

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF APRIL 26, 2018
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

***** **AGENDA** *****

(Items on the agenda may be taken out of order.)

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

I. Call To Order:

II. Roll Call:

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

III. Public Comment:

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

CLOSED SESSION

Liability Claims

Gov. Code § 54956.95

Claimant: Lungkhawa

Agency Claimed Against: Stege Sanitary District

IV. Approval of Minutes

Motion:

A. Approval of March 22, 2018 Board Meeting Minutes

(The Board will be asked to review and approve the minutes of March 22, 2018 Board Meeting)

Info:

V. Communications

A. Oral Communications

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
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1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings
 - a. City & Community Meetings
 - b. California Association of Sanitation Agencies (CASA) - Public Policy Forum, Sacramento, CA
- B. Written Communications
 1. EMAIL- 2018 Election for Contra Costa LAFCO Special District Seats Results
 2. Kids for the Bay – Watershed Action Program (WAP) Interim Report

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

- A. Attorney’s Report
- B. Manager’s Report
 1. Monthly Maintenance Summary Report
 2. Monthly Report of Sewer Replacements and Repairs
 3. Employee Benefits
 4. USEPA Consent Decree Compliance Check-in Meeting
 5. California Association of Sanitation Agencies (CASA)
 - August 8-10, 63rd Annual Conference, Monterey, CA
 6. California Special District Association (CSDA)
 - May 22-23, Special Districts Legislative Days, Sacramento, CA
 - September 24-27, Annual Conference, Indian Wells, CA

VII. Business

- Info/Resolution: A. Resolution No. 2096-0418 Amending Resolution No. 2003-1012 and the Personnel Policies of the Stege Sanitary District Regarding Article IV, Section 1 – 4.1.6. Deferred Compensation Program
(The Board will be asked to approve the Resolution)
- Info/Resolution: B. Resolution No. 2097-0418 Approving and Authorizing Professional Services Agreement for Chemical Root Control of Sanitary Sewer Lines
(The Board will be asked to approve the Resolution)
- Info/Motion: C. Professional Auditing Services – Evaluation of Proposals
(The Board will evaluate the proposals and select a firm)

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Info/Motion: D. Consideration to Reroute District Sanitary Sewer Main to Avoid a Type III Easement Encroachment at 610 Beloit Avenue, Kensington
(The Board will consider the request)

Info: **VIII. Financial Statements – March 2017**
A. Monthly Investment, Cash, Receivables Report
B. Monthly Operating Statement
C. Monthly Cash on Hand vs. Target Reserves
D. California Employers’ Retiree Benefit Trust (CERBT) Quarterly Statement
E. Local Agency Investment Fund (LAIF) Quarterly Statement
(The Board will review the reports and statements)

Info/Motion: **IX. Approval of Checks**
A. Checks for April 26, 2018 - Fund No. 3418 & 3423
(The Board will be asked to approve the April 2018 checks)

Info: **X. Future Agenda Items**
May 10, 2018
Board Training Summary
Draft Budget
July 4th Fair Discussion

May 24, 2018
CLOSED SESSION – District Counsel Performance Evaluation
Draft Budget
July 4th Fair Discussion

XI. Adjournment
(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on May 10, 2017 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF MARCH 22, 2018
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

*****MINUTES*****

I. Call To Order: President Dwight Merrill called the meeting to order at 7:00 P.M.

II. Roll Call: Present: James, Miller, O'Keefe, Merrill
Absent: Gilbert-Snyder (gave prior notice)
Others Present: Rex Delizo, District Manager
Kristopher Kokotaylo, District Counsel

Agenda Items: Directors and Officers of the Board did not announce any conflicts of interest posed by items on the meeting agenda.

III. Public Comment: There was no public comment.

IV. Approval of Minutes

A. Approval of February 15, 2018 Special Board Meeting Minutes

MOTION: By O'Keefe, seconded by James, to approve the minutes of the February 15, 2018 Special Board Meeting

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

B. Approval of February 15, 2018 Regular Board Meeting Minutes

MOTION: By O'Keefe, seconded by Miller, to approve the minutes of the February 15, 2018 Regular Board Meeting, as amended

VOTE: AYES: James, Miller, O'Keefe, Merrill
NOES: None
ABSTAIN: None

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ABSENT: Gilbert-Snyder

C. Approval of March 10, 2018 Long Range Planning Workshop Minutes

MOTION: By James, seconded by O’Keefe, to approve the minutes of the March 10, 2018 Long Range Planning Workshop, as amended

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

V. **Communications**

A. Oral Communications

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

a. City & Community Meetings

Miller gave a report on his attendance at the El Cerrito City Council Meetings held on March 6th and March 20th.

b. California Association of Sanitation Agencies (CASA) Washington D.C. Conference - February 26-28, 2018

In accordance with AB 1234, Director Merrill gave a report on his attendance at the CASA Conference.

B. Written Communications

1. 2018 Election for LAFCO Special District Seats

The Board reviewed and discussed the candidates for the two Special District vacancies on LAFCO.

MOTION: By James, seconded by O’Keefe, to vote for Igor Skaredoff for the regular Special District Member for a term of office on LAFCO to May 2022 and Stan Caldwell as the alternate

VOTE: AYES: James, Miller, O’Keefe, Merrill

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NOES: None
ABSTAIN: None
ABSENT: Gilbert-Snyder

VI. Reports of Staff and Officers

A. Attorney's Report:

Kokotaylo reported on Senate Bill 827, sponsored by Senator Scott Wiener, which proposes to override local zoning controls on properties within major public transit areas.

B. Manager's Report

1. Monthly Maintenance Summary Report – February 2018

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

2. Monthly Report of Sewer Replacements and Repairs

The Manager reported that there were no replacement and one repair invoice paid in February.

3. Consent Decree Status Report

The Manager reported no significant issues with meeting the District's Consent Decree minimum requirements.

4. Draft Action Plan for 2018

The Manager received approval of the Action Plan from the Long Range Planning Workshop.

5. Board Training Summary

The Manager reported on the Board training deadlines.

6. Form 700 – Statement of Economic Interest/Conflict of Interest

The Manager reminded Directors the deadline to file their Form 700 is April 2, 2018.

7. California Association of Sanitation Agencies (CASA)

The Manager reported on the upcoming conference dates and the Board authorized attendance at the upcoming annual conference for Directors that choose to attend.

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MOTION: By James, seconded by O’Keefe, to authorized attendance at the upcoming CASA 63rd Annual Conference, Monterey, CA on August 8-10, 2018, for Directors that choose to attend

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

VII. Business

A. California Employer’s Retiree Benefit Trust (CERBT) Fund Disbursement

The Board discussed whether to receive a disbursement from the California Employers’ Retiree Benefit Trust (CERBT) for Fiscal Year 2017-18.

MOTION: By James, seconded by O’Keefe, to pay the retiree medical payments directly in full without receiving a disbursement from the CERBT fund and to ask at the next actuarial valuation how this will affect the goal of the trust becoming fully funded

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

B. Professional Auditing Service – Request for Proposals (RFP)

The Board considered issuing a request for proposals (RFP) for professional auditing services.

MOTION: By James, seconded by O’Keefe, to authorize staff to issue the proposed RFP for professional Auditing services, as amended

VOTE: AYES: James, Miller, O’Keefe, Merrill
NOES: None

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ABSTAIN: None
ABSENT: Gilbert-Snyder

C. Deferred Compensation Matching Contribution Review

The Board considered changes to the deferred compensation matching contribution of up to \$240 per month.

MOTION: By James, seconded by Miller, increase the deferred compensation matching contribution benefit up to \$250 per month (4.2%)

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

D. Cancellation of the April 12, 2017 Board Meeting

The Board discussed cancellation of the upcoming regular Board meeting on April 12, 2018 since there are no pressing agenda items to consider.

MOTION: By Miller, seconded by James, to approve the cancellation of the April 12, 2018 regular Board Meeting and have staff post a Notice of Meeting Cancellation on the District website and bulletin board outside the District office

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

VIII. Financial Statements – February 2018

A. Monthly Investment, Cash, Receivables Report, March 2018

B. Monthly Operating Statement, February 2018

The financial items were reviewed by the Board.

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IX. Approval of Checks

A. Checks for March 22, 2018 - Fund No. 3418 & 3423

MOTION: By James, seconded by Miller, to pay the bills, Check Nos. 25396 through 25441 in the amount of \$179,033.46

VOTE: AYES: James, Miller, O'Keefe, Merrill

NOES: None

ABSTAIN: None

ABSENT: Gilbert-Snyder

X. Future Agenda Items

April 12, 2018

Board Training Summary

CASA Conference – Attendee Reports

April 26, 2018

CLOSED SESSION – Quarterly Claims Report

Quarterly Financial Statements

Draft Budget

Employee Benefits

July 4th Fair Discussion

XI. Adjournment

The meeting was adjourned at 8:40 P.M. The meeting scheduled for Thursday, April 12, 2018 has been cancelled. The next meeting of the District Board of Directors will be held on Thursday, April 26, 2018 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary

From: Al Miller
Sent: Wednesday, April 18, 2018 8:29 AM
To: Rex Delizo
Subject: My 'Meetings' Report

Good morning, Rex;

Here is information on the public meetings I have attended since our last meeting:

EC City Council Meeting, APR 3:

1. The EC El Cerrito Recycling + Environmental Resource Center's Household Hazardous Waste Program is doing well, even though it is open only on Tuesdays from 9:00 am to 4:00 pm. It takes almost any HHW, and they unload your car/truck so you don't even have to get out of your car.
2. Council adopted an annual parcel assessment for the NPDES Program and Drain Maintenance activities for FY 2018-19 of \$38 per Equivalent Run-off Unit.

EC City Council Meeting, APR 17: Nothing to report

CCSDA Meeting APR 16:

1. Kensington Fire Protection District is planning a new Public Safety Building to house Police and Fire Departments.
2. Main program was a presentation by SCI Consulting on Avoiding the Pitfalls of the new Marijuana Laws in the Workplace. Presenters
 - a. They recommended we start using the term 'Cannabis' and stop using 'Marijuana.'
 - b. They offered sample policies covering the various issues involved.
 - c. I believe I have forwarded their .ppt file, and I will bring the SCI info with names and contact info of presenters to you before I leave.
3. May 22-23 is CSDA Lobby Day. CSDA would like to have one rep from each member district to take part.

Al

From: [Kate Sibley](#)
Sent: Tuesday, April 17, 2018 9:00 AM
Cc: [Lou Ann Teixeira](#)
Subject: Congratulations to Igor Skaredoff and Stan Caldwell

Good morning! Independent Special District Election results below:

Greetings,

On behalf of Contra Costa LAFCO, we wish to congratulate Igor Skaredoff (Regular Special District Member) and Stan Caldwell (Alternate Special District Member) on their re-appointment to LAFCO. The vote tally is as follows:

Igor Skaredoff (Regular seat) – 26 votes
Stan Caldwell (Alternate seat) – 24 votes
Lee Mason (Alternate seat) – 4 votes

A detailed vote tally is available upon request

We also thank the districts and members of the Independent Special District Selection Committee for your participation in the election. Due to the success of the email/mail ballot process, we will continue to use this process in future elections.

(Spoiler! Stay tuned for another election later this month – RDA Oversight Board. LAFCO will use the existing list of voting delegates unless we hear otherwise).

Lou Ann Teixeira

Executive Officer
Contra Costa LAFCO
651 Pine St 6th Fl
Martinez CA 94553
925-335-1094



A Project of Earth Island Institute

1771 Alcatraz Avenue, Berkeley, CA 94703

Tel: (510) 985-1602 • Fax: (510) 547-4259

info@kidsforthebay.org • www.kidsforthebay.org

Mandi Billinge, Executive Director/Founder

April 10th, 2018

Rex Delizo, P.E.
District Manager
Stege Sanitary District
7500 Schmidt Lane
El Cerrito, CA 94530

Dear Rex,

The Watershed Action Program in El Cerrito is going very well this school year. Classroom Lessons are underway at Harding Elementary School. Students and teachers are working on their Action Projects, and the Field Trip to the Berkeley Marina is set. The enclosed report highlights how El Cerrito students are becoming empowered scientists and are advocating for healthier watersheds by reducing pollution. Please find enclosed:

- Interim Report
- 2017-2018 School Year Invoice
- Photo documents of our students in action
(Please note these pictures are for internal use only, as some families have requested their child's picture not be released to the general public)
- Student work samples

I hope you will enjoy reviewing these materials.

Best wishes,

Mandi Billinge
Executive Director/Founder



WATERSHED ACTION PROGRAM INTERIM REPORT

PREPARED FOR STEGE SANITARY DISTRICT

KIDS for the BAY
1771 Alcatraz Avenue
Berkeley, CA 94703

INTRODUCTION

KIDS for the BAY (KftB) is providing the Watershed Action Program (WAP) to two classes in the City of El Cerrito during the 2017-18 school year. This program is reaching sixty-six students, their families, and two teachers. KftB Instructor Cynthia DeLeon is working with Harding Elementary School. The students of El Cerrito are engaged in hands-on learning and are empowered to protect their local watershed. The teachers are excited to learn and teach this meaningful curriculum.

SUMMARY OF 2016-2017 CLASSROOM LESSONS

The fifth grade students and teachers at Harding Elementary School in El Cerrito were thrilled to begin the Watershed Action Program and learn about their local watershed. Students were eager to become scientists by conducting experiments and hands-on investigations. Teachers were delighted to learn engaging, hands-on approaches to science education. The students and teachers were very engaged in exploring and connecting with nature, both in the classroom and outdoors.

Watershed Investigations

Harding Elementary is located a mile east of Cerrito Creek which flows through the Albany Mudflats before entering the San Francisco Bay. Fifth grade students were excited to study large satellite maps of the San Francisco Bay watershed and discover how their school neighborhood and local creek connect with the San Francisco Bay.

Estuary Studies and Bay Models

The students were intrigued to learn that the San Francisco Bay is an estuary, which makes it a unique habitat. One student, Italo shared, "I had no idea that saltwater and freshwater can be in the same watershed. This is so interesting!"

In an experiment students investigated the question: "Which is heavier, salt or fresh water?" Using a Ziplock bag, salt, and blue food color, the students combined a body of fresh water representing the Sacramento and San Joaquin rivers, and salt water representing the Pacific Ocean, to create brackish water in the estuary. They observed how the blue salt water formed a layer on the bottom of the estuary while the fresh water stayed on top.

"Where do salt and fresh water meet in the estuary?" was the question for the next experiment. The students built a three dimensional model of the San Francisco Bay watershed using clay. They poured salt (blue) and fresh (clear) water into their models to see how the water mixed together.

The students then observed what would happen if pollution (oil, trash or chemicals) entered one part of the watershed. Ms. DeLeon placed a drop of red food color by El Cerrito and asked the students to mimic a "windy day" by gently blowing on the model. Students observed the red dye spread throughout the watershed. They were all shocked to see how far it spread. One student, Ethan later reflected, "I learned that you shouldn't litter because it can pollute the whole bay."

Bay Food Chains and Bay Organism Investigations

During this engaging lesson, students learned about bull kelp, striped bass fish and Dungeness crab. Using all of their senses students discovered the anatomy and adaptations of these real bay organisms while practicing working together as curious scientists.

The fifth grade students compared and contrasted two types of seaweed. "The wet seaweed is slimy," observed Oscar. "The dry seaweed tastes like salt and smells like fish," noticed Ruby. Lakita was fascinated by the Dungeness crab. "I didn't know I shared the same watershed with a Dungeness crab," she said. "They have a different habitat than me, but we have the same watershed." While Lakita and her team investigated the Dungeness crab, Kianna and her team investigated a striped bass fish. "It has such a large mouth and prickly teeth," she noticed. "The mouth and teeth must help the bass catch its food."

The Storm Drain System

Students learned about human relationships with their watershed, and that they can have a positive or negative impact on the health of the watershed. They identified various forms of pollution and how these pollutants, particularly trash, affect our environment. Students learned that when it rains, pollutants from the streets flow into the storm drain system where water is not treated before it reaches the bay and then the ocean, where it is then considered 'marine plastic pollution.'

Plastic Pollution and its Impact on Wildlife

"What happens when these pollutants end up in the ocean?" asked Ms. DeLeon. To investigate this question the students studied pictures of real animals affected by marine debris. The pictures included sea turtles mistaking plastic bags for jellyfish and sea lions caught in fishing nets. The students were saddened by these images, but motivated to take action to reduce storm drain pollution and marine plastic pollution.

Campus and Neighborhood Clean-up

The students were thrilled to have the opportunity to take action to stop storm drain pollution from entering the watershed. Classes completed a school campus trash clean-up. Students made hypotheses about the amounts and types of pollution they would find, and then used a "Neighborhood Survey Sheet" to record the types of pollution collected.

Altogether the fifth grade students at Harding Elementary cleaned up 868 pieces (50 gallons) of trash from their watershed! Students were surprised by the amount of trash they found in their school campus, but they were proud of the efforts they took to help clean it up. Golden exclaimed, "Wow, we prevented 868 pieces of litter from reaching the bay and the ocean today because of our hard work!"

Sanitary Sewer System

Students learned how human actions and materials affect the health of our sanitary sewer systems. They saw how Fats, Oils and Greases (FOGs) clog the system and learned proper disposal techniques for many household items. Many of the students at Harding Elementary shared that they never "thought twice" about what they deposit down the drain or where it goes. They did not think their families knew this important information either, so they were excited to teach them!

Each group of students received a bag with various “trash” items in it, including food scraps, butter, cooking oil, tin foil, and unused cough syrup bottles. Working in teams, the students sorted the trash into bins labeled “compost, landfill, recycling, sanitary sewer, and storm drain.” As a class, they discussed the results and properly sorted the items.

Next, Ms. DeLeon passed around examples of clogged sewer systems for students to see. Many students were surprised and saddened by these images. The class was then eager to find out what could cause sewer system back-ups. Ms. DeLeon wrote “FOGs: Fats, Oils and Greases” on the board and showed the class a jar of coconut oil. Ms. DeLeon explained that when FOGs go into our sinks they can cool down and build up over time. Gus said, “I am disgusted to find out that all the oil down the drain is growing into a blob! I’m definitely going to tell my mom it should go in the trash.” Another student named Jadeh shared, “I am going to give my mom and my dad an oil pan scraper because I don’t want the bay to be covered in oil.” The students were empowered with their new information and promised to share what they learned with their families so that the sanitary sewer systems can stay healthy!

ACTION PROJECT

The Action Projects provide the students with the opportunity to have a positive impact on the health of their watershed. The Action Projects are chosen by the classroom teachers and the students and help meet the needs of the school community and the local watershed. For their Action Project the students wanted to address some of the key concerns they had learned so far in the WAP. They decided to learn more about the causes and effects of ocean acidification in the San Francisco Bay and Pacific Ocean. They will focus on the chemical changes that occur in the water with carbon intake as well as its impact on shelled marine organisms. Afterwards, students will come up with ways to reduce their carbon footprints and share these findings with the rest of their school. There will be more information about these Action Projects in the Final Report.

FIELD TRIP

In the spring both classes will take Field Trips to the Berkeley Marina. Here they will investigate organisms at the rocky shoreline. As “belly biologists,” the students will use their senses to gently study creatures living under docks and on buoys. Students will perform a trash clean-up in the heavily used picnic areas next to the bay, and will write pledges to use the Five Rs (Reduce, Reuse, Recycle, Rot, and Refuse) to reduce trash and waste. More information about the Field Trip to the Berkeley Marina will be included in the final report.

Watershed Action Program City of El Cerrito Interim Report Highlights 2017-2018



Watershed Investigations



Student Scientists learned that everything in the San Francisco Bay Watershed is connected by conducting a scavenger hunt on a satellite map!



They built three dimensional models of the San Francisco Bay and observed how fresh water and salt water meet to form the estuary.



"I like that we got to do hands-on activities because a lot of the time we don't get to do that,"
shared a fifth grader named Reese.

Bay Organisms and Food Chains



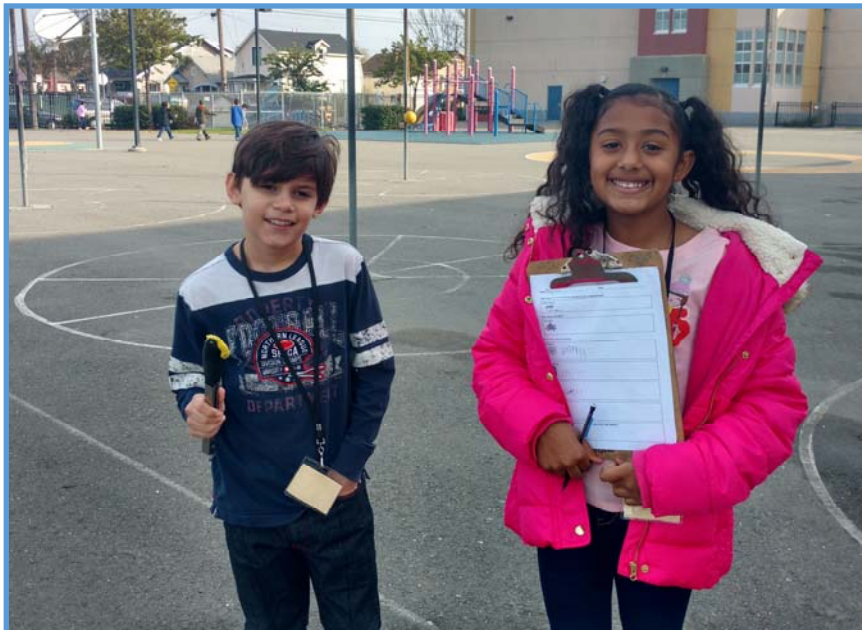
Students were thrilled to investigate the anatomy of a real Dungeness crab and striped bass fish in order to understand the adaptations that help them survive. They were excited to learn that even fish have teeth!



"I learned that a crab has hair [setae] on its body to sense vibrations in the water around it," shared Lakita, a fifth grader.



KIDS for the BAY Taking Action for a Healthy Watershed



Students at Harding Elementary School took action to reduce marine plastic pollution in their local watershed by conducting a clean-up around their school campus. After analyzing their data, students found that they had picked up a total of 868 pieces of trash!



Students proudly display the trash they helped divert from their community and watershed!



A Project of **Earth Island Institute**

1771 Alcatraz Avenue, Berkeley, CA 94703

Tel: (510) 985-1602 • Fax: (510) 547-4259

info@kidsforthebay.org • www.kidsforthebay.org

Mandi Billinge, Executive Director/Founder

INVOICE
April 2018

TO: Stege Sanitary District
ATTN.: Rex Delizo

FROM: Earth Island Institute/KIDS for the BAY
Tax ID#: 942889684

SERVICE: Watershed Action Program for two fifth grade classes

DESCRIPTION: Professional development for two teachers with Academic Credit units
option
Four Classroom Lessons for teachers and students
One full-day Field Trip to creek or bay habitat
Implementation of student-centered Action Projects
Curriculum guide
Equipment kit
Ongoing support when teachers continue to teach the program to future
classes of students

FEE: \$12,000

Please make your check payable to KftB/Earth Island Institute and mail to the above address.

MONTHLY SERVICE CALLS

March-2018

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
3/3/2018 Saturday 3:23 PM	211219 211224	9800 SAN PABLO AVE. EL CERRITO, CA 94530 <i>Last Call: 8/9/2014</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.
3/7/2018 Wednesday 3:51 PM	265501 265027	859 GELSTON PL. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.
3/9/2018 Friday 8:50 AM	191245 191244	2713 DEL MONTE AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.
3/11/2018 Sunday 6:19 PM	142327 14200_2	1311 EVERETT ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.
3/13/2018 Tuesday 9:58 AM	101438 101436	1600 MENDOCINO ST. RICHMOND, CA 94804 <i>Last Call: 4/5/2005</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, T				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.
3/15/2018 Thursday 1:00 PM	102110 102114	1500 MONTEREY ST. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.
3/15/2018 Thursday 7:22 PM	282212 282211	816 LIBERTY ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.
3/21/2018 Wednesday 8:45 AM	101417 101401	1930 SHASTA ST. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	SD				STORM DRAIN.
3/21/2018 Wednesday 10:45 AM	101434 101431	6133 TEHAMA AVE. RICHMOND, CA 94804 <i>Last Call: 4/29/2013</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.
3/22/2018 Thursday 9:23 AM	172217 172216	6859 KENILWORTH AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.
3/26/2018 Monday 9:30 AM	102324 102323	1420 SANTA CLARA AVE. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.
3/27/2018 Tuesday 10:05 AM	272509 272508	259 LOS ALTOS DR. KENSINGTON, CA 94707 <i>Last Call: 1/7/2015</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.
3/27/2018 Tuesday 11:15 AM	234409 234405	2 ARDMORE PATH KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	E				WE FOUND THIS TO BE A EBMUD PROBLEM.
3/28/2018 Wednesday 12:46 PM	188501 188009	2605 TULARE AVE. EL CERRITO, CA 94530 <i>Last Call: 5/2/2008</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	A,E				WE FOUND THIS TO BE A EBMUD PROBLEM.
3/31/2018 Saturday 2:41 PM	265407 265406	847 GELSTON PL. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM. WE ADVISED THEM TO CALL A PLUMBER.

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

PROBLEM TYPE:

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

SPILL

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

SPILL

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

SPILL END

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

MAINLINE: 0

LATERAL: 10

OTHER: 5

TOTAL SERVICE CALLS: 15

MAINLINE OVERFLOW: 0

MAINLINE SURCHARGE: 0

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

1. ROUTINE PREVENTIVE MAINTENANCE ACTIVITES

	Days	Feet
There were 21 normal working days		
Unit #5 (hydro) operated:	0	0
Unit #10 (rodder) operated:	0	0
Unit #11 (rodder) operated:	0	0
Unit #15 (video) operated:	1	2,795
Unit #16 (combo) operated:	10	49,017

	Month (feet)		Quarter (feet)		
	Planned	Unplanned	Planned	Unplanned	Remaining
Total Cleaned	37,706	11,311	187,222	32,573	848
Total Video	2,795	0	13,954	3,650	525

2. MONTHLY SERVICE CALLS

After-hour service calls: 4 calls 4 out

STEGE SANITARY DISTRICT - SERVICE CALLS, OVERFLOWS AND BACKUPS

YEAR	MO	SERVICE CALLS		LATERAL PROBLEMS		STRUCTURAL MAINLINE FAILURES		MAINLINE OVERFLOWS INTO HOMES	
		CURRENT MONTH	12 MONTH AVERAGE	CURRENT MONTH	12 MONTH AVERAGE	CURRENT MONTH	TOTAL LAST 12-MOS	CURRENT MONTH	TOTAL LAST 12-MOS
2018	Mar	15	12.5	10	6.7	0	0	0	0
		CATEGORY 1 SSOs		OVERFLOWS CAUSED BY MAINLINE		OVERFLOWS RELATED TO WET WEATHER			
		CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS	CURRENT MONTH	TOTAL LAST 12-MONTHS		
		0	0	0	4	0	0		

3. SAFETY AND TRAINING

Safety and training meetings were conducted twice a month.

STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
March 2018

I SEWER REPLACEMENT - FY 2017-18			
A.	BUDGET ALLOCATION		\$2,365,000
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$779,637
C.	SEWER REPLACEMENTS PAID THIS MONTH		
1.	None.		\$0
SUBTOTAL FOR THIS MONTH			\$0
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	31.32%	\$740,655
E.	TOTAL RETENTION HELD	5.00%	\$38,982
F.	BUDGET REMAINING	67.03%	\$1,585,363
G.	PERCENTAGE OF FISCAL YEAR REMAINING	25.00%	
H.	TOTAL REPLACEMENT FOOTAGE PAID TO DATE	4,180 (\$ 186.52 /LF)	
II SEWER REPAIRS - FY 2017-18			
A.	BUDGET ALLOCATION		\$61,000
B.	PRIOR BUDGET EXPENDED		\$30,385
C.	SEWER REPAIRS PAID THIS MONTH		
1.	None.		\$0
SUBTOTAL FOR THIS MONTH			\$0
D.	TOTAL BUDGET EXPENDED	49.81%	\$30,385
E.	BUDGET REMAINING	50.19%	\$30,615
F.	PERCENTAGE OF FISCAL YEAR REMAINING	25.00%	
G.	TOTAL NUMBER OF REPAIRS PAID TO DATE	6 (\$ 5,064.16 /REPAIR)	

**California Association of Sanitation Agencies (CASA)
63rd Annual Conference
August 8-10, 2018
Monterey, CA**

**Marriott Monterey
Hotel Reservations**

	<u>Arrival Date</u>	<u>Departure Date</u>	<u>CSRMA</u>
Paul Gilbert-Snyder	TBD		
Jay Z. James	Wednesday, 8/8	Friday, 8/10	Yes
Al Miller	Wednesday, 8/8	Friday, 8/10	Yes
Beatrice O'Keefe	TBD		
Dwight Merrill	Thursday, 8/9	Friday, 8/10	No

Hotel Cancellation Deadline: **July 17, 2018**



California Special
Districts Association
Districts Stronger Together



SPECIAL DISTRICTS LEGISLATIVE DAYS

Early Bird Deadline Extended Until April 27!

2018 Special Districts Legislative Days

May 22 - 23, Sacramento, CA

REGISTER NOW

Did the early bird deadline for CSDA's [Special Districts Legislative Days](#) slip by you? Do not worry, we wouldn't want you to miss out on the discount, so for the first time ever we have extended the deadline to **April 27!**

It's not too late to register to:

- Participate in pre-arranged meetings with State Legislators and Capitol staff followed by a private reception with Legislators
- Hear directly from keynote speaker, Marcie Frost, CEO of CalPERS
- Receive updates on the most significant court rulings and legislative actions impacting special districts during in-depth breakout sessions (MCLE credit available)
- Network with other special district officials from your area at the District NetWorks Café

Interested in attending? **May 11 is the deadline to register and still opt-in for legislative visits!** Do not miss out, [register](#) today to secure a spot. To download an event brochure, [click here](#).

Room reservations are available at the Hyatt Regency Sacramento, 1209 L Street, Sacramento, CA 95814 at the CSDA rate of \$199 plus tax, single or double occupancy. [Click here](#) to make your reservation or call 1-800-233-1234 and ask for the "California Special Districts Association" rate. The CSDA rate includes complimentary standard wi-fi in guest rooms. The room reservation cut-off is **April 30** but space is limited and rooms may sell out before this date.

[California Special Districts Association](#) | 1112 I Street | Suite 200 | Sacramento, CA 95814



If you do not wish to receive e-mail newsletters from CSDA, [click here to unsubscribe](#). Please note: unsubscribing from individual mailings will unsubscribe you from all mailings.



California Special Districts Association
1112 I Street, Suite 200
Sacramento, CA 95814

A proud California Special Districts Alliance partner.

PRSR STD
U.S. Postage
PAID
Permit No. 316
Sacramento, CA

Agenda At A Glance

Agenda subject to change

ADVOCACY DAY: TUESDAY, MAY 22 – 7:30 A.M. - 6:30 P.M.

Get updated on what's happening in the Capitol, then join special district leaders from throughout California to take action on the priority issues facing special districts.

- Hear directly from State leadership on hot topics affecting local services and infrastructure.
- Participate in pre-arranged meetings with State Legislators and staff in their Capitol offices, followed by a private reception.
- Explore how decisions are really made in the Capitol and help shape their outcome.

POLICY DAY: WEDNESDAY, MAY 23 – 8:00 A.M. - 12:00 P.M.

Gain insights from legal experts and CSDA lobbyists on the newest laws and legal challenges to come out of Sacramento.

- Connect the action in the Capitol with the implementation in your community.
- Drill into hot topics through breakout sessions on key issues that may affect your district's revenue, governance, public works or personnel.
- Find answers to your tough questions from expert panels.

HOTEL INFORMATION

Hyatt Regency Sacramento
1209 L Street
Sacramento, CA 95814

CSDA room rate is \$199 plus tax.
Call to reserve at 1.800.233.1234.

Room reservation cut-off is April 30, 2018.



@SPECIALDISTRICT



FACEBOOK.COM/SPECIALDISTRICT



California Special Districts Association

Districts Stronger Together

new
Policy Day
added to 2018
format!

SPECIAL DISTRICTS LEGISLATIVE DAYS

'18 Special Districts Legislative Days: Advocacy Day and Policy Day

Gain the edge on policy changes impacting your agency and exchange ideas with California's top decision-makers at the 2018 Special Districts Legislative Days, an interactive and informative two-day legislative conference in our State's Capitol.

EARLY BIRD DISCOUNT! Register at legislativedays.csdanet.net.

May 22-23, 2018

THE SACRAMENTO CONVENTION CENTER

1400 J Street • Sacramento, CA 95814



#districtsadvocate



SPECIAL DISTRICTS LEGISLATIVE DAYS

Advocacy Day and Policy Day

EARLY BIRD DISCOUNT!

Register at legislatedays.csda.net.

EARLY BIRD PRICING – REGISTER ON OR BEFORE APRIL 20, 2018

- **CSDA Member - \$275 Early Registration / \$325 Regular Registration**
- **Non-Member - \$365 Early Registration / \$440 Regular Registration**

Three Ways to Register

- **Online:** Visit legislatedays.csda.net
- **Fax number:** 916.520.2465. All faxed forms must include credit card payment.
- **Mail:** CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment. Checks should be made payable to: California Special Districts Association.

Who qualifies for "member" rates?

All California Special Districts Association and Special District Risk Management Authority members.

Not sure if you are a member? Simply contact Cathrine Lemaire at cathrinel@csda.net or call toll-free at 877-924-2732.

It's not too late to become a CSDA member.

Registration includes the evening reception, legislative visits arranged by CSDA, written materials, and meals as indicated in the agenda.

Payment must accompany registration in order to process.

CSDA Member: \$275/EARLY BIRD

Non-Member: \$365/EARLY BIRD

CSDA Member: \$325/AFTER APRIL 20

Non-Member: \$440/AFTER APRIL 20

Total \$:

Name/Title:

District:

Address:

City:

State:

ZIP:

Phone:

Fax:

Email:

Emergency Contact Name/Phone Number:

LEGISLATIVE OFFICE VISITS

CSDA will make every attempt to schedule meetings, for you and other attendees from your region, with your region's legislative representatives or staff. You will advocate as a group on the top issues facing special districts.

Yes, I want to participate in prearranged meetings in the Capitol.

No, I do not want to participate in prearranged meetings in the Capitol.

PAYMENT

Check Visa MasterCard Discover American Express

Acct. name:

Acct. Number:

Expiration date:

Authorized Signature:

SPECIAL NEEDS

Vegetarian Other:

CANCELLATION POLICY: Cancellations must be made IN WRITING and received via fax, mail or email no later than three days prior to the event. All cancellations made within the specified time will be refunded less a \$75 processing fee.



SPECIAL DISTRICTS LEGISLATIVE DAYS

2018
May 22-23
Agenda

#districtsadvocate

Tuesday, May 22 - Advocacy Day

7:30 – 8:30 a.m.

Registration and District NetWorks Café - Room 202/203

at the Sacramento Convention Center 1400 J Street, Sacramento, CA 95814

ENJOY A LIGHT BREAKFAST WITH YOUR NETWORK'S SPECIAL DISTRICT LEADERS

8:30 – 10:00 a.m.

Legislative Briefing

- Legislator of the Year Award
- What's Next After the Little Hoover Commission Report?
- Capitol Office Visit Preparation

10:00 a.m. – 12:30 p.m.

Capitol Office Visits – Round One

Between office visits, attendees can grab a water bottle, rest legs, and hear insights from veteran Capitol staffers in Capitol Room 127

12:30 – 2:30 p.m.

Lunch and Keynote Address

- Marcie Frost, CEO, CalPERS
- Special District Awards
- Debrief First Round of Capitol Office Visits

2:30 – 5:00 p.m.

Capitol Office Visits – Round Two

Between office visits, attendees can grab a water bottle, rest legs, and hear insights from veteran Capitol staffers in Capitol Room 127

5:00 – 6:30 p.m.

Legislative Reception at Mayahuel

1200 K Street, Sacramento, CA 95814

SPONSORED BY SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA)



May 23 schedule on reverse

Wednesday, May 23 - Policy Day

8:00 – 9:30 a.m.

Policy Briefing with Breakfast

Get your fill on the major legislative and voter initiatives facing special districts

9:30 – 11:00 a.m.

In-Depth Policy Breakouts

Expert practitioners present the most significant court rulings and legislative actions impacting special districts in 2018 and proposed for 2019

- **Human Resources and Personnel (MCLE Credit) - Room 104**

Gage Dungy, Partner, Liebert Cassidy Whitmore

This session will provide employment law updates and anticipated future legislative actions. Specifically, it will touch on paid sick leave, MOU bargaining trends, sexual harassment, and other newly enacted and proposed laws employers should be aware of. Included will be a discussion on recent court decisions and their impacts on employment law.

This session qualifies for minimum continuing legal education by the State Bar of California in the amount of one (1) hour of General Participatory credit.

- **Public Works and Facilities - Room 202/203**

Deborah Wilder, President, Contractor Compliance and Monitoring

This session will be a discussion of prevailing wage updates, challenges, and possible changes. Specifically, we will touch on an agency's obligation to timely file a PWC-100 and the imposition of fines by the DIR for untimely filing, as well as fines imposed for the employment of unregistered contractors on a project.

- **Revenue (MCLE Credit) - Room 103**

Kelly Salt, Partner, Best Best & Krieger, LLP

This session will provide an update on proposed and adopted legislation and court decisions that impact the revenues and finances of special districts in California.

This session qualifies for minimum continuing legal education by the State Bar of California in the amount of one (1) hour of General Participatory credit.

11:00 a.m. – 12:00 p.m.

Closing Panel

Join together with the practitioners and legislative advocates for a final lightning round of questions and answers.

2018 California Special Districts Association (CSDA) Annual Conference & Exhibitor Showcase

The leadership conference for special districts.

The CSDA Annual Conference and Exhibitor Showcase is the one conference special district leaders can't afford to miss! It is the most densely packed educational and networking experience available to special districts.

Come together with other special district leaders from across the state to meet with industry suppliers, hear from the best in special district-specific topics with over 30 breakout session options, network with your peers, and more at the leadership conference for special districts.

\$600 Early Registration / \$650 Regular Registration CSDA member
\$900 Early Registration / \$975 Regular Registration Non-member
Early bird registration is available through Friday, August 24, 2018

HOTEL ROOM RESERVATIONS

The CSDA room rate at the Renaissance Indian Wells Resort & Spa is \$169 plus tax, single or double occupancy. There is an additional \$5 resort fee (normally \$30) added to the CSDA rate. This fee includes self-parking and guestroom high speed internet access. You will receive a code that will enable you to make your room reservation at the CSDA rate AFTER you have registered for the conference. All room reservations must be accompanied by a non-refundable first night room deposit guaranteed with a major credit card. The deposit becomes non-refundable if the room reservation is cancelled after Friday, September 7, 2018. The room reservation cut-off is Friday, September 7, 2018, however, space is limited and may not be available.

When

9/24/2018 - 9/27/2018

Where

Renaissance Indian Wells Resort & Spa
44400 Indian Wells Lane
Indian Wells 92210

Last day to register is 9/14/2018

RESOLUTION NO. 2096-0418 AMENDING RESOLUTION NO. 2003-1012 AND THE
PERSONNEL POLICIES OF THE STEGE SANITARY DISTRICT REGARDING
ARTICLE IV, SECTION 1 – 4.1.6. DEFERRED COMPENSATION PROGRAM

ISSUE:

At the Board Meeting on March 22, 2018, the Board approved an increase of the deferred compensation matching benefit up to \$250/month.

FISCAL IMPACT:

The fiscal impact is 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:

At the Board Meeting on March 22, 2018, the Board approved the District match of voluntary employee contributions to a maximum of \$250/month, up to the total combined maximum contribution as allowed by law.

RECOMMENDATION:

Approve the Resolution.

ATTACHMENTS:

Resolution No. 2096-0418

RESOLUTION NO. 2096-0418

RESOLUTION AMENDING RESOLUTION NO. 2003-1012 AND THE
PERSONNEL POLICIES OF THE STEGE SANITARY DISTRICT REGARDING
ARTICLE IV, SECTION 1 – 4.1.6. DEFERRED COMPENSATION PROGRAM

The Board of Directors of the Stege Sanitary District finds and determines as follows:

The District establishes and maintains personnel policies for its employees, which are subject to periodic review and amendment. At the Board Meeting on March 22, 2018, the District decided to amend the Deferred Compensation Program matching benefit.

In consideration of the foregoing findings and determinations, IT IS RESOLVED, as follows:

That Stege Sanitary District Personnel Policy, Article IV. Benefit Provisions, Section 1. Employee Benefits, 4.1.6. Deferred Compensation Program, be amended to read as follows, “Effective March 22, 2018, the District will match voluntary employee contributions to a maximum of \$250/month, up to the total combined maximum contribution as allowed by law.”

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution No. 2096-0418 was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 26th day of April 2018 by a X-X vote as follows:

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

XXXX

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

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

RESOLUTION NO. 2097-0418 APPROVING AND AUTHORIZING PROFESSIONAL SERVICES AGREEMENT FOR CHEMICAL ROOT CONTROL OF SANITARY SEWER LINES

ISSUE:

The District Manager is requesting authorization from the Board of Directors to execute a professional services agreement for chemical root control of sanitary sewer lines.

FISCAL IMPACT:

The quote amounts for the chemical root control of sanitary sewer lines of 44,580 feet ranges from \$63k to \$77k. Funding is included in the Capital Operations budget (\$75,000).

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

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:

Root intrusion is a significant contributor to sewer lines becoming clogged, causes structural deterioration and provides a surface for grease and debris build up within the sewer pipes that may potentially cause a sanitary sewer overflow. Chemical foam treatment of sanitary sewer lines is a cost-effective method to mitigate root intrusion. The U.S. Environmental Protection Agency Consent Decree Case Nos. C 09-00186-RS and C 09-05684-RS requires the District to chemically treat with foam to control excessive roots 31,240 feet of lines annually on a three year rolling average.

Staff solicited proposals for this service and ranked them based on performance, reputation, support, and price. Based on the ranking, staff recommends authorizing execution of a professional services agreement for chemical root control of sanitary sewer lines with Root Tamers Inc.

	<u>Performance</u>	<u>Reputation</u>	<u>Support</u>	<u>Price</u>
Root Tamers Inc.	1 st	1 st	1 st	2 nd (\$70k)
Dukes Root Control Inc.	2 nd	2 nd	2 nd	1 st (\$63k)
Pacific Sewer Maintenance	3 rd	3 rd	3 rd	3 rd (\$77k)

RECOMMENDATION:

Approve the resolution authorizing execution of a professional services agreement for chemical root control of sanitary sewer lines with Root Tamers Inc.

ATTACHMENTS:

- Resolution No. 2097-0418

RESOLUTION NO. 2097-0418

RESOLUTION APPROVING AND AUTHORIZING
PROFESSIONAL SERVICES AGREEMENT FOR
CHEMICAL ROOT CONTROL OF SANITARY SEWER LINES

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

- A. Root intrusion is a significant contributor to sewer lines becoming clogged, causes structural deterioration and provides a surface for grease and debris build up within sewer pipes that may potentially cause a sanitary sewer overflow.
- B. The U.S. Environmental Protection Agency Consent Decree Case Nos. C 09-00186-RS and C 09-05684-RS requires the District to chemically treat with foam to control excessive roots a minimum of 31,240 feet of lines annually on a three year rolling average.
- C. Staff evaluated and ranked three (3) proposals for the chemical root control of 44,580 feet of sanitary sewer lines of various sizes and at various locations based on performance, reputation, support, and price.
- D. Based on the ranking, staff recommends authorizing execution of a professional services agreement for chemical root control of sanitary sewer lines with Root Tamers Inc. in an amount not to exceed \$69,532.10 for the first year.

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

- 1. The Directors declare that the District Manager is authorized to execute a professional services agreement for chemical root control of sanitary sewer lines with Root Tamers Inc., approved as to form by District Counsel, in an amount not to exceed \$69,532.10 for the first year and may be extended, by mutual agreement, between the District and Contractor for up to four (4) additional years.

STATE OF CALIFORNIA)

COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution No. 2097-0418 was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 26th day of April 2018 by a X-X vote as follows:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

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

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

PROFESSIONAL AUDITING SERVICES – EVALUATION OF PROPOSALS

ISSUE:

The Board will evaluate the proposals for professional auditing services and award the contract to the selected firm.

FISCAL IMPACT:

The fee for the latest audit by Vavrinek, Trine, Day, & Co. (VTD) was \$16,700. The fee for a new professional auditing service is anticipated to be up to \$20,000.

STRATEGIC PLAN:

GOAL 3: Ensure Financial Stability and Efficiency

WORK PLAN ITEM "c": Annually undertake an independent financial audit and change auditors at least every five (5) years

BACKGROUND:

The last 5 audits were conducted by Vavrinek, Trine, Day, & Co. (VTD). Standard practice is to use a different auditor every 3-5 years. An RFP based on the one used in 2013 with some minor revisions was issued on March 26, 2018. The RFP was developed with the aid of a template designed by the Government Finance Officers Association (GFOA).

Five proposals were received by the April 20, 2018 deadline. Staff has already confirmed the mandatory elements of each of the proposals. The Directors can now evaluate, rate and use a point formula to score the proposals. After the technical score for each firm has been established, the sealed dollar cost bid of each proposal will be opened at the Board meeting and additional points will be added based on the bid price. The maximum score for price will be assigned to the firm offering the lowest total all-inclusive maximum price. The Directors can then discuss the scores and select a firm.

RECOMMENDATION:

Evaluate, rate and score each of the proposals for professional auditing services and award the contract to the selected firm.

ATTACHMENTS:

Professional Auditing Services Proposal & Rating Sheets

RFP RATING SHEET

(Reviewer to place a point rating before those items which apply)

COMPANY: _____

I. MANDATORY ELEMENTS

- The audit firm is independent and licensed to practice in California
- The firm has no conflict of interest with regard to any other work performed by the firm for the DISTRICT
- The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal
- The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work.

II. TECHNICAL QUALITY (80 POINTS MAX.)

Poor – 1 point, **Fair** – 6 points, **Good** – 11 points, **Excellent** – 16 points

A. EXPERTISE AND EXPERIENCE (each 16 points max.)

- 1. Past experience and performance on comparable government engagements _____
- 2. Quality of professional personnel and management support _____

B. AUDIT APPROACH (each 16 points max.)

- 1. Adequacy of proposed staffing plan _____
- 2. Adequacy of sampling techniques _____
- 3. Adequacy of analytical procedures _____

III. PRICE (20 POINTS MAX.)

High – 0 points, **Medium** – 10 points, **Low** – 20 points _____

TOTAL RATING _____

TOTAL RATING: The total rating should express the degree to which this applicant's qualifications, as observed by you during this review, meet the requirements of the proposal.

Reviewer's Signature

Date

PROFESSIONAL AUDITING SERVICES	James Marta & Co.	Vavrinek, Trine, Day & Co.	Mann, Uruutia, Nelson (MUN) CPAs & Assoc.	Fechter & Company	Chavan & Assoc.
---------------------------------------	------------------------------	---------------------------------------	--	------------------------------	----------------------------

EXPERTISE AND EXPERIENCE (each 16 points max.)

Past experience and performance on comparable government engagements					
Quality of professional personnel and management support					

AUDIT APPROACH (each 16 points max.)

Adequacy of proposed staffing plan					
Adequacy of sampling techniques					
Adequacy of analytical procedures					
Sub-total					

PRICE (20 points max.)

Proposal Amount (\$)					
Rating					

Total Rating					
---------------------	--	--	--	--	--

CONSIDERATION TO REROUTE DISTRICT SANITARY SEWER MAIN TO AVOID A
TYPE III EASEMENT ENCROACHMENT AT 610 BELOIT AVENUE, KENSINGTON

ISSUE:

Yuval Shimoni, property owner of 610 Beloit Avenue in Kensington recently completed construction of an unpermitted retaining wall directly on top of a sanitary sewer main within his property. Mr. Shimoni is proposing to reroute the sanitary sewer main, at his expense, and demolish only part of the recently constructed retaining wall.

FISCAL IMPACT:

The fiscal impact will be the costs associated with staff time to oversee and inspect removal of the unpermitted retaining wall and/or rerouting the sanitary sewer main. Additionally, the fiscal impact for allowing the consideration would be for adding difficulty to District maintenance procedures and increasing the risk of damage to District equipment.

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:

Yuval Shimoni, property owner of 610 Beloit Avenue in Kensington recently completed construction of an unpermitted retaining wall directly on top of a sanitary sewer main within his property.

As per District Ordinance 1793, Class Three Encroachments are not authorized and shall not be maintained or permitted on District easements. Class Three Encroachments are defined as: Encroachments which will cause significant interference with District easements. Examples may include permanent structures such as buildings, swimming pools, permanent decks, retaining walls and reinforced concrete or masonry;

Class Three Encroachments structures may only be constructed outside of 5 feet away from the centerline of the sanitary sewer.

Mr. Shimoni is proposing to reroute the sanitary sewer main, at his expense, and demolish only part of the recently constructed retaining wall. (See Shimoni's plan, existing sewer alignment shown in yellow and proposed alignment change in pink. The section of wall constructed directly over the existing manhole area must be removed regardless.)

RECOMMENDATION:

Staff recommends rejecting Mr. Shimoni's request to reroute the sanitary sewer main on his property, and require him to completely remove the unpermitted retaining wall structure.

Rerouting the sewer in this way would add a "kink" to the existing sewer alignment which increases the possibility of the rodder and combination cleaning machine to "bind up" and get stuck in the line. This would add time and inconvenience to crews to untangle/turn the tool in order to maintain a line which already is located in a backyard easement. In addition, introducing this "kink" necessitates the need to enter the easement to "turn" the tool where before, the entire line could conceptually be cleaned from the right of way.

The District is under no obligation to modify its existing structures for a property owner's convenience, at the expense of adding difficulty to District maintenance procedures and/or increase risk of damage to District equipment.

ATTACHMENTS:

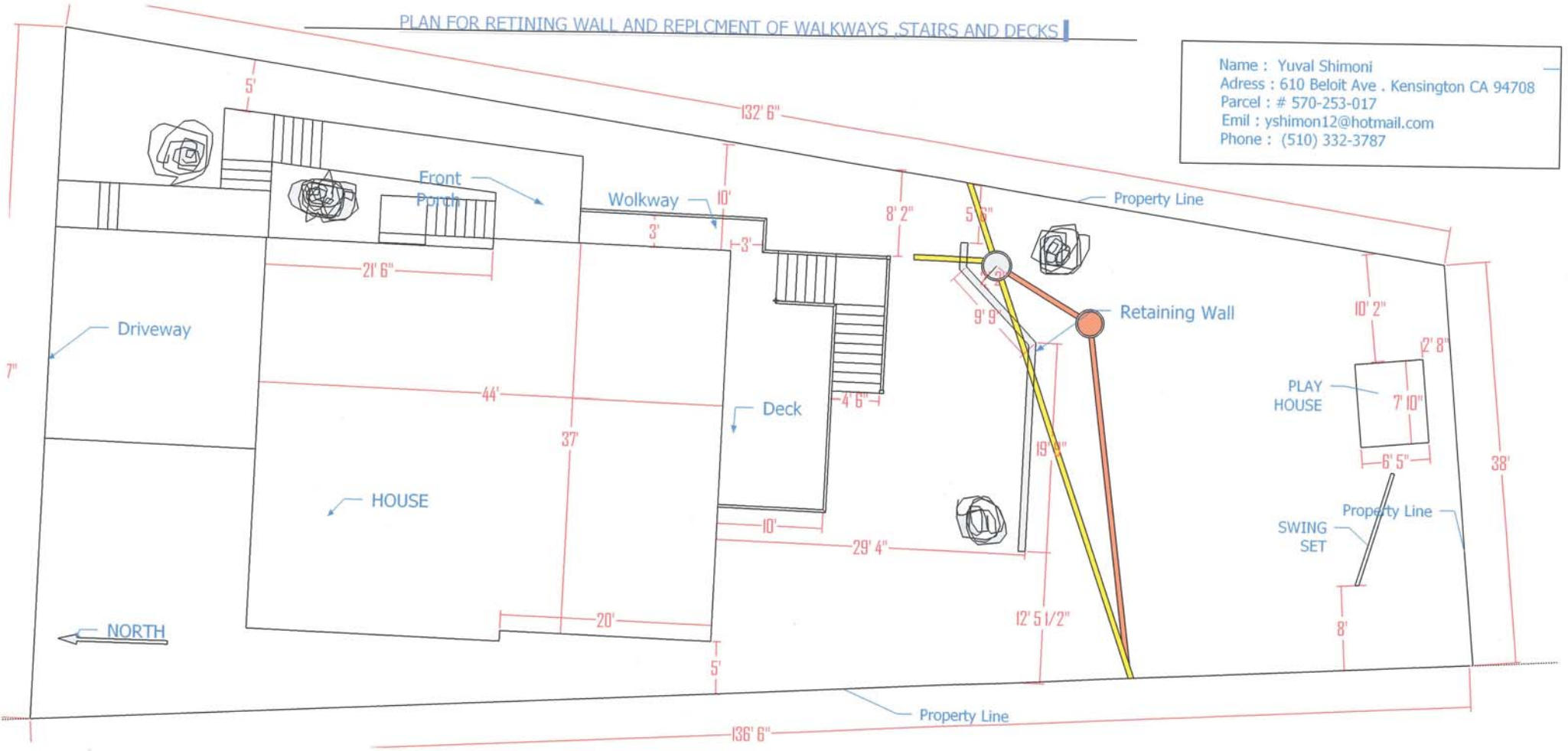
- Proposed plan by Shimoni, property owner.
- District Sewer Map Excerpt (with mock up).
- Site Photographs

ATTACHMENT 1

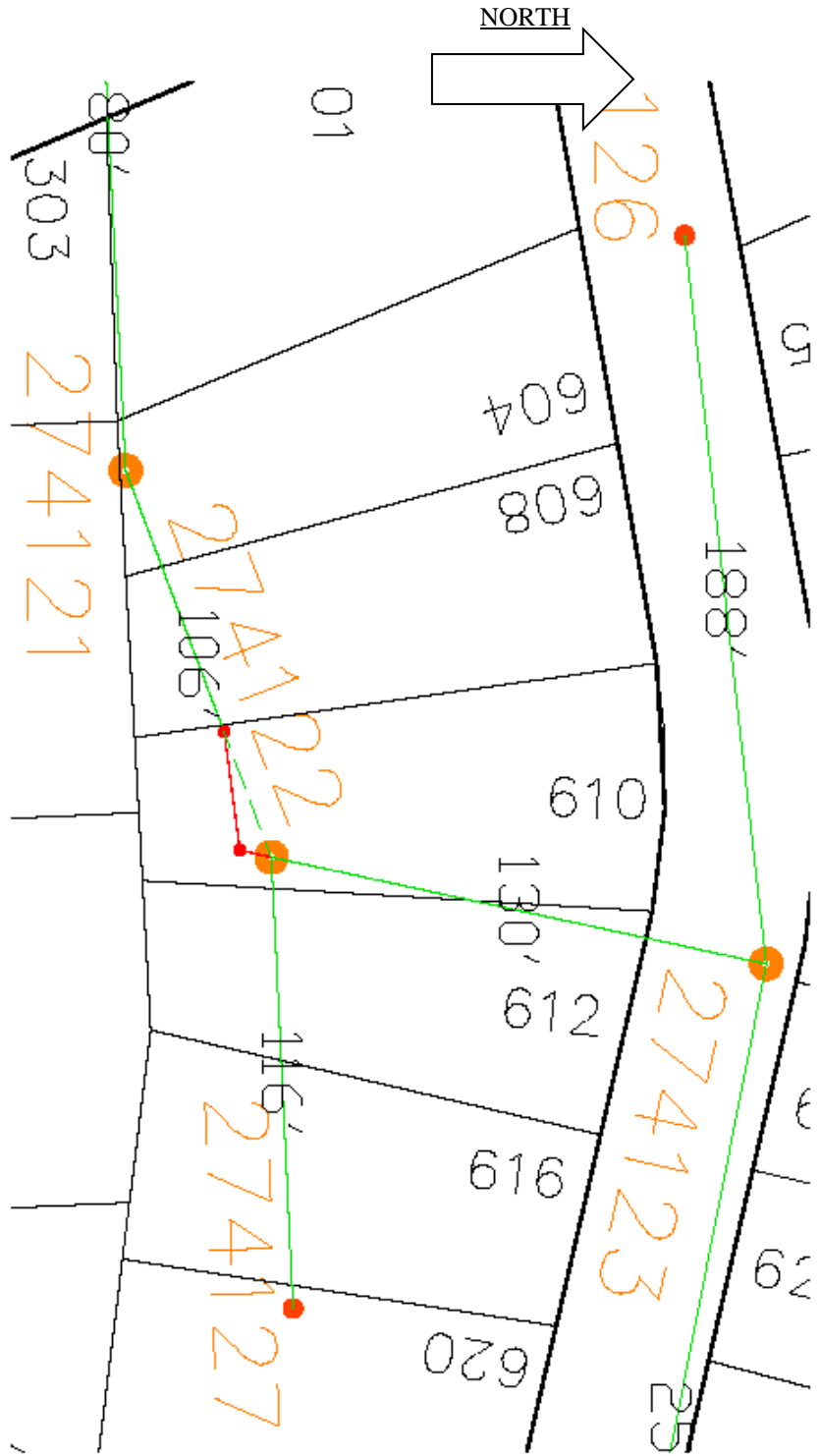
Sanitary Sewer realignment proposal.
(Yellow: existing, Pink: proposed.)

PLAN FOR RETINING WALL AND REPLCMENT OF WALKWAYS ,STAIRS AND DECKS

Name : Yuval Shimoni
 Adress : 610 Beloit Ave . Kensington CA 94708
 Parcel : # 570-253-017
 Email : yshimon12@hotmail.com
 Phone : (510) 332-3787



ATTACHMENT 2



ATTACHMENT 3



STEGE SANITARY DISTRICT
Investment, Cash & Receivables Report
As of March 31, 2018

1:05 PM
04/23/2018

	<u>March 31, 2018</u>	<u>February 28, 2018</u>	<u>\$ Change</u>	<u>Deposits</u>	<u>Checks</u>	<u>Transfers</u>
ASSETS						
Current Assets						
Checking/Savings						
LAIF Investment Accts						
11012 · Sewer Operations- 3418	5,609,118	5,609,118	0	0	0	0
11014 · System Rehab- 3423	950,169	950,169	0		0	0
Total LAIF Investment Accts	<u>6,559,287</u>	<u>6,559,287</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Checking Accts						
100 · Mechanics Bank	135,560	289,921	-154,361	14,072	-168,433	0
100 · County Cash Acct #3418	-255,182	-255,182	0 *	0 *	0	0
Total Checking Accts	<u>-119,622</u>	<u>34,739</u>	<u>-154,361</u>	<u>14,072</u>	<u>-168,433</u>	<u>0</u>
11021 · Petty Cash	250	250	0	0	0	0
Total Checking/Savings	<u>6,439,915</u>	<u>6,594,276</u>	<u>-154,361</u>	<u>14,072</u>	<u>-168,433</u>	<u>0</u>
301 · Ca Employer's Retiree Benefit Trust	209,591	212,525	-2,934	0	0	0
Total CA Employer's Retiree Benefit Trust	<u>209,591</u>	<u>212,525</u>	<u>-2,934</u>	<u>0</u>	<u>0</u>	<u>0</u>
Accounts Receivable						
11072 · Accounts Receivable	8,650	8,989	-338			
Total Accounts Receivable	<u>8,650</u>	<u>8,989</u>	<u>-338</u>			

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

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

Rex Delizo, District Manager

Date

STEGE SANITARY DISTRICT

Operating Statement

04/23/2018

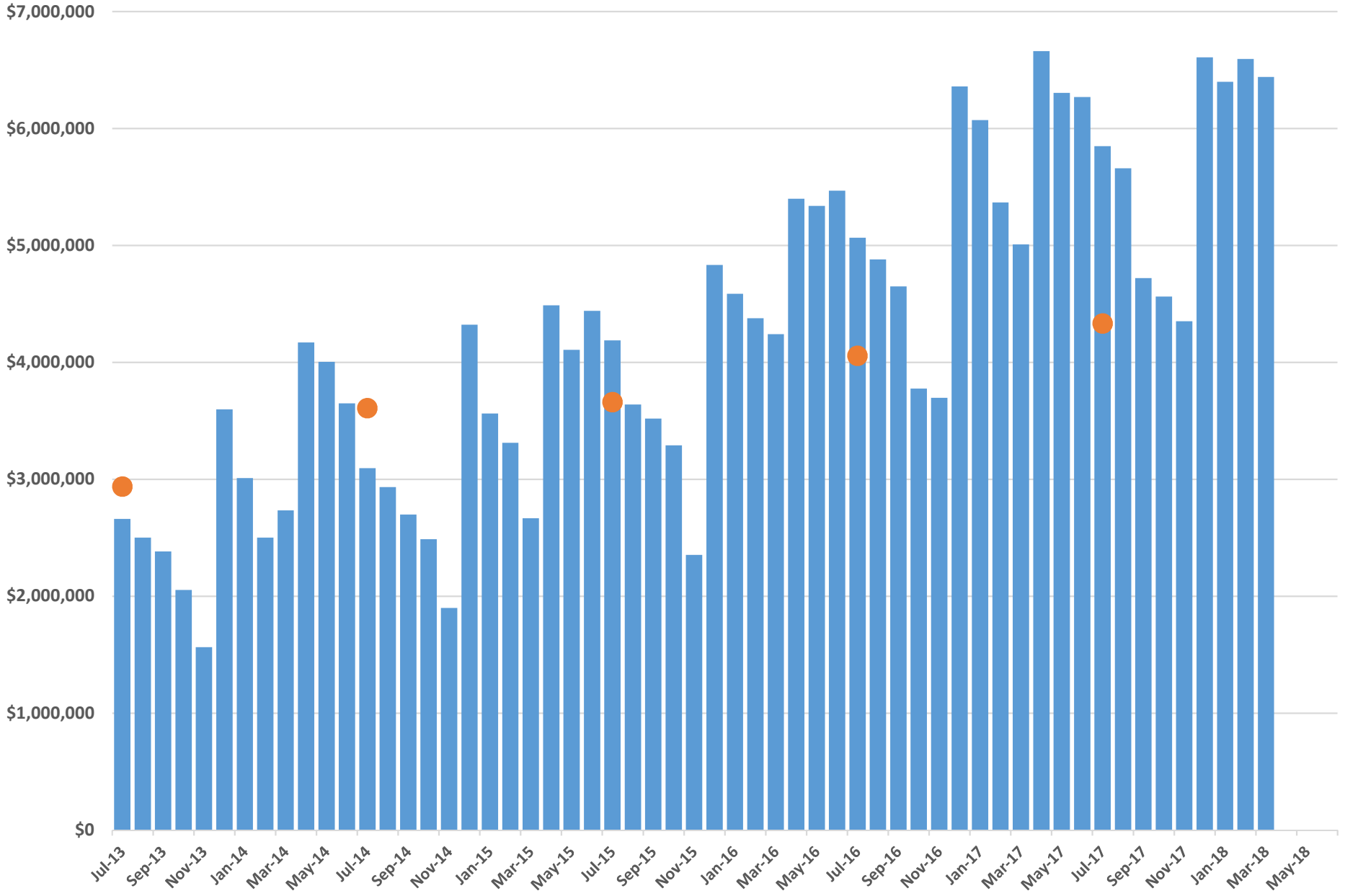
March 2018

78.63% of Fiscal year Completed

	July-March 2018	Annual Budget	% of Annual Budget
Income			
31 - OPERATING REVENUE			
31010 - Sewer Service Charges	1,507,123	2,435,000	62%
31020 - Permit & Insp. Fees	7,205	15,000	48%
31030 - Connection Fees	93,784	150,000	63%
31040 - San Pablo Ave Impact Fee	35,407	-	0%
31080 - Contracted Services	-	30,000	0%
31010a - Capital Service Charges	1,385,628	2,242,000	62%
Total 31 - OPERATING REVENUE	3,029,147	4,872,000	62%
32 - NON-OPERATING REVENUE			
32050 - Interest - 3418	12,397	12,000	103%
32052 - Interest - 3423	3,123	5,000	62%
32080 - Property Taxes	304,873	369,000	83%
32085 - Insurance Dividend	-	-	0%
32090 - Miscellaneous	22,162	21,000	106%
Total 32 - NON-OPERATING REVENUE	342,554	407,000	84%
Transfer (to)/from Reserves	-	(139,010)	0%
Total Income	3,371,702	5,139,990	66%
Expense			
OPERATING EXPENSES			
Administration/General			
45-010 - Salaries & Wages	166,895	201,220	83%
45-020 - Employee Benefits	93,632	106,680	88%
45-029 - Retiree Health	5,084	6,800	75%
45-030 - Directors Expenses	15,165	38,000	40%
45-070 - Insurance	145,543	93,000	156%
Administration - Other	143,018	244,450	59%
Total Administration	569,336	690,150	82%
Maintenance/Engineering			
41-010 - Salaries & Wages	682,147	916,910	74%
41-020 - Employee Benefits	339,175	451,620	75%
41-029 - Retiree Health	10,167	13,700	74%
41-100 - Operating Supplies	9,096	40,000	23%
41-110 - Contractual Services	68,485	96,300	71%
41-207 - Contracted Repairs	30,385	61,000	50%
Maintenance- Other	107,846	201,450	54%
Total Maintenance/Engineering	1,247,301	1,780,980	70%
Pump Stations	16,235	18,660	87%
Total OPERATING EXPENSES	1,832,872	2,489,790	74%
CAPITAL			
41-650 - Debt Repayment (SRF Loans)	148,220	148,200	100%
Construction Projects	1,427,738	2,456,000	58%
Outlay(Maintenance/Engineering)	7,239	46,000	16%
Total CAPITAL	1,583,197	2,650,200	60%
Total Expense	3,416,069	5,139,990	66%
Net	(44,368)	0	

Monthly Cash on Hand vs. Target Reserves

Cash On Hand Target Reserve





Market Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Balance	\$212,524.62	\$196,298.46
Contribution	0.00	0.00
Disbursement	0.00	0.00
Transfer In	0.00	0.00
Transfer Out	0.00	0.00
Investment Earnings	(2,890.05)	13,423.58
Administrative Expenses	(25.20)	(75.69)
Investment Expense	(18.47)	(55.45)
Other	0.00	0.00
Ending Balance	\$209,590.90	\$209,590.90
FY End Contrib per GASB 74 Para 22	0.00	0.00
FY End Disbursement Accrual	0.00	0.00
Grand Total	\$209,590.90	\$209,590.90

Unit Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Units	13,343.167	13,343.167
Unit Purchases from Contributions	0.000	0.000
Unit Sales for Withdrawals	0.000	0.000
Unit Transfer In	0.000	0.000
Unit Transfer Out	0.000	0.000
Ending Units	13,343.167	13,343.167
Period Beginning Unit Value	15.927621	14.711547
Period Ending Unit Value	15.707757	15.707757

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



BETTY T. YEE

California State Controller

LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE

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

As of 04/13/2018, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 03/31/2018.

Earnings Ratio		.00004135534904993
Interest Rate		1.51%
Dollar Day Total	\$	570,901,244.03
Quarter End Principal Balance	\$	6,572,773.28
Quarterly Interest Earned	\$	23,609.82

11:34 AM	STEGE SANITARY DISTRICT			
04/23/2018	Check Report			
Accrual Basis	April 26, 2018			
	Name	Memo	Amount	Num
Apr 26, 18				
	Aramark Uniform Services	Uniform Services	-1,499.56	25442
	AT&T (510 526-9489)	Canon Pump Station	-165.85	25443
	CCP Industries	Pull Strap	-84.33	25444
	Chevron and Texaco Card Services	Gas	-79.21	25445
	Clark Pest Control	Pest Control	-142.00	25446
	Clement Communications Inc.	Supervisor Poster	-202.97	25447
	CWEA	Membership Renewal #452511 Wright	-180.00	25448
	D'Arcy & Harty Construciton	Project 17201	-615,696.27	25449
	Direct Line	Answering Service 3/01-31/18	-95.00	25450
	EAST BAY MUNICIPAL UTILITY DISTRICT	Water Consumption	-189.00	25451
	Exxonmobil	Gas	-224.11	25452
	Jay Z. James	SDLA Conference 04/15-18/18	-205.11	25453
	Kel-Air	HVAC Service	-660.00	25454
	KftB/Earth Island Institute	Watershed Action Program	-12,000.00	25455
	Mobile Fleetcare	Truck Maintenance	-2,338.28	25456
	Municipal Maintenance Equipment	Vactor Repairs	-2,618.99	25457
	Nakano Landscape	Landscaping Mar 2018	-280.00	25458
	Paul B. Gilbert-Snyder	CSDA Meeting 3/20/18	-94.60	25459
	Paul Soo, Jr.	Toll Reimbursement	-6.00	25460
	PG&E- #0103467151-9	Burlingame Pumpstation	-103.47	25461
	PG&E- #0607499583-5	Canon Pump Station	-93.46	25462
	PG&E- #6675831511-4	Office/Shop	-1,426.96	25463
	Pipe Spy	439 Coventry Rd	-4,850.00	25464
	Pump Repair Service Co.	Burlingame Pumpstation Repairs	-3,313.63	25465
	R & R Auto Services	Gas 01/02/18-03/30/18	-3,189.74	25466
	Reserve Account	Postage	-200.00	25467
	Rex W. Delizo	Reimb Oil Change & Parking	-120.87	25468
	S.P. Automotive	Truck Maintenance	-195.64	25469
	Staples Credit Plan	Office supplies	-50.94	25470

	Name	Memo	Amount	Num
	TelePacific Communications	Office Phones	-919.39	25471
	Valley Yellow Pages	Yellow Pages Monthly Advertising	-260.00	25472
	Vanguard Cleaning Systems	Janitorial Service Apr 2018	-295.00	25473
	Xerox Financial Services	Copier Lease Payment 04/08-5/07	-194.28	25474
Apr 26, 18			-651,974.66	

STEGE SANITARY DISTRICT

APRIL 2018

APRIL 2018	MAY 2018	JUNE 2018	JULY 2018	AUGUST 2018	SEPTEMBER 2018
CASA Public Policy Forum April 11 Sacramento, CA	5/28 HOLIDAY AB 1661 Training (odd years)	6/13 Safety and Recognition Awards Luncheon	7/4 HOLIDAY 4 th of July Fair Booth	CASA Annual Conf. August 8-10 Monterey, CA	CSDA Annual Conf. Sept 24-27 Monterey, CA
4/12/2018 – 7:00 P.M.	5/10/2018 – 7:00 P.M.	6/14/2018 – 7:00 P.M.	7/12/2018 – 7:00 P.M.	8/16/2018 – 7:00 P.M.	9/13/2018 – 7:00 P.M.
Board of Directors Meeting ***Meeting Cancelled***	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting
<ul style="list-style-type: none"> o Service Rate Discussion/Approval (& 30-day Notice) o Board Training Summary o CASA Conf. – Attendee Reports 	<ul style="list-style-type: none"> o Board Training Summary o <i>Draft Budget</i> o <i>July 4th Fair Discussion</i> 	<ul style="list-style-type: none"> o Draft Budget ◆ Review Director Meeting Compensation o July 4th Fair Discussion ◆ Approve Project Plans and Specs (+CEQA) ◆ Approve Salary Ranges for District Positions ◆ Long Range Planning Action Plan 	<ul style="list-style-type: none"> o July 4th Fair Debrief o District Investment Policy o CASA Conference ◆ Resolution Est. Salary of District Manager ◆ Form 470 	<ul style="list-style-type: none"> o CASA Conference o CSDA Conference o Select Actuary for Analysis of Retiree Health Benefits (odd years) o Quarterly (FY End) Financial Statements o Conn. Charge Report per Gov. Code 66013 	<ul style="list-style-type: none"> o CSDA Conference o CASA Conf. – Attendee Reports
4/26/2018 – 7:00 P.M.	5/24/2018 – 7:00 P.M.	6/28/2018 – 7:00 P.M.	7/26/2018 – 7:00 P.M.		9/27/2018 – 7:00 P.M.
Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting		Board of Directors Meeting
<ul style="list-style-type: none"> o CLOSED SESSION – Quarterly Claims Rpt o Quarterly Financial Statements o Draft Budget ◆ Employee Benefits o Service Rate Discussion/Approval (& 30-day Notice) o July 4th Fair Discussion 	<ul style="list-style-type: none"> o CLOSED SESSION – District Counsel Performance Evaluation o Draft Budget o July 4th Fair Discussion o Service Rate Discussion/Approval (& 30-day Notice) 	<ul style="list-style-type: none"> o CLOSED SESSION – Manager Perf. Eval. ◆ Approve and Adopt Final Budget ◆ Ordinance – Director Meeting Compensation ◆ Review and Approve Incentive Award ◆ Adopt Incentive Award Goals & Objectives o District Reserve Policy o July 4th Fair Discussion o Consent Decree Quarterly Report 	<ul style="list-style-type: none"> o CLOSED SESSION – Quarterly Claims Rpt o CASA Conference o Reimb. Report per Gov. Code 53065.5 o Quarterly Financial Statements o Candidate filing period (even years) ◆ Establish and Collect Sewer Service Charges ◆ Notice of Completion/ Award of Contract 		<ul style="list-style-type: none"> ◆ Flexible Benefits Plan Contribution Review ◆ Deferred Compensation Matching Contribution Review o CSDA Conference – Attendee Reports o Consent Decree Quarterly Report

o INFORMATIONAL ITEMS

◆ ACTION ITEMS

CHANGES IN ITALICS

STEGE SANITARY DISTRICT

APRIL 2018

OCTOBER 2018	NOVEMBER 2018	DECEMBER 2018	JANUARY 2019	FEBRUARY 2019	MARCH 2019
	11/22 HOLIDAY	12/13 Christmas Luncheon 12/25 HOLIDAY	1/1 & 1/14 HOLIDAY CASA Winter Conf.	2/18 HOLIDAY CASA Policy Forum Washington, DC	AB 1234 Training (even years)
10/11/2018 – 7:00 P.M.	11/8/2018 – 7:00 P.M.	12/13/2018 – 2:00 P.M.	1/10/2019 – 7:00 P.M.	2/14 /2019 – 7:00 P.M.	3/9/2019 – 9:00 A.M.
Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting	Board of Directors Meeting
	<ul style="list-style-type: none"> ○ Proposed Meeting Calendar ○ Board Officer Succession Plan ○ CASA Conference 	<p><u>2PM Meeting Time</u></p> <ul style="list-style-type: none"> ◆ Nomination & Election of Officers ◆ Fiscal Year Financial Audit ◆ Connection Charge Calculation Report ○ CASA Conference ○ Meeting Calendar ○ Consent Decree Quarterly Report 	<ul style="list-style-type: none"> ◆ Board Governance Review ◆ Connection Charge Ord. ○ Service Rate Discussion ○ District of Distinction (even years) ○ CASA Conference ○ Director’s Contact Info ○ Board Training Summary ○ Long Range Planning Discussion of Topics 	<ul style="list-style-type: none"> ◆ Board Governance Approval ○ Actuarial Analysis of Retiree Health Benefits Report (even years) ○ Service Rate Discussion ○ CASA Conference ○ Board Training Summary ○ Form 700 ○ Long Range Planning Discussion of Topics 	<p><u>9AM Meeting Time</u></p> <ul style="list-style-type: none"> ○ Long Range Planning Workshop ○ Strategic Plan
10/25/2018 – 7:00 P.M.			1/24/2019 – 7:00 P.M.		3/21/2019 7:00 P.M.
Board of Directors Meeting			Board of Directors Meeting		Board of Directors Meeting
<ul style="list-style-type: none"> ○ CLOSED SESSION – Quarterly Claims Rpt ○ Quarterly Financial Statements ○ Regional Private Sewer Lateral Program Update 			<ul style="list-style-type: none"> ○ CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval. ◆ Resolution for Disposal of Surplus Property ○ Quarterly Financial Statements ○ CASA Conf. – Attendee Reports ○ Service Rate Discussion ○ Long Range Planning Discussion of Topics 		<ul style="list-style-type: none"> ◆ Auditor – RFP ◆ California Employer’s Retiree Benefit Trust (CERBT) ○ Form 700 ○ Consent Decree Quarterly Report ○ Service Rate Discussion ○ CASA Conf. + Attendee Reports ○ Board Training Summary

○ INFORMATIONAL ITEMS

◆ ACTION ITEMS

CHANGES IN ITALICS