budget payments due to the Financial Agent on or before December 20 of each year.

Upon the Financial Agent’s determination that monies submitted by the CSTAC Agencies have been or will be exhausted, the Financial Agent, in coordination with the Administrative Agency, shall notify each CSTAC Agency of its share of the costs of the work, and each CSTAC Agency shall promptly deposit its share with the Financial Agent. Each CSTAC Agency’s share shall be fixed in the same proportion as that Agency’s proportion of the general annual budget, unless the shortfall is due to costs resulting from special projects for which the Agency did not participate or contributed an agreed to, customized share. No reimbursements shall be made to any Agency until said share is deposited with the Financial Agent. CSTAC Agencies
shall be responsible for submitting payment to the Financial Agent for any additional invoices no later than ten (10) days before each payment is due.

If, in the Financial Agent’s determination, there are sufficient funds in the revolving fund at the time the annual budget payments would be due, the Financial Agent will notify the CSTAC Agencies that their annual budget payments need not be paid for that year, or that the payments may be reduced by any carry over balances from the preceding annual budget. The Financial Agent’s notification that annual budget payments are not required or have been reduced shall not excuse the CSTAC Agencies from their ongoing obligations to fund payment of work.

6. Payments. Pursuant to this Agreement, all payments shall be by check, warrant or electronic transfer. The Administrative Agency and/or the Financial Agent shall indicate the address where payments shall be sent and to whom payments shall be made payable.

7. Effective Date and Term. The Effective Date of this Agreement shall be the first date that it has been signed by at least six (6) CSTAC Agencies. The initial term of this Agreement shall be two (2) years from the Effective Date. For CSTAC Agencies that remain active parties to this Agreement, the term shall automatically renew in one (1) year increments unless and until the Agreement is terminated by mutual written agreement of the CSTAC Agencies or as otherwise provided for in Section 11, provided that any CSTAC Agency may withdraw from the Agreement as provided in Section 9.

8. Notices. Notices and invoices shall be delivered to the CSTAC Agencies at the following addresses via U.S. mail:

   City of Alameda
   2263 Santa Clara Avenue
   Alameda, CA 94501

   City of Albany
   1000 San Pablo Avenue
   Albany, CA 94706

   City of Berkeley
   2180 Milvia Street
   Berkeley, CA 94704
9. **Withdrawal.** Any CSTAC Agency may withdraw from this Agreement by providing no less than ninety (90) days written notice prior to the end of the fiscal year. Any CSTAC Agency that does not provide requisite notice to withdraw shall automatically remain as an active member of this Agreement. A withdrawing CSTAC Agency shall still be financially responsible for its shared costs for any work done or continuing thereafter while it was a party to this Agreement, including pre-authorized work continuing thereafter. The withdrawing CSTAC Agency’s financial responsibility is limited to work performed, or costs approved, during the fiscal year in which notice of withdrawal is given, unless a specific CSTAC supermajority approval was provided for multi-year funding of a joint project prior to the notice of withdrawal and the withdrawing Agency voted affirmatively. The Administrative Agency shall calculate any amount owed by the withdrawing Agency for its share of costs of the annual budget, and the Agency’s withdrawal will be effective upon proper notice and payment to the Administrative Agency of its remaining annual budget share. The withdrawing Agency shall have no right to receive any proportional share of any net surplus that may result from the last year’s annual budget. However, CSTAC has authority to direct any distribution to the withdrawn Agency that CSTAC deems appropriate.
10. **Default and Remedies.** If a CSTAC Agency fails to make a payment or to provide assurances within fifteen (15) business days after receipt of notice given by the Administrative Agency of such non-payment, that Agency shall be in default of this Agreement (“Defaulting Agency”) and the Administrative Agency may suspend the provision of services under this Agreement for that CSTAC Agency. A minimum of five (5) affirmative votes of the CSTAC are required to suspend or terminate this Agreement with respect to a Defaulting Agency provided there are eight (8) CSTAC Agencies prior to termination. A supermajority applies if there are fewer remaining members as described in Section 2(c).

CSTAC may also take such other action to remedy the default. The suspension or termination of this Agreement will not terminate, waive or otherwise discharge any ongoing liability for payment arising from this Agreement until such obligations are satisfied in full. In the event a Defaulting Agency is terminated, this Agreement will not automatically renew for the Defaulting Agency, and a simple majority vote of remaining CSTAC members is required to reinstate the Defaulting Agency. Following termination of any Defaulting Agency, the remaining CSTAC Agencies shall cooperate and act in good faith to negotiate and agree upon the method of reallocating the costs attributable to the terminated Defaulting Agency.

11. **Termination and Disposition of Funds upon Termination.** This Agreement shall terminate upon the earliest occurrence of any of the following: (a) mutual written agreement of all CSTAC Agencies that remain parties to the Agreement; (b) if CSTAC members are unable to obtain the required affirmative supermajority of votes to approve the next year’s annual budget; (c) if a successor Administrative Agency is not timely designated; or (d) if all CSTAC Agencies have withdrawn from the Agreement. Upon termination of this Agreement, and after payment of all engineering, consultant, and legal obligations, all assets remaining in the Revolving Fund, including any interest earned on deposits shall be distributed to any remaining CSTAC Agencies. Assets available for distribution shall be returned to the members remaining at the time of dissolution in a manner consistent with and in proportion to each remaining Agency’s respective contribution. Similarly, any liabilities in excess of the assets held by the Administrative Agency on behalf of the CSTAC Agencies at the time of dissolution shall be assessed against those CSTAC Agencies, and the CSTAC Agencies shall be responsible for such liabilities.

12. **CSTAC Agencies not Agents; Indemnification.**

   (a) With the exception of the Administrative Agency when performing its duties as Administrative Agency and the Financial Agent when
performing its duties as Financial Agent, in the performance of this Agreement, each Agency and its agents, employees, and contractors shall act in an independent capacity and not as officers, employees or agents of any other Agency.

(b) Costs and liabilities associated with paying the Administrative Agency, engineers, consultants, or attorneys, and the funding of joint projects, shall be allocated in accordance with Section 4. Costs and liabilities related to the funding of special projects shall be allocated in accordance with Section 4, subject to the exclusions provided for the benefit of non-participating agencies in Section 2(d). Costs and liabilities for outside projects shall be allocated between the participating CSTAC Agencies and set forth in a separate side agreement.

(c) In the case of non-contractual liabilities arising out of the activities of one or more individual Agencies under this Agreement, CSTAC Agencies specifically repudiate the divisions of liability outlined in Government Code sections 895.2, 895.4, and 895.6 and instead agree to share liability based on the relative fault of each individual CSTAC Agency. Each CSTAC Agency shall have the right to contribution against other Agencies based on the terms of this Agreement.

Each CSTAC Agency agrees that it is solely responsible for all loss, liability, expense, claims, suits, and damages, including attorneys’ fees, relating to or arising out of the design, construction, inspection, operation, or maintenance of its projects undertaken without the approval of the Committee, excepting such loss, liability, expense, claims, suits, and damages, including attorneys’ fees, relating to or arising out of the actions or activities of the other CSTAC Agencies. Each CSTAC Agency agrees that nothing in this Agreement shall create, impose, or give rise to any liability, obligation, or duty of the CSTAC Agency to the other CSTAC Agencies or to any third party with respect to the manner in which the CSTAC Agency designs, constructs, inspects, operates or maintains the projects that it undertakes without the approval of the CSTAC Committee.

Each CSTAC Agency agrees to indemnify, defend, and hold harmless the Administrative Agency and the Financial Agent from and against any and all loss, liability, expense, claims, suits, and damages, including attorneys’ fees, relating to or arising out of any contract entered into by or administered in whole or part by the Administrative Agency or the Financial Agent for the benefit of said CSTAC Agency (collectively, “Covered Losses”), provided that the CSTAC Agency share of liability for Covered Losses shall be reduced in proportion to the extent (if any) the Covered Losses resulted from the negligence of, or the breach of this Agreement by, the Administrative Agency or the Financial Agent. In the event of concurrent negligence...
of one or more CSTAC Agency(ies) and the Administrative Agency or the Financial Agent, then the liability for any and all Covered Losses shall be apportioned according to the California theory of comparative negligence.

The provisions of this Section 12(c) will survive the expiration or termination of this Agreement and as against any Agency that has withdrawn from this Agreement.

13. **Dispute Resolution.** The Agencies shall resolve their disputes informally to the maximum extent possible. The disputing Agencies shall negotiate all matters of joint concern in good faith, with the intention of resolving issues between them in a mutually satisfactory manner. If the disputing Agencies cannot informally resolve the dispute, they shall first attempt to resolve such dispute through non-binding mediation for a period not to exceed ninety (90) days, unless that period is mutually extended by the parties involved. If the Agencies cannot mutually agree upon a mediator, then the Presiding Judge of the Alameda County Superior Court shall designate a mediator. Should mediation be unsuccessful, the dispute may be referred to private arbitration upon mutual written approval of the disputing Agencies. If the disputing Agencies do not mutually agree in writing to arbitration, a disputing Agency may commence an adversarial proceeding before any court of competent jurisdiction in the county of Alameda.

14. **Entire Agreement.** This Agreement, together with any exhibits hereto, constitutes the entire agreement among the CSTAC Agencies with respect to the subject matter hereof, and supersedes all prior understandings or agreements whether written or verbal.

15. **Amendment.** This Agreement may not be amended except in writing. Any such amendment must be approved and executed by all CSTAC Agencies that remain party to the Agreement at the time of the amendment.

16. **Drafter.** Each CSTAC Agency has participated in negotiating and drafting this Agreement. If an ambiguity or a question of intent or interpretation arises, this Agreement is to be construed as if the CSTAC Agencies had drafted it jointly, as opposed to being construed against an Agency because it was responsible for drafting one or more provisions of this Agreement.

17. **Severability.** The invalidity, illegality or unenforceability of any provision of this Agreement shall not render the other provisions unenforceable, invalid or illegal.
18. **Governing Law; Venue.** This Agreement shall be interpreted, governed by and construed under the laws of the state of California. Venue for any legal proceeding initiated to enforce or interpret the terms of this Agreement shall be in the Superior Court of the County of Alameda, California.

19. **Execution of Separate Agreements by CSTAC Agencies.** Nothing in this Agreement shall preclude any CSTAC Agency from executing separate agreements among two (2) or more such CSTAC Agency members for activities which are similar and in addition to the activities pursued under this Agreement. Any such separate agreement for projects which are not approved by the CSTAC Committee shall not be the responsibility of any CSTAC Agency which is not a signatory to such separate agreement. CSTAC Agencies operating under this Agreement shall not assume any responsibility or liability for activities performed under such a separate agreement.

20. **Supersede Prior Agreements.** Immediately upon Effective Date of this Agreement, this Agreement shall replace and supersede in its entirety that certain Joint Exercise of Powers Agreement for Control of Wet Weather Overflows and Bypasses dated February 13, 1979, by and between the CSTAC Agencies, and that certain Amendment to Joint Exercise of Powers Agreement for Control of Wet Weather Overflows and Bypasses dated January 17, 1986, by and between the CSTAC Agencies, and said 1979 and 1986 agreements shall be cease to be of further legal effect.

21. **Execution of Agreement in Separate Parts.** This Agreement may be executed by the CSTAC Agencies in separate parts. The Effective Date of this Agreement shall be the date when the sixth (6th) CSTAC Agency executes the Agreement.

**CITY OF ALAMEDA**

Dated: ____________________  By: ________________________________

Printed Name: _____ David Rudat _______

Title: ________________ Interim City Manager ______
CITY OF ALBANY

Dated: ___________________ By: ________________________________

Printed Name: Nicole Almaguer
Title: City Manager

CITY OF BERKELEY

Dated: ___________________ By: ________________________________

Printed Name: Dee Williams-Ridley
Title: City Manager

CITY OF EMERYVILLE

Dated: ___________________ By: ________________________________

Printed Name: James N. Holgersson
Title: City Manager

CITY OF OAKLAND

Dated: ___________________ By: ________________________________

Printed Name: Jason Mitchell
Title: Director of Public Works
CITY OF PIEDMONT

Dated: _________________  By: ________________________________
Printed Name: _______ Paul Benoit ________________
Title: _______________ City Administrator ______

EAST BAY MUNICIPAL UTILITY DISTRICT

Dated: _________________  By: ________________________________
Printed Name: _______ Eileen M. White ________________
Title: _______________ Director of Wastewater ______

STEGE SANITARY DISTRICT

Dated: _________________  By: ________________________________
Printed Name: _______ Rex Delizo ________________
Title: _______________ District Manager ______

ISSUE:
The Board will consider a resolution approving the Statement of Roles and Responsibilities between the Stege Sanitary District and the East Bay Municipal Utility District for implementation of the Regional Private Sewer Lateral (PSL) Program.

FISCAL IMPACT:
The Regional PSL Program results in cost savings for the District since the District no longer uses its own staff and resources to manage and execute the PSL program.

STRATEGIC PLAN:
GOAL 2: Maintain and Improve Infrastructure
   WORK PLAN ITEM "d": Work with the Regional Private Sewer Lateral (PSL) and Regional Technical Support Program (RTSP) to facilitate property owner replacement of leaky laterals and elimination of cross connections

BACKGROUND:
In 2011, EBMUD adopted the Regional Private Sewer Lateral Ordinance which established regulations for the inspection, testing, repair, replacement, and ongoing maintenance of Private Sewer Laterals of properties in the EBMUD wastewater service areas of Alameda, Albany, Emeryville, Oakland, Piedmont, and Stege Sanitary District (Berkeley manages its own program.)

This agreement states the roles and responsibilities between the Stege Sanitary District and East Bay Municipal Utility District for implementation of the Regional Private Sewer Lateral Program.

RECOMMENDATION: Approve the resolution.

ATTACHMENTS:
- Resolution No. 2110-0918 Authorizing Approval of the Statement of Roles and Responsibilities between the Stege Sanitary District and the East Bay Municipal Utility District for implementation of the Regional Private Sewer Lateral Program
- Statement of Roles and Responsibilities between the Stege Sanitary District and the East Bay Municipal Utility District for implementation of the Regional Private Sewer Lateral Program
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RESOLUTION NO. 2110-0918

RESOLUTION AUTHORIZING APPROVAL OF THE STATEMENT OF ROLES AND RESPONSIBILITIES BETWEEN THE STEGE SANITARY DISTRICT AND THE EAST BAY MUNICIPAL UTILITY DISTRICT FOR IMPLEMENTATION OF THE REGIONAL PRIVATE SEWER LATERAL PROGRAM

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

A. In 2011, East Bay Municipal Utility District (EBMUD) adopted the Regional Private Sewer Lateral Ordinance which established regulations for the inspection, testing, repair, replacement, and ongoing maintenance of Private Sewer Laterals of properties in the EBMUD wastewater service areas of Alameda, Albany, Emeryville, Oakland, Piedmont, and Stege Sanitary District (Berkeley manages its own program).

B. The District and EBMUD wish to enter into an agreement that states the roles and responsibilities between the Stege Sanitary District and East Bay Municipal Utility District for implementation of the Regional Private Sewer Lateral Program within the District’s service area.

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

1. The Directors declare that the District Manager is authorized to execute the Statement of Roles and Responsibilities between the Stege Sanitary District and the East Bay Municipal Utility District for implementation of the Regional Private Sewer Lateral (PSL) Program.

*****************

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution No. 2110-0918 was duly and regularly adopted by the Directors of the Stege Sanitary District, at its regular meeting held on the 27th of September 2018, by a X-X vote as follows:
STATEMENT OF ROLES AND RESPONSIBILITIES
BETWEEN THE STEGE SANITARY DISTRICT
AND THE EAST BAY MUNICIPAL UTILITY DISTRICT
FOR IMPLEMENTATION OF THE
REGIONAL PRIVATE SEWER LATERAL PROGRAM

This Statement of Roles and Responsibilities (“Agreement”) is entered into this ___ day of ______________, 20__, by and between the East Bay Municipal Utility District (“the District”) and Stege Sanitary District (“the Satellite”). The District and the Satellite are collectively referred to in this Agreement as “the Parties”.

1. DEFINITIONS

1.1. Reserved.

1.2. Consent Decree means the final judgment between the United States and the Parties in consolidated cases in the U.S. District Court, Northern District of California: United States of America, et al. v. East Bay Municipal Utility District (C 09-00186-RS) and United States of America, et al. v. City of Alameda, et al. (C 09-05684-RS), including all appendices, attachments and exhibits thereto.

1.3. Enforcement means measures taken against Property Owners by the District to achieve compliance with the Regional PSL Ordinance or by the Satellite to achieve compliance with the Satellite’s Local Ordinance Requirements.

1.4. Fiscal Year means the period that begins on July 1 of a given year and continues through June 30 of the following year.

1.5. High-Value Construction or Remodel Permit means any permit or other approval needed from the Satellite, or from any public entity within the Satellite’s service area, for new construction upon a parcel or for any significant improvement, addition, construction, reconstruction, remodeling, modification or alteration of or to an existing or previously existing structure upon a parcel, where the value of work authorized by such permit or approval exceeds $100,000.

1.6. Lower Sewer Lateral has the same meaning in this Agreement as given in the definition that appears in the Regional PSL Ordinance.
1.7. **Outreach Materials** means materials prepared by the District for the purposes of informing the public about (1) the Regional PSL Program, and/or (2) the benefits of obtaining a Compliance Certificate before the Regional PSL Program mandates action. Outreach Materials will be distributed to Property Owners, real estate and escrow professionals, contractors, and other interested parties and will describe the requirements, procedures, and fees associated with the Regional PSL Program as well as general information about the benefits of PSL replacement for Bay protection.

1.8. Reserved.

1.9. **PSL** has the same meaning in this Agreement as given in the definition that appears in the Regional PSL Ordinance.

1.10. **Regional PSL Ordinance** means the District’s “Regional Private Sewer Lateral Ordinance” (Ordinance No. 359-13, as amended by Ordinance No. 362-14), as may be further amended from time to time by the District.

1.11. **Regional PSL Program** means the comprehensive, regional PSL management effort intended to reduce infiltration and inflow into the regional sanitary sewer system from PSLs. The Regional PSL Program requires Property Owners to (1) continuously maintain their Upper Sewer Laterals to standards specified in the Regional PSL Ordinance, (2) arrange for Verification Testing and certification of PSLs upon the occurrence of certain events specified in the Regional PSL Ordinance, and (3) repair or replace PSLs as needed to obtain a passing Verification Test result.

1.12. **Section** means a numbered paragraph, or series of paragraphs, in this Agreement, except where a different agreement is expressly referenced.

1.13. **Side Agreement** means the legal agreement among the Parties entitled “Defendants’ Side Agreement to Facilitate Consent Decree Compliance,” of which this Agreement is a part pursuant to Section 9.1.

1.14. **Upper Sewer Lateral** has the same meaning in this Agreement as given in the definition that appears in the Regional PSL Ordinance.

1.15. This Agreement uses other capitalized terms defined in the Regional PSL Ordinance. Such terms shall have the meaning given therein.
2. OUTREACH MATERIALS

2.1. The District will produce Outreach Materials for the Regional PSL Program. Upon request, the District will provide the Satellite an opportunity to review and approve Outreach Materials before they are made publicly available. The District will provide the Satellite with Outreach Materials and will replenish the Satellite’s supply as needed upon request.

2.2. The District will maintain a Regional PSL Program website containing appropriate referrals to the Satellite’s relevant web pages and a telephone number and email address for the public to obtain information about the Regional PSL Program.

2.3. The Satellite will make available Outreach Materials at City Hall (except Stege Sanitary District), the Satellite’s permit center, and other appropriate publicly accessible locations. The Satellite will maintain a website containing appropriate referrals and links to the District’s Regional PSL Program website.

2.4. The Satellite and the District shall assist each other in outreach activities as needed.

3. VERIFICATION TESTING AND PERMITTING

3.1. The District’s Responsibilities.

3.1.1. Performance of Verification Tests. The District will expeditiously perform PSL Verification Tests when such tests are required by the Regional PSL Ordinance or the Satellite’s Local Ordinance Requirements. The District will also perform PSL Verification Tests when requested by a customer. This includes instances where the property is ineligible to receive a Compliance Certificate due to non-compliance with Local Ordinance Requirements but the property owner has elected to proceed with the Verification Test.

3.1.2. Waivers.

3.1.2.1. Waiver Exists. If there is a valid General Waiver or Limited Waiver with respect to a parcel at the time of a Verification Test, the District will witness the Verification Test for the Upper Sewer Lateral only and shall document compliance or non-compliance. The
3.1.2. No Waiver Exists. If there is not a valid General Waiver or Limited Waiver with respect to a parcel at the time of a Verification Test, the District will witness the Verification Test for the Upper Sewer Lateral and, if required by the Satellite’s Local Ordinance Requirements, also the Lower Sewer Lateral, and shall document compliance or non-compliance.

3.1.3. Attendance. The District will make reasonable efforts to promptly notify the Satellite if District representatives will be unable to attend a scheduled Verification Test.

3.1.4. Notification of Scheduled Inspections.

3.1.4.1. Notification of Same-Day Inspections. Each business day at 7:00 a.m., the District will provide the Satellite a list of all PSL inspections scheduled for that day and the time window when each inspection is scheduled to occur. The Satellite may use this list to schedule its staff’s attendance at inspections as desired.

3.1.4.2. Notifications of Upcoming Inspections. Each business day at 7:00 a.m., the District will provide the Satellite a list of all PSL inspections scheduled for the following day and anytime thereafter. The District will update this list at 2:00 p.m. to include inspections scheduled after that morning’s 7:00 a.m. notice. The Satellite may use these lists to review compliance with Local Ordinance Requirements.

3.1.4.3. The Satellite may ask the District in writing not to provide the inspection notifications described in this Section 3.1.4. However, if the Satellite chooses not to receive the notifications, or if after receiving a notification it fails to act in the manner described in Section 3.2, the District will consider the parcel’s eligibility for a Compliance Certificate without regard to Local Ordinance Requirements.
3.1.5. Notification of Non-Compliance with Local Ordinance Requirements. When the District receives the Satellite’s notice provided under Section 3.2.3.3 that a parcel scheduled for inspection is non-compliant with Local Ordinance Requirements, the District will notify the Property Owner and any representative of the Property Owner in communication with the District regarding PSL certification, by email with U.S. mail follow-up, that the Satellite has stated that a property is not in compliance with Local Ordinance Requirements and therefore is not eligible to receive a Compliance Certificate until the property is brought into compliance with the Satellite’s requirements. The District shall provide the Property Owner or the representative with contact information for Satellite staff designated by Satellite for that purpose under Section 3.2.2. The notice in this Section is in addition to the separate notice provided by the Satellite under Section 3.2.4.1. If the property successfully passes a Verification Test, the District will refrain from issuing any Compliance Certificate until it receives notice from the Satellite under Section 3.2.4.3 that indicates (1) that the property has become compliant with Local Ordinance Requirements, and (2) whether or not a new Verification Test is required.

3.1.6. Material Modifications; New Verification Test. In the event that the Satellite notifies the District that material modifications were mandated to achieve compliance with Local Ordinance Requirements, the District will issue a Compliance Certificate when the PSL achieves a passing result on a new Verification Test.

3.1.7. After Hours and Weekend Inspections. The District will notify the Satellite of scheduled after-hours and weekend inspections at least 24 hours in advance.

3.1.8. Shared Laterals & Illicit Connections. The District will notify the Satellite if it becomes aware that contiguous parcels are sharing a lateral. The District will notify the Satellite of any illicit connections it finds during a Verification Test.

3.1.9. Potential Debris. The District will communicate any potential debris introduced into the sewer system during the course of the inspection and certification process, such as lost plugs, to the Satellite upon becoming aware.
3.2. The Satellite’s Responsibilities – Local Ordinance Requirements.

3.2.1. The Satellite will comply with the provisions of this Section 3.2 if, and only if, the Satellite wishes the District to take into account a parcel’s compliance or non-compliance with Local Ordinance Requirements when evaluating the parcel’s eligibility for a Compliance Certificate. This Section 3.2 is the exclusive process by which the District will delay or withhold a Compliance Certificate on grounds of non-compliance with Local Ordinance Requirements.

3.2.2. Point of Contact. The District will include the Satellite contact information the Satellite provides under Section 3.3.1 in any notice of non-compliance with Local Ordinance Requirements it provides to a Property Owner or representative under Section 3.1.5.

3.2.3. Local Ordinance Requirements – Compliance Review.

3.2.3.1. Morning Review. Each business day, the Satellite will review the morning list of PSL inspections scheduled for the following day or anytime thereafter to identify any parcels it believes are non-compliant with Local Ordinance Requirements. The District will provide the morning list by 7:00 a.m. each business day pursuant to Section 3.1.4.2.

3.2.3.2. Afternoon Review. Each business day, the Satellite will review the updated list of PSL inspections scheduled for the following day or anytime thereafter to identify any parcels it believes are non-compliant with Local Ordinance Requirements. The District will provide the updated list by 2:00 p.m. each business day pursuant to Section 3.1.4.2.

3.2.3.3. Notification of Non-Compliance with Local Ordinance Requirements. If the Satellite believes any parcel that appears on the either the morning list or the updated list is non-compliant with Local Ordinance Requirements (for example, by failing to obtain a necessary permit from the Satellite), the Satellite will notify the District in writing no later than the business day before the scheduled inspection, by 2:00 p.m. in the case of
parcels appearing on the morning list, or by 4:00 p.m. in the case of parcels appearing on the afternoon list.

3.2.4. **Local Ordinance Requirements – Gaining Compliance.** For any parcel scheduled for inspection which the Satellite believes is non-compliant with Local Ordinance Requirements, the Satellite will do the following:

3.2.4.1. Immediately notify the Property Owner and any representative of the Property Owner indicated on the scheduled inspection list provided by the District, by email with U.S. mail follow-up, that the Satellite has determined that the property is not compliant with Local Ordinance Requirements and therefore is not eligible to receive a Compliance Certificate until the property is brought into compliance with the Satellite’s requirements. The notification will specifically identify the cause of the non-compliance. The Satellite shall provide the Property Owner or the representative with contact information for appropriate Satellite staff. The notice in this Section is additional to the separate notice provided by the District under Section 3.1.5.

3.2.4.2. Manage all communications with the affected persons regarding the non-compliance and pursue any enforcement action deemed appropriate by the Satellite.

3.2.4.3. Notify the District in writing as soon as practicable after determining the parcel has become compliant with Local Ordinance Requirements. This notification will indicate whether material modifications were made to bring a PSL into compliance with Local Ordinance Requirements, such that the District should not rely on any existing Verification Test result as the basis for issuing a Compliance Certificate. Where material modifications were made, the Satellite shall send the Property Owner (or a representative of the Property Owner indicated on the scheduled inspection list provided by the District) a notification stating that (1) as a result of the material modification, any pre-existing Verification Test result is no longer valid, and (2) the
notice recipient should contact the District to schedule a new Verification Test, which the PSL must pass before a Compliance Certificate will be issued.

3.3. **The Satellite’s Responsibilities – General.**

3.3.1. **Point of Contact.** The Satellite will provide the District with the name, title, direct phone line, and email address of appropriate Satellite staff for the District to provide to Property Owners and their representatives as needed. The Satellite will provide updated contact information as needed.

3.3.2. **Permitting and Inspection.** The Satellite will be the permitting agency for all PSL work in accordance with the Satellite’s Local Ordinance Requirements. The Satellite will expeditiously issue sewer and encroachment permits for PSL work performed under the Regional PSL Program, unless the Satellite does not issue encroachment permits. The Satellite will perform construction and materials inspection for all PSL work.

3.3.3. **Effect of Verification Test.** The Satellite will accept the District’s documentation of a passing Verification Test result as conclusive evidence that the PSL, or the portion of it subject to the Verification Test, is free from leaks.

3.3.4. **Emergency.** In an emergency condition, including when the District has notified the Satellite that its representatives will be unable to attend a scheduled Verification Test or when the District representatives fail to arrive within the scheduled inspection window and cannot be contacted, the Satellite may witness the Verification Test and provide the following information to the District: (1) length and diameter of the Upper Sewer Lateral and, if applicable, the Lower Sewer Lateral, (2) which portion of the PSL was tested and by which testing method, (3) which work was performed (for example, repair or replacement), (4) result of the pressure test, (5) if the PSL was replaced, the material of both the old and new PSLs, (6) whether or not a lower cleanout was present, (7) the location of the public Sewer Main, and (8) the contractor’s name and phone number.
4. CERTIFICATES, WAIVERS, AND EXEMPTIONS

4.1. Compliance Certificates. The District will issue a single Compliance Certificate for a given parcel after all PSLs associated with the parcel have passed a Verification Test, except in the following circumstances:

4.1.1. No Compliance Certificate will be issued in connection with any parcel that is the subject of a Local Ordinance Requirements non-compliance notification provided by the Satellite under Section 3.2.3.3, until the non-compliance is resolved and the Satellite has so notified the District under Section 3.2.4.3.

4.1.2. No Compliance Certificate will be issued if either the Upper Sewer Lateral or the Lower Sewer Lateral fails to pass a Verification Test, unless the Upper Sewer Lateral passes and one of the following circumstances applies to the Lower Sewer Lateral:

4.1.2.1. a Lower Sewer Lateral does not exist (e.g. where an Upper Sewer Lateral connects to a Sewer Main via backyard easement); or

4.1.2.2. the Satellite has declared in the letter described in Section 4.3 that it does not legally require Property Owners within its jurisdiction to obtain a Compliance Certificate for Lower Sewer Laterals; or

4.1.2.3. the Satellite has informed the District as provided in Sections 4.4 and 4.5 that a valid General Waiver or Limited Waiver covers the parcel’s Lower Sewer Lateral.

4.2. Liability. The District and its Directors, officers, agents and employees assume no liability by declining to issue a Compliance Certificate as a result of receiving notification from the Satellite of non-compliance with Local Ordinance Requirements. The Satellite will indemnify, defend and hold harmless the District and its Directors, officers, agents and employees from and against any claims, lawsuits, proceedings, damages, and/or losses of any kind (including legal costs and attorneys’ fees) arising from or related to a District decision not to issue a Compliance Certificate where such decision is made in substantial accordance with Section 4.1.1.
4.3. **Responsibility for Lower Sewer Laterals.** The Satellite will inform the District in a letter signed by the Satellite’s attorney or other authorized representative whether or not the Satellite legally requires Property Owners within its jurisdiction to obtain a Compliance Certificate for Lower Sewer Laterals. The District will rely on the Satellite’s letter to determine the scope of the Regional PSL Program within the Satellite’s jurisdiction. The Satellite agrees to promptly notify the District in writing when it substantially modifies legal requirements relating to Lower Sewer Laterals.

4.3.1. In the letter described in Section 4.3, the Satellite may optionally state the location of the boundary between the Upper Sewer Lateral and Lower Sewer Lateral that shall be used within its jurisdiction, if that boundary differs from the boundary described in the Regional PSL Ordinance by the definitions of “Upper Sewer Lateral” and “Lower Sewer Lateral.” If the Satellite’s letter states a jurisdiction-specific boundary, the District will certify a parcel upon on a passing Verification Test result for the portion of the PSL defined in the letter as part of the “Upper Sewer Lateral,” and the Satellite will rehabilitate the entire portion of the PSL defined in its letter as the “Lower Sewer Lateral” at the time it rehabilitates the sewer main associated with the PSL. If the letter does not specify a boundary location, the District will use the definitions in the Regional PSL Ordinance for testing and certification purposes.

4.4. **General Waivers (Satellite’s Prior Work on Lower Sewer Lateral).** If and when the District receives the spreadsheet or GIS data described in Section 5.2.2 from the Satellite, the District will apply General Waiver status to all parcels listed in the spreadsheet or GIS data and qualifying for General Waiver status under the Regional PSL Ordinance. The District will update its General Waiver database on an ongoing basis when the Satellite provides the District with an updated spreadsheet or additional GIS data. To document General Waiver status for individual parcels, the Satellite may complete a District form used for that purpose in lieu of providing an updated spreadsheet. Upon receiving the information from a Satellite, the District will honor the General Waivers for their period specified in the Regional PSL Ordinance.

4.5. **Limited Waivers.** A valid Limited Waiver excuses the Property Owner from any applicable Local Ordinance Requirement that mandates the performance of work on the Lower Sewer Lateral. A Satellite may issue a
Limited Waiver to a property owner to accommodate a paving moratorium or for any other reason except the Satellite’s prior Repair or Replacement of the Lower Sewer Lateral. The Satellite shall provide the District a letter and spreadsheet with affected parcel numbers and associated expiration dates and may update the spreadsheet as needed. To document Limited Waiver status for individual parcels, the Satellite may complete a District form used for that purpose in lieu of providing an updated spreadsheet. Upon receiving the information from a Satellite, the District will honor the Limited Waivers for their period of validity.

4.6. **Construction and Remodeling.** Within the Satellite’s service area, High-Value Construction or Remodel Permit applications are processed by three other public entities: the City of El Cerrito, the City of Richmond, and Contra Costa County. It is in the interest of the District and the Satellite for those other public entities to avoid finalizing any High-Value Construction or Remodel Permit application until the applicant obtains one of the following: (1) a Compliance Certificate, (2) an Exemption Certificate, or (3) a written notice from the District that the Property Owner may defer certification because its PSLs exceed 1,000 feet or are located within a Homeowner’s Association which has assumed responsibility for PSL compliance. Accordingly, the Satellite will help the District provide outreach and education to the appropriate staff of the aforementioned public entities. The Satellite will also make reasonable efforts to communicate and follow up with those public entities regarding specific permit applications, in order to maintain a high rate of compliance with the Regional PSL Ordinance within its service area.

4.6.1. Reserved.

4.6.2. Reserved.

4.7. **Exemption Certificates.** When a property owner requests an Exemption Certificate from the District, the District will confirm eligibility based on data provided to the District by the Satellite under Section 5.2.3 or, in cases of sales or transfers exempted from the Regional PSL Ordinance’s definition of “Title Transfer,” based on the District’s verification of supporting documentation submitted by the Property Owner. The District will inform the Property Owner of the Property Owner’s eligibility status as soon as reasonably possible.
4.8. **Notification of Issued Compliance Certificates.** Each business day, the District will notify the Satellite of Compliance Certificates issued the previous day.

5. **DATA SHARING AND ANNUAL REPORTING**

5.1. **The District’s Responsibilities.**

5.1.1. **Annual Reporting.** The District will report on the Regional PSL Program in its Consent Decree Annual Report.

5.1.2. **Regional Database.** The District will develop and maintain a regional database of Regional PSL Program records that includes information related to parcel compliance status, including Verification Test records. The District will share the information maintained in the regional database with the Satellite in a timely fashion, upon reasonable request by the Satellite.

5.2. **The Satellite’s Responsibilities.**

5.2.1. **Data Regarding High-Value Construction & Remodel Permits.** The Satellite will make reasonable efforts to help the District annually receive the following information from the other public entities which issue High-Value Construction or Remodel Permits within its service area: (1) a list of such permits issued during the prior Fiscal Year, (2) the APN and address associated with each permit, and (3) whether a Compliance Certificate was submitted prior to issuance of the certificate(s) of occupancy. The Satellite shall make reasonable outreach efforts to the other public entities so that the other public entities provide that information to the District after each Fiscal Year by July 31.

5.2.2. **Data Regarding Satellite-Performed Work on Lower Laterals.** Unless the Satellite provides the letter described in Section 4.3 declaring Property Owners’ non-responsibility for Lower Sewer Laterals, the Satellite will: (1) provide the District with a spreadsheet or GIS data containing the assessor’s parcel number (APN) and date of Lower Sewer Lateral replacement for each parcel on which the Satellite replaced the Lower Sewer Lateral during the 20-year period prior to the effective date of the Regional PSL Program in the Satellite’s jurisdiction to facilitate the District’s issuance of parcel-specific General Waivers where
appropriate, and (2) keep the spreadsheet or GIS data current to reflect the Satellite’s ongoing Lower Sewer Lateral replacement work on additional parcels and provide the District with the updated spreadsheet monthly.

5.2.3. Data Regarding Satellite-Issued Compliance Certificates. Unless it has done so before this Agreement’s effective date, the Satellite will provide the District with a spreadsheet or GIS data containing the assessor’s parcel number (APN) and date of issuance of all valid, unexpired Compliance Certificates or comparable documents issued by the Satellite during the period prior to the effective date of this Agreement to facilitate the District’s issuance of Exemption Certificates, where applicable. The Satellite will timely provide information upon the District’s request confirming if a specific Property Owner obtained and finalized a permit for PSL work.

5.3. Staff Contacts. The Parties each agree to provide each other a list of staff contacts involved in the Regional PSL Program and to keep each other informed of relevant personnel changes on an ongoing basis.

6. ENFORCEMENT

6.1. District’s Role. The District may enforce all provisions of the Regional PSL Ordinance. Enforcement of Regional PSL Ordinance provisions related to Compliance Certificates and Time Extension Certificates is the District’s sole responsibility.

6.2. Satellite’s Role. Enforcement of the Satellite’s Local Ordinance Requirements is the Satellite’s sole responsibility. When the Satellite identifies non-compliance with Local Ordinance Requirements, the District will decline to issue a Compliance Certificate in the manner and under the circumstances specified in this Agreement, but all further actions to gain compliance will be the Satellite’s responsibility.

7. INSURANCE

7.1. The Satellite shall take out and maintain during the life of the Agreement all the insurance required in this Section 7 (Insurance), and shall submit certificates for review and approval by the District. The Satellite shall not commence work until such insurance has been approved by the District. The Satellite may comply with its obligations under this Section 7
(Insurance) by providing evidence of self-insurance to the District signed by a responsible official of Satellite with authority to provide proof of insurance coverage.

7.2. The Satellite shall take out and maintain during the life of the Agreement Workers Compensation Insurance for all of its employees on the project. In lieu of evidence of Workers Compensation Insurance, the District will accept a Self-Insured Certificate from the State of California. Workers’ Compensation insurance must contain a waiver of subrogation endorsement providing that each insurer waives any rights of recovery by subrogation, or otherwise, against the District, its directors, officers, officials, agents, volunteers, and employees.

7.3. The Satellite shall take out and maintain during the life of the Agreement Commercial General and Automobile Liability Insurance that provides protection from claims that may arise from operations or performance under this Agreement. The amounts of insurance shall not be less than the following:

7.3.1. $2,000,000/Occurrence, Bodily Injury, Property Damage – Automobile.

7.3.2. $2,000,000/Occurrence, Bodily Injury, Property Damage – General Liability.

8. **TERM AND TERMINATION**

8.1. This Agreement shall become effective on the first date it has been executed by both Parties. This Agreement will remain binding and effective until terminated in the manner provided in this Section 8.

8.2. The Parties may terminate this Agreement at any time by mutual written consent.

8.3. In the absence of mutual written consent, this Agreement may not be terminated before five years has elapsed from the Consent Decree’s effective date.

8.4. Once at least five years has elapsed from the Consent Decree’s effective date, the Satellite may unilaterally terminate this Agreement if the Satellite has completed the process required by the Consent Decree to cease its participation in the Regional PSL Program (including U.S. EPA approval
of the Satellite’s no-less-stringent application for its proposed PSL ordinance).

9. GENERAL PROVISIONS

9.1. The General Provisions set forth in Section 6 of the Side Agreement are incorporated by reference into and shall apply to this Agreement. This Agreement, immediately upon its full execution, will be automatically incorporated by reference into the Side Agreement.
IN WITNESS WHEREOF, the Parties hereto have executed this Agreement the day and year below written.

EAST BAY MUNICIPAL UTILITY DISTRICT

_________________________________________ Date: ____________________________
EILEEN M. WHITE
Director of Wastewater

Approved as to form:

________________________________________
for the Office of General Counsel

STEGE SANITARY DISTRICT

_________________________________________ Date: ____________________________
REX DELIZO
District Manager

Approved as to form:

________________________________________
KRISTOPHER KOKOTAYLO
District Counsel
FLEXIBLE BENEFITS PLAN REVIEW

ISSUE:
Health care premiums will increase on January 1, 2019 and the Board should decide whether to change the flexible benefits plan (flex plan) contribution and, if needed, the plan “cash out” limit.

FISCAL IMPACT:
The fiscal impact is dependent upon the decision of the Board. An increase of the most recent JUN 2018 CPI-U SF (CUURA422SA0) increase of 3.9% would result in an increase of about $73 per month per employee or ~$8,760 per year total.

STRATEGIC PLAN:
GOAL 4: Provide Safe and Rewarding Work Environment that Recognizes the Worth and Value of Employees
   WORK PLAN ITEM ”b”: Annually review employee salary and benefits and conduct a survey vs. comparable agencies at least every five (5) years

BACKGROUND:
In general, the District flex plan provides eligible employees with a choice among premium payments for medical coverage, medical expense reimbursements, dependent care assistance reimbursements, and/or taxable “cash out” compensation.

The employee’s options, other than premium payments, have maximum limits:
   • Maximum “cash out” = $1,000/mo.
   • Maximum medical expense reimbursement = $2,650/yr. ($220.83/mo.)
   • Maximum dependent care assistance reimbursement = $5,000/yr. ($416.67/mo.)

For 2018, the Board increased the flexible benefits plan amount to match the lowest family plan rate, PERS Select, of $1866 and kept the flexible benefits plan cash out amount of $1000 unchanged.

For 2019, PERS Select offers the lowest family plan rate of $1,412, well below the previous rate of $1,866, and Kaiser has also lowered premiums by 1.5%.

RECOMMENDATION:
Keep both the flexible benefits plan amount of $1866 and the flexible benefits plan cash out amount of $1000 unchanged.

ATTACHMENTS:
   • Historical Medical Cost & Flex Plan/Cash Out Amounts
   • Monthly Premiums for Contracting Agencies Bay Area Region
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### MEDICAL COST (HEALTH COVERAGE PER MONTH)

<table>
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<tr>
<th>Calendar Year</th>
<th>Flex Plan Amount</th>
<th>Cash-out Limit</th>
<th>Kaiser Emp. Only</th>
<th>Kaiser Emp. &amp; 2+</th>
<th>Anthem (T) Emp. Only</th>
<th>JUNE CPI U SF</th>
<th>CPI U SF % DIFF</th>
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*NOTE: Actual cash-out amounts vary based on optional Medical and Dependant Care re-imbursements*

### Number of Current Employees on Plan

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<tr>
<th>Year</th>
<th>Kaiser Employee Only</th>
<th>Kaiser Employee &amp; 2+</th>
<th>Anthem Traditional Employee Only</th>
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</thead>
<tbody>
<tr>
<td>2017</td>
<td>$733.39</td>
<td>$1,906.81</td>
<td>$990.05</td>
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<tr>
<td>2018</td>
<td>$779.86</td>
<td>$2,027.64</td>
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<td>2019</td>
<td>$768.25</td>
<td>$1,997.45</td>
<td>$1,111.13</td>
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* JUN CPI-U SF Series Id: CUURA422SA0

9/18/2018
CalPERS 2019 Monthly Premiums for Contracting Agencies
Bay Area Region
Alameda, Amador, Contra Costa, Marin, Napa, Nevada, San Francisco, San Joaquin,
San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma, Sutter, Yuba

Actives and Annuittants
Effective Date: 1/1/2019 - 12/31/2019

### Basic Monthly Rate (B)

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<th>PLAN</th>
<th>Employee Only</th>
<th>Plan Code</th>
<th>Party Rate</th>
<th>Employee &amp; 1 Dependent</th>
<th>Plan Code</th>
<th>Party Rate</th>
<th>Employee &amp; 2+ Dependents</th>
<th>Plan Code</th>
<th>Party Rate</th>
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<tbody>
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### Supplement/Managed Medicare Monthly Rate (M)

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<th>PLAN</th>
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<th>Plan Code</th>
<th>Party Rate</th>
<th>Employee &amp; 1 Dependent</th>
<th>Plan Code</th>
<th>Party Rate</th>
<th>Employee &amp; 2+ Dependents</th>
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<td>647.48</td>
<td>114 2</td>
<td>5</td>
<td>971.22</td>
<td>114 3</td>
<td>6</td>
</tr>
<tr>
<td>Kaiser Senior Adv/Dental</td>
<td>323.74</td>
<td>490 1</td>
<td>4</td>
<td>647.48</td>
<td>490 2</td>
<td>5</td>
<td>971.22</td>
<td>490 3</td>
<td>6</td>
</tr>
<tr>
<td>PERS Choice Med Supp</td>
<td>360.41</td>
<td>116 1</td>
<td>4</td>
<td>720.82</td>
<td>116 2</td>
<td>5</td>
<td>1,081.23</td>
<td>116 3</td>
<td>6</td>
</tr>
<tr>
<td>PERS Select Med Supp</td>
<td>360.41</td>
<td>136 1</td>
<td>4</td>
<td>720.82</td>
<td>136 2</td>
<td>5</td>
<td>1,081.23</td>
<td>136 3</td>
<td>6</td>
</tr>
<tr>
<td>PERSCare Med Supp</td>
<td>394.83</td>
<td>132 1</td>
<td>4</td>
<td>789.66</td>
<td>132 2</td>
<td>5</td>
<td>1,184.49</td>
<td>132 3</td>
<td>6</td>
</tr>
<tr>
<td>PORAC Med Supp</td>
<td>513.00</td>
<td>208 1</td>
<td>4</td>
<td>1,022.00</td>
<td>208 2</td>
<td>5</td>
<td>1,635.00</td>
<td>208 3</td>
<td>6</td>
</tr>
<tr>
<td>UnitedHealthcare Grp Med Adv/PPO Health Only</td>
<td>299.37</td>
<td>380 1</td>
<td>4</td>
<td>598.74</td>
<td>380 2</td>
<td>5</td>
<td>898.11</td>
<td>380 3</td>
<td>6</td>
</tr>
<tr>
<td>UnitedHealthcare Grp Med Adv/PPO Health/Dental/Vision</td>
<td>299.37</td>
<td>381 1</td>
<td>4</td>
<td>598.74</td>
<td>381 2</td>
<td>5</td>
<td>898.11</td>
<td>381 3</td>
<td>6</td>
</tr>
</tbody>
</table>

1Dental and Vision coverage is an additional $38.00 per member per month premium. You will be billed directly for this amount.
2Dental benefit is an additional $15.05 per member per month premium. You will be billed directly for this amount.
3Dental and Vision coverage is an additional $27.65 per member per month premium. You will be billed directly for this amount.
DEFERRED COMPENSATION MATCHING REVIEW

ISSUE:
The Board shall review the deferred compensation matching contribution annually and consider any changes.

FISCAL IMPACT:
The fiscal impact is dependent upon the decision of the Board. For each $10 change to the deferred compensation matching contribution rate, the impact would be up to $1200 per year.

STRATEGIC PLAN:
GOAL 4: Provide Safe and Rewarding Work Environment that Recognizes the Worth and Value of Employees
   WORK PLAN ITEM “b”: Annually review employee salary and benefits and conduct a survey vs. comparable agencies at least every five (5) years

BACKGROUND:
In September 2012, in conjunction with lowering the flexible benefit cash out limit, the Board approved a deferred compensation matching contribution benefit of $240 per month. The intent was to lower the cash-out limit to a level in line with cash-in-lieu amounts of other comparable agencies while compensating employees most of the difference with the deferred compensation matching contribution benefit.

In March 2018, the District increased the deferred compensation matching contribution benefit up to $250 per month, up to the total combined maximum contribution as allowed by law. All employees are currently contributing enough to take advantage of the maximum benefit.

RECOMMENDATION:
Keep the deferred compensation matching contribution benefit of $250 per month unchanged.

ATTACHMENTS:
None
CANCELLATION OF THE OCTOBER 11, 2018 REGULAR BOARD MEETING

ISSUE:
The Board will consider cancellation of the upcoming regular Board meeting on October 11, 2018 since there are no pressing agenda items to discuss.

FISCAL IMPACT:
By cancelling the meeting, the District will save from paying the five Directors’ meeting compensation fee total of $1075.

BACKGROUND:
There are no pressing agenda items scheduled for the upcoming regular Board meeting on October 11, 2018. Unless new time sensitive issues come up that would necessitate a meeting, the meeting can be cancelled.

RECOMMENDATION:
Approve the cancellation of the October 11, 2018 regular Board Meeting and have staff post a Notice of Meeting Cancellation on the District website and bulletin board outside the District office.

ATTACHMENTS:
Notice of Meeting Cancellation
NOTICE OF MEETING
CANCELLATION

NOTICE IS HEREBY GIVEN as follows:

The regular board meeting of the Stege Sanitary District Board of Directors scheduled for October 11, 2018 has been cancelled.

The next meeting of the Stege Sanitary District Board of Directors will be held on October 25, 2018 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California.

Dated: September 27, 2018

Rex Delizo
SECRETARY
### ASSETS

| Current Assets | ASSETS  |  |  |  |  |  |
|----------------|---------|-----------------------|-------|-------|-------|-------|-------|
| Checks         | Deposits| Transfers            |       |       |       |       |       |
| ASSETS         | Current Assets | ASSETS  |  |  |  |  |       |
| Checking/Savings |  |  |  |  |  |  |       |
| LAIF Investment Accts |  |  |  |  |  |  |       |
| 11012 · Sewer Operations- 3418 |  |  |  |  |  |  |       |
| 11014 · System Rehab- 3423 |  |  |  |  |  |  |       |
| Total LAIF Investment Accts |  |  |  |  |  |  |       |
| Checking Accts |  |  |  |  |  |  |       |
| 100 · Mechanics Bank |  |  |  |  |  |  |       |
| 100 · County Cash Acct #3418 |  |  |  |  |  |  |       |
| Total Checking Accts |  |  |  |  |  |  |       |
| 11021 · Petty Cash |  |  |  |  |  |  |       |
| Total Checking/Savings |  |  |  |  |  |  |       |
| 301 · Ca Employer’s Retiree Benefit Trust |  |  |  |  |  |  |       |
| Total CA Employer’s Retiree Benefit Trust |  |  |  |  |  |  |       |
| 31040 · San Pablo Impact Fee |  |  |  |  |  |  |       |
| Total CA Employer’s Retiree Benefit Trust |  |  |  |  |  |  |       |
| Accounts Receivable |  |  |  |  |  |  |       |
| 11072 · Accounts Receivable |  |  |  |  |  |  |       |
| Total Accounts Receivable |  |  |  |  |  |  |       |

$Change = July 31, 2018 - August 31, 2018

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

Rex Delizo, District Manager  
Date

Note: * Reduction or increase is based on property tax estimate.
## Income

### 31 · OPERATING REVENUE

<table>
<thead>
<tr>
<th>Description</th>
<th>July-August 2018</th>
<th>Annual Budget</th>
<th>% of Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>31010 · Sewer Service Charges</td>
<td>-</td>
<td>2,435,000</td>
<td>0%</td>
</tr>
<tr>
<td>31020 · Permit &amp; Insp. Fees</td>
<td>2,355</td>
<td>15,000</td>
<td>16%</td>
</tr>
<tr>
<td>31030 · Connection Fees</td>
<td>186,801</td>
<td>150,000</td>
<td>125%</td>
</tr>
<tr>
<td>31040 · San Pablo Impact Fee</td>
<td>272,363</td>
<td>100,000</td>
<td>272%</td>
</tr>
<tr>
<td>31080 · Contracted Services</td>
<td>-</td>
<td>30,000</td>
<td>0%</td>
</tr>
<tr>
<td>31010a · Capital Service Charges</td>
<td>-</td>
<td>2,242,000</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total 31 · OPERATING REVENUE</strong></td>
<td><strong>461,519</strong></td>
<td><strong>4,972,000</strong></td>
<td><strong>9%</strong></td>
</tr>
</tbody>
</table>

### 32 · NON-OPERATING REVENUE

<table>
<thead>
<tr>
<th>Description</th>
<th>July-August 2018</th>
<th>Annual Budget</th>
<th>% of Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>32050 · Interest - 3418</td>
<td>-</td>
<td>12,000</td>
<td>0%</td>
</tr>
<tr>
<td>32052 · Interest - 3423</td>
<td>-</td>
<td>5,000</td>
<td>0%</td>
</tr>
<tr>
<td>32080 · Property Taxes</td>
<td>-</td>
<td>400,000</td>
<td>0%</td>
</tr>
<tr>
<td>32085 · Insurance Dividend</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>32090 · Miscellaneous</td>
<td>-</td>
<td>21,000</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total 32 · NON-OPERATING REVENUE</strong></td>
<td><strong>-</strong></td>
<td><strong>438,000</strong></td>
<td><strong>0%</strong></td>
</tr>
</tbody>
</table>

**Transfer (to)/from Reserves**

<table>
<thead>
<tr>
<th>Description</th>
<th>July-August 2018</th>
<th>Annual Budget</th>
<th>% of Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer (to)/from Reserves</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>461,519</strong></td>
<td><strong>5,920,530</strong></td>
<td><strong>8%</strong></td>
</tr>
</tbody>
</table>

## Expense

### OPERATING EXPENSES

#### Administration/General

<table>
<thead>
<tr>
<th>Description</th>
<th>July-August 2018</th>
<th>Annual Budget</th>
<th>% of Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>45-010 · Salaries &amp; Wages</td>
<td>29,520</td>
<td>186,100</td>
<td>16%</td>
</tr>
<tr>
<td>45-020 · Employee Benefits</td>
<td>63,163</td>
<td>110,284</td>
<td>57%</td>
</tr>
<tr>
<td>45-029 · Retiree Health</td>
<td>1,689</td>
<td>10,300</td>
<td>16%</td>
</tr>
<tr>
<td>45-030 · Directors Expenses</td>
<td>7,380</td>
<td>39,000</td>
<td>19%</td>
</tr>
<tr>
<td>45-070 · Insurance</td>
<td>54,641</td>
<td>98,800</td>
<td>55%</td>
</tr>
<tr>
<td>Administration - Other</td>
<td>25,343</td>
<td>298,600</td>
<td>8%</td>
</tr>
<tr>
<td><strong>Total Administration</strong></td>
<td><strong>181,736</strong></td>
<td><strong>743,084</strong></td>
<td><strong>24%</strong></td>
</tr>
</tbody>
</table>

#### Maintenance/Engineering

<table>
<thead>
<tr>
<th>Description</th>
<th>July-August 2018</th>
<th>Annual Budget</th>
<th>% of Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>41-010 · Salaries &amp; Wages</td>
<td>153,395</td>
<td>969,960</td>
<td>16%</td>
</tr>
<tr>
<td>41-020 · Employee Benefits</td>
<td>119,118</td>
<td>484,176</td>
<td>25%</td>
</tr>
<tr>
<td>41-029 · Retiree Health</td>
<td>1,689</td>
<td>10,300</td>
<td>16%</td>
</tr>
<tr>
<td>41-100 · Operating Supplies</td>
<td>7,518</td>
<td>40,000</td>
<td>19%</td>
</tr>
<tr>
<td>41-110 · Contractual Services</td>
<td>2,438</td>
<td>96,900</td>
<td>3%</td>
</tr>
<tr>
<td>41-207 · Contracted Repairs</td>
<td>-</td>
<td>62,000</td>
<td>0%</td>
</tr>
<tr>
<td>Maintenance- Other</td>
<td>15,218</td>
<td>301,450</td>
<td>5%</td>
</tr>
<tr>
<td><strong>Total Maintenance/Engineering</strong></td>
<td><strong>299,375</strong></td>
<td><strong>1,964,786</strong></td>
<td><strong>15%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>July-August 2018</th>
<th>Annual Budget</th>
<th>% of Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pump Stations</td>
<td>4,610</td>
<td>16,460</td>
<td>28%</td>
</tr>
<tr>
<td><strong>Total OPERATING EXPENSES</strong></td>
<td><strong>485,721</strong></td>
<td><strong>2,724,330</strong></td>
<td><strong>18%</strong></td>
</tr>
</tbody>
</table>

### CAPITAL

<table>
<thead>
<tr>
<th>Description</th>
<th>July-August 2018</th>
<th>Annual Budget</th>
<th>% of Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>41-650 · Debt Repayment (SRF Loans)</td>
<td>-</td>
<td>148,200</td>
<td>0%</td>
</tr>
<tr>
<td>Construction Projects</td>
<td>-</td>
<td>2,623,000</td>
<td>0%</td>
</tr>
<tr>
<td>Outlay(Maintenance/Engineering)</td>
<td>-</td>
<td>425,000</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total CAPITAL</strong></td>
<td><strong>-</strong></td>
<td><strong>3,196,200</strong></td>
<td><strong>0%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>July-August 2018</th>
<th>Annual Budget</th>
<th>% of Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Expense</strong></td>
<td><strong>485,721</strong></td>
<td><strong>5,920,530</strong></td>
<td><strong>8%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>July-August 2018</th>
<th>Annual Budget</th>
<th>% of Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Net</strong></td>
<td><strong>(24,202)</strong></td>
<td><strong>0</strong></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Memo</td>
<td>Amount</td>
<td>Num</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------------------------</td>
<td>-------------</td>
<td>------</td>
</tr>
<tr>
<td>Aramark Uniform Services</td>
<td></td>
<td>-483.29</td>
<td>25718</td>
</tr>
<tr>
<td>Chavan &amp; Associates, LLP</td>
<td>2017-2018 Audit</td>
<td>-5,625.00</td>
<td>25719</td>
</tr>
<tr>
<td>Costco</td>
<td>Costco Membership Renewal</td>
<td>-60.00</td>
<td>25720</td>
</tr>
<tr>
<td>D'Arcy &amp; Harty Construction</td>
<td>Project 18201</td>
<td>-250,662.16</td>
<td>25721</td>
</tr>
<tr>
<td>East Bay Sanitary Co., Inc.</td>
<td>Debri Box Dump</td>
<td>-421.00</td>
<td>25722</td>
</tr>
<tr>
<td>Mobile Fleetcare</td>
<td>Vehicle Maintenance</td>
<td>-4,434.30</td>
<td>25723</td>
</tr>
<tr>
<td>MuniQuip LLC</td>
<td>Manhole Monitor Floats</td>
<td>-500.84</td>
<td>25724</td>
</tr>
<tr>
<td>Pastime Hardware</td>
<td>Inv#170105/1</td>
<td>-26.32</td>
<td>25725</td>
</tr>
<tr>
<td>Staples Credit Plan</td>
<td>Acct#6035517820642014/Office supplies</td>
<td>-52.51</td>
<td>25726</td>
</tr>
<tr>
<td>Sep 27, 18</td>
<td></td>
<td><strong>-262,265.42</strong></td>
<td></td>
</tr>
<tr>
<td>SEPTEMBER 2018</td>
<td>OCTOBER 2018</td>
<td>NOVEMBER 2018</td>
<td>DECEMBER 2018</td>
</tr>
<tr>
<td>----------------</td>
<td>-------------</td>
<td>--------------</td>
<td>--------------</td>
</tr>
<tr>
<td><strong>9/3 HOLIDAY</strong></td>
<td><strong>11/22 &amp; 23 HOLIDAY</strong></td>
<td><strong>12/13 Christmas Luncheon</strong></td>
<td><strong>1/1 &amp; 1/14 HOLIDAY</strong></td>
</tr>
<tr>
<td>9/13/2018 – 7:00 P.M.</td>
<td>10/11/2018 – 7:00 P.M.</td>
<td>11/8/2018 – 7:00 P.M.</td>
<td>12/13/2018 – <strong>2:00 P.M.</strong></td>
</tr>
<tr>
<td><strong>Board of Directors Meeting</strong></td>
<td><strong>Board of Directors Meeting</strong></td>
<td><strong>Board of Directors Meeting</strong></td>
<td><strong>Board of Directors Meeting</strong></td>
</tr>
<tr>
<td>o CSDA Conference</td>
<td>o Regional PSL Program Update</td>
<td>o Proposed Meeting Calendar</td>
<td><strong>2PM Meeting Time</strong></td>
</tr>
<tr>
<td></td>
<td>o Regional FOG Program Update</td>
<td>o Board Officer Succession Plan</td>
<td>♦ Nomination &amp; Election of Officers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o CASA Conference</td>
<td>♦ Fiscal Year Financial Audit</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>♦ Connection Charge Calculation Report</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>♦ CASA Conference</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>♦ Meeting Calendar</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>♦ Consent Decree Quarterly Report</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>♦ Long Range Planning Discussion of Topics</td>
</tr>
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<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>♦ Actuarial Analysis of Retiree Health Benefits Report (even years)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>♦ Service Rate Discussion</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>♦ CASA Conference</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>♦ Board Training Summary</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>♦ CSDA Conference – Attendee Reports</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>♦ Quarterly Financial Statements</td>
</tr>
<tr>
<td>9/27/2018 – 7:00 P.M.</td>
<td>10/25/2018 – 7:00 P.M.</td>
<td>1/31/2019 – 7:00 P.M.</td>
<td></td>
</tr>
<tr>
<td><strong>Board of Directors Meeting</strong></td>
<td><strong>Board of Directors Meeting</strong></td>
<td><strong>Board of Directors Meeting</strong></td>
<td></td>
</tr>
<tr>
<td>o Consent Decree Quarterly Report</td>
<td>♦ Quarterly Financial Statements</td>
<td>♦ Resolution for Disposal of Surplus Property</td>
<td></td>
</tr>
<tr>
<td>o CSDA Conference – Attendee Reports</td>
<td></td>
<td>♦ Quarterly Financial Statements</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>♦ CASA Conf. – Attendee Reports</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>♦ Service Rate Discussion</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>♦ Long Range Planning</td>
<td></td>
</tr>
</tbody>
</table>

♦ INFORMATIONAL ITEMS

♦ ACTION ITEMS

CHANGES IN ITALICS
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AB 1234 Training (even years)</strong>&lt;br&gt;3/9/2019 – 9:00 A.M.</td>
<td><strong>4/11/2019 – 7:00 P.M.</strong>&lt;br&gt;Board of Directors Meeting&lt;br&gt;9AM Meeting Time o Service Rate Discussion/Approval (&amp; 30-day Notice) o Board Training Summary o CASA Conference – Attendee Reports</td>
<td><strong>5/9/2019 – 7:00 P.M.</strong>&lt;br&gt;Board of Directors Meeting o Board Training Summary o Draft Budget o July 4th Fair Discussion</td>
<td><strong>6/13/2019 – 7:00 P.M.</strong>&lt;br&gt;Board of Directors Meeting o Draft Budget ♦ Review Director Meeting Compensation ♦ July 4th Fair Discussion ♦ Approve Project Plans and Specs (+CEQA) ♦ Approve Salary Ranges for District Positions ♦ CLOSED SESSION – Quarterly Claims Rpt ♦ July 4th Fair Debrief ♦ District Investment Policy ♦ Form 470 ♦ CASA Conference ♦ Reimb. Report per Gov. Code 53065.5 ♦ Quarterly Financial Statements ♦ Candidate filing period (even years) ♦ Establish and Collect Sewer Service Charges ♦ Notice of Completion/Award of Contract ♦ Resolution Est. Salary of District Manager</td>
<td><strong>7/18/2019 – 7:00 P.M.</strong>&lt;br&gt;Board of Directors Meeting ♦ CLOSED SESSION – Counsel Perf. Eval. ♦ Resolution Ordering Board Election (even years) o Draft Budget ♦ July 4th Fair Discussion ♦ Service Rate Discussion/Approval (&amp; 30-day Notice) ♦ Approval of July Fair Booth ♦ Notice of Completion/Award of Contract ♦ District Reserve Policy ♦ July 4th Fair Discussion ♦ Consent Decree Quarterly Report</td>
<td>♦ CASA Annual Conf. Aug 21-23 San Diego, CA</td>
</tr>
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- INFORMATIONAL ITEMS
- **ACTION ITEMS**

**CHANGES IN ITALICS**