

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF APRIL 21, 2022  
TIME OF MEETING: 7:00 P.M.  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

\*\*\*\*\* AGENDA \*\*\*\*\*

Items on the agenda may be taken out of order.

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

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

*Members of the public can observe the live stream of the meeting by accessing <https://zoom.us/j/84090509848> or by calling (669) 900-9128 and entering the Meeting ID# 840 9050 9848 followed by the pound (#) key.*

*Public comment can be sent remotely by delivering to **7500 Schmidt Lane, El Cerrito, CA 94530** or via email to [comments@stegesan.org](mailto:comments@stegesan.org) with "Public Comment" in the subject line. To provide written comment on an item on the agenda or to address the Board during Public Comment, please note the agenda item number that you want to address or whether you intend for the comment to be included in Public Comment. Comments timely received 15 minutes before the starting time of the meeting will either be provided as written comment or be read into the record, with a maximum allowance of 3 minutes per individual comment read into the record, subject to the Board President's discretion. Copies of all timely received written comments will be provided to the Board and will be added to the official record.*

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

**I. Call To Order**

**II. Roll Call**

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

**III. Public Comment**

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

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**IV. Approval of Minutes**

Motion:

A. Approval of April 7, 2022 Board Meeting Minutes

(The Board will be asked to review and approve the minutes of April 7, 2022 Board Meeting)

Info:

**V. Communications**

A. Oral Communications

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

a. City & Community Meetings

B. Written Communications

Info:

**VI. Reports of Staff and Officers**

A. Attorney's Report

B. Manager's Report

1. Monthly Maintenance Summary Report

2. Monthly Report of Sewer Replacements and Repairs

3. San Pablo Avenue Specific Plan Area Status Report

4. Draft Budget

5. 4<sup>th</sup> of July Fair

6. Disposal of Property Procedure

7. Draft Endeavor Newsletter

**VII. Business**

A. Resolution No. 2187-0422 Finding that there is a Proclaimed State of Emergency; Finding that Meeting in Person Would Present Imminent Risks to the Health or Safety of Attendees as a Result of the State of Emergency; and Authorizing Remote Teleconferenced Meetings of the Stege Sanitary District for the 30 Day Period Beginning April 21 Pursuant to AB 361

(The Board will review and consider the resolution to continue to meet remotely pursuant to Assembly Bill 361)

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- B. Resolution No. 2188-0422 Electing to Become Subject to the Uniform Public Construction Cost Accounting Act  
(The Board will review and consider the resolution)
- C. Ordinance No. 2189-0422 Adding Section 2.11, Public Projects—Informal Bidding Procedures to the Stege Sanitary District Ordinance Code to Provide Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act  
(The Board will review and consider the ordinance)
- D. Resolution No. 2190-0422 Adopting the Stege Sanitary District Procurement Policy  
(The Board will review and consider the resolution)

Info: **VIII. Financial Statements – March 2021**

- 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)

**IX. Approval of Checks**

- Info/Motion: A. Checks for April 21, 2022 - Fund No. 3418 & 3423  
(The Board will be asked to approve the April 15, 2021 checks)

Info: **X. Future Agenda Items**

**May 5, 2022**

Appointment of Labor Negotiator  
CLOSED SESSION – Conference with Labor Negotiator  
Draft Budget  
July 4th Fair Discussion  
Review of Comparable Agencies  
*+AB 361 – 30 Day Virtual Meeting Extension*

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
MEETING OF APRIL 21, 2022  
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**May 19, 2022**

CLOSED SESSION – Manager Performance Evaluation

CLOSED SESSION – Conference with Labor Negotiator

Draft Budget

+AB 361 – 30 Day Virtual Meeting Extension

**CLOSED SESSION**

**Conference with Labor Negotiator**

Gov. Code § 54957.6

Agency Designated Representative: District Manager Delizo

Unrepresented Employees: All District Employees

**Conference with Legal Counsel—Anticipated Litigation**

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9

Number of Potential Cases: 5

Jones – Government Tort Claim filed: 12/16/2020

Eng – Government Tort Claim filed: 8/19/2021

Mosher – Government Tort Claim filed: 8/11/2021

Shimoni – Government Tort Claim filed: 10/25/2021

Schulak – Government Tort Claim filed: 2/7/2022

**XI. Adjournment**

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on May 5, 2022 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
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 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

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

- I. Call To Order:** President Merrill called the meeting to order at 7:00 P.M.
- II. Roll Call:** Present: Christian-Smith\*, Gilbert-Snyder\*, Miller, O’Keefe\*,  
 Merrill  
 Absent: None  
 Others Present: Rex Delizo, District Manager  
*\*via video-conference*

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

- III. Public Comment:** There was no public comment.

**IV. Approval of Minutes**

A. Approval of March 17, 2022 Board Meeting Minutes

MOTION: By O’Keefe, seconded by Gilbert-Snyder, to approve the minutes of the March 17, 2022 Board Meeting

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

**V. Communications**

A. Oral Communications

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS  
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a. City & Community Meetings

Miller gave a report on a recent El Cerrito City Council meeting.

B. Written Communications

1. Director Merrill Memo on Check Approvals

The Board reviewed the memo from Director Merrill on check approval procedures.

**VI. Reports of Staff and Officers**

A. Manager's Report:

1. Funding of the District's Administration Building Replacement

The Manager reported on the Board choosing Administrative Building Reserve Option "C" which is cash funding building retrofits every 5 years.

2. Public Outreach – 4th of July Festival Sponsorship ¼ Page rECguide Ad

The Manager reported on plans for the ad space for the 4th of July Festival Sponsorship. The Board agreed to use the opportunity to promote the District's Private Sewer Lateral (PSL) No-Interest Loan Program.

**VII. Business**

A. Board Objectives

The Board discussed the objectives from the Strategic Plan including their willingness to increase funding to gather more flow monitoring data to help assess future I/I reduction strategies. The Board also discussed achieving the platinum level of the District of Distinction accreditation.

B. Diversity, Equity, and Inclusion (DEI) Board of Director's Outreach Opportunities

The Board reviewed and discussed plans to provide outreach to different civic organizations for the upcoming District election in November.

C. Resolution No. 2186-0422 Finding that there is a Proclaimed State of Emergency; Finding that Meeting in Person Would Present Imminent Risks to the Health or Safety of Attendees as a Result of the State of Emergency; and

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Authorizing Remote Teleconferenced Meetings of the Stege Sanitary District  
 for the 30 Day Period Beginning April 7 Pursuant to AB 361

The Board approved the resolution to make necessary findings to continue to meet remotely pursuant to Assembly Bill 361.

MOTION: By Miller, seconded by O'Keefe, to approve Resolution No. 2186-0422 Finding that there is a Proclaimed State of Emergency; Finding that Meeting in Person Would Present Imminent Risks to the Health or Safety of Attendees as a Result of the State of Emergency; and Authorizing Remote Teleconferenced Meetings of the Stege Sanitary District for the 30 Day Period Beginning April 7 Pursuant to AB 361

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

**VIII. Approval of Checks**

A. Checks for April 7, 2022- Fund No. 3418 & 3423

MOTION: By Miller, seconded by O'Keefe, to pay the bills, Check Nos. 27535 through 27564 in the amount of \$57,352.45

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

**IX. Future Agenda Items**

**April 21, 2022**

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CLOSED SESSION – Quarterly Claims Report  
Employee Benefits Package  
Quarterly Financial Statements  
Draft Budget  
July 4<sup>th</sup> Fair Discussion  
San Pablo Avenue Specific Plan Area Status Report  
+*ORDINANCE – Uniform Construction Cost Accounting*  
+*RESOLUTION – Procurement Policy*  
+*AB 361 – 30 Day Virtual Meeting Extension*

**May 5, 2022**

Appointment of Labor Negotiator  
CLOSED SESSION – Conference with Labor Negotiator  
Draft Budget  
July 4<sup>th</sup> Fair Discussion  
Review of Comparable Agencies

**X. Adjournment**

The meeting was adjourned at 8:22 P.M. The next meeting of the District Board of Directors will be held on Thursday, April 21, 2022 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

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Rex Delizo  
STEGE SANITARY DISTRICT  
Secretary



**STEGE SANITARY DISTRICT  
MONTHLY MAINTENANCE SUMMARY REPORT  
Mar-22**

**1. ROUTINE PREVENTIVE MAINTENANCE ACTIVITES**

	Days	Feet
There were 19 normal working days		
Unit #10 (combo) operated:	16	86,617
Unit #11 (rodder) operated:	0	0
Unit #15 (video) operated:	12	25,532
Unit #16 (combo) operated:	11	15,638

	Month (feet)		Quarter (feet)		
	Planned	Unplanned	Planned	Unplanned	Remaining
Total Cleaned	86,038	16,217	208,019	40,602	470
Total Video	17,353	8,179	43,553	18,377	32,555

**2. MONTHLY SERVICE CALLS**

After-hour service calls: 5 Calls 5 Out

**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
2022	MARCH	18	17.2	14	9.9	1	4	0	1
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	1	1	11	0	2				

**3. SAFETY AND TRAINING**

Safety and training meetings were conducted twice a month.

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# MONTHLY SERVICE CALLS

# March-2022

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
<b>3/3/2022</b> Thursday 10:41 AM	101317 101308	5821 BURLINGAME AVE. RICHMOND, CA 94804 <i>Last Call: 5/12/2009</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
<b>3/4/2022</b> Friday 8:00 AM	281202 281201	931 ELM ST. EL CERRITO, CA 94530 <i>Last Call: 3/21/2021</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
<b>3/7/2022</b> Monday 2:47 PM	275240 275239	35 KERR AVE. KENSINGTON, CA 94707 <i>Last Call: 9/13/2020</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				THE WATER WASN'T SEWER RELATED.
<b>3/8/2022</b> Tuesday 5:19 PM	285209 285208	8628 THORS BAY RD. EL CERRITO, CA 94530 <i>Last Call: 5/28/1992</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
<b>3/10/2022</b> Thursday 9:50 AM	273523 273522	123 PURDUE AVE. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	OF,C				WE FOUND THIS TO BE THE CUSTOMERS PROBLEM.
<b>3/10/2022</b> Thursday 12:00 PM	101317 101308	5821 BURLINGAME AVE. RICHMOND, CA 94804 <i>Last Call: 3/3/2022</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
<b>3/10/2022</b> Thursday 1:11 PM	172521 172520	7355 PEBBLE BEACH WAY EL CERRITO, CA 94530 <i>Last Call: 5/11/2015</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				THE CONGESTION WASN'T SEWER RELATED.
<b>3/11/2022</b> Friday 6:50 AM	161413 161409	7120 MOUND AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, LC				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
<b>3/12/2022</b> Saturday 2:00 PM	251640 251612	1 HIGHGATE RD. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, LC				WE FOUND THE PROBLEM WAS IN THE LATERAL.
<b>3/16/2022</b> Wednesday 1:32 PM	281201 281012	908 ELM ST. EL CERRITO, CA 94530 <i>Last Call: 11/18/2008</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
<b>3/17/2022</b> Thursday 1:28 PM	172607 172606	1653 JULIAN DR. EL CERRITO, CA 94530 <i>Last Call: 8/23/2007</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	F				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
<b>3/17/2022</b> Thursday 3:30 PM	285021 285004	1109 BREWSTER DR. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	O				THE ODOR WASN'T SEWER RELATED.
<b>3/18/2022</b> Friday 3:25 PM	185120 185118	2059 HARPER ST. EL CERRITO, CA 94530 <i>Last Call: 5/1/1991</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE A BACK UP IN THE CLEAN OUT.
<b>3/19/2022</b> Saturday 1:37 PM	231512 231511	262 AMHERST AVE. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	E, T				EBMUD CALLED ABOUT A SEWER LEAK. I FOUND NO PROBLEM.
<b>3/22/2022</b> Tuesday 1:14 PM	273216 273214	124 WINDSOR AVE. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, LC				WE FOUND THIS TO BE THE CUSTOMER'S LATERAL PROBLEM.
<b>3/24/2022</b> Thursday 9:15 AM	161703 161702	11156 SAN PABLO 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.
<b>3/25/2022</b> Friday 12:52 PM	161703 161702	11154 SAN PABLO 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.
<b>3/26/2022</b> Saturday 6:50 PM	251414 251403	7976 TERRACE DR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	OF	MH	ML	Y	SSO CAUSED BY COLAPSED HDPE PIPE.

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

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

**SPILL**

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

**SPILL**

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

**SPILL END**

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

**MAINLINE: 1**  
**LATERAL: 14**  
**OTHER: 3**  
**TOTAL SERVICE CALLS: 18**  
**MAINLINE OVERFLOW: 1**  
**MAINLINE SURCHARGE: 0**

# SANITARY SEWER OVERFLOWS (SSOs) LAST 12 MONTHS

April-2022

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS	CAT*	VOL	RCVR'D	NET
<b>9/1/2021</b> Wednesday 10:40 AM	231902 231901	321 RUGBY AVE. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D, W, OF	CO	B	ST	STEGE DISCOVERED SSO FROM CLEANOUT.	CAT 3	52 gallons	52 gallons	0 gallons
<b>9/8/2021</b> Wednesday 7:50 AM	231602 231601	273 AMHERST AVE. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	R, W	MH	B	ST, Y	WE FOUND WIPES AND ROOTS IN THE MAIN LINE.	CAT 3	10 gallons	0 gallons	10 gallons
<b>9/15/2021</b> Wednesday 2:45 PM	234303 234301	754 COVENTRY RD. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B	MH	ML	Y	DOWN STREAM NEIGHBOR'S CONTRACTOR UNHOOKED THEIR LATERAL CONNECTION.	CAT 3	25 gallons	0 gallons	25 gallons
<b>10/20/2021</b> Wednesday 2:23 PM	189102 189101	2638 MIRA VISTA DR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	F,OF,R	CO	B, O	Y	WE FOUND ROOTS IN THE MAINLINE.	CAT 3	5 gallons	1 gallons	4 gallons
<b>10/24/2021</b> Sunday 7:40 AM	231019 231018	464 COVENTRY RD. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	A, F, OF	MH	B,S,O	BLDG, ST,SD,Y	SOFT STOPPAGE AND HEAVY RAIN CAUSED THE M/H TO SURCHARGE.	CAT 1	14,000 gallons	0 gallons	14,000 gallons
<b>10/24/2021</b> Sunday 3:02 PM	282204 282202	643 LEXINGTON AVE. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D, OF	CO	B	ST	DEBRIS IN THE MAIN FROM EBMUD.	CAT 3	5 gallons	0 gallons	5 gallons
<b>12/30/2021</b> Thursday 10:10 AM	271120 271119	422 COLUSA AVE. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	F, R	MH	B	ST, Y	ROOT IN LINE CAUSED SSO	CAT 3	205 gallons	140 gallons	65 gallons
<b>1/17/2022</b> Monday 5:58 PM	187218 187210	5619 JORDAN AVE. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B, E,OF	CO	ML, B	Y	EBMUD DAMAGED OUR LINE WHILE WORKING IN THE STREET.	CAT 3	25 gallons	0 gallons	25 gallons
<b>1/29/2022</b> Saturday 3:25 PM	231822 231819	616 PLATEAU DR. KENSINGTON, CA 94707	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B, OF,R, W	LH	ML, B	Y	SSO CAUSED BY MAJOR OFFSET.	CAT 3	15 gallons	0 gallons	15 gallons
<b>2/3/2022</b> Thursday 7:30 AM	151239 151238	1373 CONTRA COSTA DR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	R	MH	B	Y	CITY OF EL CERRITO PUSHED LATERAL ROOTS INTO DISTRICT LINE.	CAT 3	23 gallons	23 gallons	0 gallons
<b>3/26/2022</b> Saturday 6:50 PM	251414 251403	7976 TERRACE DR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	OF	MH	ML	Y	SSO CAUSED BY COLAPSED HDPE PIPE.	CAT 2	3,432 gallons	0 gallons	3,432 gallons

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS	CAT*	VOL	RCVR'D	NET
<b>PROBLEM TYPE:</b>											<b>TOTAL MAINLINE SSOs: 11</b>	
Water (A)	Odor (O)		<b>SPILL</b>								<b>MAINLINE BREAK SSOs: 4</b>	
Broken Main (B)	Overflow (OF)		<b>LOCATION:</b>								<b>MAINLINE SURCHARGE SSOs: 1</b>	
S/S Congestion (C)	PG+E (P)		Lamp/Manhole (MH)	Blockage (B)	Building (BLDG)						<b>CATEGORY 1 SSOs: 1</b>	
Debris in Main (D)	Roots (R)		Mainline (ML)	Surcharge (S)	Creek (C)						<b>SSOs INTO BUILDINGS: 1</b>	
EBMUD (E)	Surcharge (S)		Lateral (L)	Line Break (ML)	Strt/Pvmnt (ST)							
Soft Stoppage (F)	Storm Drain (SD)		Cleanout (CO)	Other (O)	Storm Drn (SD)							
Grease (G)	Unknown (U)		Building (BLDG)		Yard (Y)							
Lateral Cause (LC)	Other (T)		Other (O)		Other (O)							
Misc (M)	Wipes/Rags (W)											
MH Cover (MC)												
											<b>TOTAL SSO VOLUME (GALS): 17,797</b>	
											<b>TOTAL VOLUME RECOVERED (GALS): 216</b>	
											<b>TOTAL VOLUME UNRECOVERED (GALS): 17,581</b>	

\*CATEGORY 1 SSO: Discharges of untreated or partially treated wastewater of any volume resulting from an enrollees sanitary sewer system failure or flow condition that: Reach surface water and/or reach a drainage channel tributary to a surface water; or Reach a municipal separate storm sewer system and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the municipal separate storm sewer system is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or ground water infiltration basin (e.g., infiltration pit, percolation pond).

CATEGORY 2 SSO: Discharges of untreated or partially treated wastewater of 1,000 gallons or greater resulting from an enrollee's sanitary sewer system failure or flow condition that do not reach surface water, a drainage channel, or a municipal separate storm sewer system unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.

CATEGORY 3 SSO: All other discharges of untreated or partially treated wastewater resulting from an enrollees sanitary sewer system failure or flow condition.



**STEGE SANITARY DISTRICT  
MONTHLY REPLACEMENT AND REPAIR SUMMARY  
March 2022**

III SAN PABLO AVE SPECIFIC PLAN AREA (SPASPA) UPGRADE - FY 2021-22			
A.	BUDGET ALLOCATION		\$1,000,000
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$802,293
C.	SPASPA UPGRADES PAID THIS MONTH (NO RETENTION)		
1	None		
SUBTOTAL FOR THIS MONTH			\$0
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	76.22%	\$762,179
E.	TOTAL 5% RETENTION HELD	5.00%	\$40,115
F.	BUDGET REMAINING	19.77%	\$197,707
G.	PERCENTAGE OF FISCAL YEAR REMAINING	25.00%	
H.	TOTAL SPASPA UPGRADE FOOTAGE PAID TO DATE	1,985 ( \$ 404.18 /LF)	



# STEGE SANITARY DISTRICT

Last Revised: 3/1/2022

## BOARD OF DIRECTORS SAN PABLO AVENUE SPECIFIC PLAN STATUS REPORT

### PAID PROPERTIES

Date	Property Owner	#	Street	SPASP Fee (-Credits)	Units	Equiv. Fixture Units	Added Fixture Units from ( E)
11/15/2017	Mr. Pickles	10810	SAN PABLO AVE.	\$ 653.67	Comm.	34	3
1/2/2018	24 Hour Fitness	10794	SAN PABLO AVE.	\$ 16,668.58	Comm.	264	76
1/29/2018	Na Na Dessert	10172	SAN PABLO AVE.	\$ 3,922.02	Comm.	23	18
2/1/2018	Burgerim	170	EL CERRITO PLAZA	\$ 11,983.95	Comm.	55	55
2/8/2018	Budget Inn (Joseph)	10621	SAN PABLO AVE.	\$ 1,089.45	Toilet addn.	5	5
2/14/2018	Safeway Shop (Tom)	11450	SAN PABLO AVE.	\$ 1,089.45	Toilet addn.	5	5
4/24/2018	Temporary Senior Center (City El Cerrito)	10940	SAN PABLO AVE.	\$ 2,840.58	Comm.	40	13
7/17/2018	Wang Brothers Investments, LLC (Kevin)	10963	SAN PABLO AVE.	\$ 129,644.55	51	595	595
8/20/2018	El Cerrito Apt (The Little Hill LLC.)	10300	SAN PABLO AVE.	\$ 142,717.95	32	655	655
1/22/2019	Li's America Investments LLC	10281	SAN PABLO AVE.	\$ 1,089.45	Comm.	5	5
2/6/2019	CINQUE TERRE (KEN & RONG MOU)	10530	SAN PABLO AVE.	\$ 18,738.54	5	86	86
3/22/2019	KOYOTO RAMEN & CURRY HOUSE	3050	EL CERRITO PLAZA	\$ 7,489.17		44	34
12/18/2019	JAIMIE HITESHEW (MAYFAIR)	11600	SAN PABLO AVE.	\$ 644,503.60	156		
11/20/2020	PETCO - EL CERRITO (MICHELLE SLAYDEN)	420	EL CERRITO PLAZA	\$ 2,902.08		4	4
3/11/2021	FOOT LOCKER (RORY CROWLEY)	430	EL CERRITO PLAZA	\$ 2,055.64		6	6
10/12/2021	SUPER SLICE PIZZA	10180	SAN PABLO AVE.	\$ 774.80		17	3
3/1/2022	CLAIRE SULLIVAN (BANTER WINES)	10368	SAN PABLO AVE.	\$ 1,627.14		17	6

**\$ 989,790.62**

**SPASPA CONSTRUCTION SPENT \$ 802,293.38**

**BUDGET REMAINING \$ 187,497.24**

**PLAN CHECK PROPERTIES (WAITING PAYMENT)**

Date	Property Owner	#	Street	Balance Due	Units	EFU	Added Fixture Units from ( E)
1/27/2022	THE VILLAGE AT TOWN CENTER	10810	SAN PABLO AVE.	\$ 16,271.40	4		
12/7/2017	Angelo Obertello (Near El Cerrito Chamber of Commerce)	10290	SAN PABLO AVE.	\$ 56,651.40	14	260	260
	Charlie Oewell	921	Kearney St.	no plans yet	78		
	Charlie Oewell (Near Burger King)	10167	San Pablo Ave.	no plans yet	83		
	Charlie Oewell (Near Home Depot)	11950	San Pablo Ave.	no plans yet	146		
	Abby Wittman (Near Marty's Motors)	10919	San Pablo Ave.	no plans yet	85		
				\$ 72,922.80			

**SAN PABLO AVENUE SPECIFIC PLAN REVIEW PROCEDURE**

1. City of El Cerrito Community Development Department Planning Division sends preliminary plans to Stege, for Request for Comment.
2. Stege reviews preliminary plans, determines if the project is located within the SPASP area.
3. The SPASP study allocates a set number of units/commercial space per parcel. Stege determine if the parcel has enough "allocation" for the proposed project.  
Stege keeps a running total of proposed projects and "encumbers/reserves" units for a parcel. Pre-encumbering prevents two competing projects from "double counting" on allocations.
4. Developer submits plans to Stege for Plan Check. Stege reviews plans and provides fee estimate. Separate fee estimates are provided for Standard connection (based on units connected or fixture), and SPASP Fee (based on fixture units).
5. Stege stamps plans only upon payment of all fees.

# DRAFT BUDGET

## DETAIL SHEET

STEGE SANITARY DISTRICT  
ACCOUNT NO. 41 - OPERATIONS

FISCAL YEAR 2022-2023

ITEM	as of 04/11/2022 EXPENDITURES 2021-2022	REMAINING BUDGET 2021-2022	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
<b>010 SALARIES AND WAGES</b>					
011 Engineering Salaries	\$ 371,679	33%	\$ 553,900	\$ 598,200	8%
011.6 Cell Phone (3)	1,440	33%	2,160	2,160	0%
012 Collection System Salaries	362,148	33%	541,900	585,300	8%
012.6 Cell Phone (5)	2,400	33%	3,600	3,600	0%
013 Overtime - Service Calls	14,103	8%	15,400	15,400	0%
014 Overtime - Engineering/Inspection	-	100%	500	500	0%
015 Standby	42,582	29%	60,000	60,000	0%
017 Performance Incentive	-	100%	12,000	12,000	0%
<b>TOTAL SALARIES AND WAGES</b>	<b>\$ 794,353</b>	<b>33%</b>	<b>\$ 1,189,460</b>	<b>\$ 1,277,160</b>	<b>7%</b>
<b>020 EMPLOYEE BENEFITS</b>					
021 Retirement	\$ 102,163	68%	\$ 321,350	\$ 339,070	6%
021a Deferred Comp Match	20,250	20%	25,440	27,000	6%
<del>Cafeteria Plan</del>					
022 Health Care Premiums & Admin Fees	60,000	17%	72,581	72,581	0%
023 Life Insurance/Dental/LTD	11,247	29%	15,840	13,680	-14%
024 Workers' Compensation Insurance	-	100%	19,200	20,200	5%
025 Unemployment Insurance	1,556	73%	5,700	6,000	5%
026 Medicare	-	100%	20,200	21,200	5%
027 Cash in Lieu (Dependent Care & Medical)	16,000	33%	24,000	24,000	0%
Retiree Medical & ARC					
'028 Retiree Medical (AnnReq'dContrib ARC)	-	#DIV/0!	-	3,656	0%
'029 Retiree Health Care Premium	9,125	23%	11,900	11,900	0%
030 Social Security (On Call Maintenance)	1,708	-30%	1,310	1,310	0%
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$ 222,048</b>	<b>57%</b>	<b>\$ 517,521</b>	<b>\$ 540,597</b>	<b>4%</b>
<b>MAINTENANCE</b>					
<b>060 GAS, OIL AND FUEL</b>	\$ 14,488	34%	\$ 22,000	\$ 22,000	0%
<b>070 CLAIMS</b>	2,413	84%	15,000	15,000	0%
<b>080 MEMBERSHIPS</b>	3,419	-14%	3,000	3,500	17%
<b>100 OPERATING SUPPLIES</b>					
101 Rods and Augers	-	100%	5,000	5,000	0%
102 Chemicals	-	100%	1,000	1,000	0%
104 Hose and Nozzles	8,170	67%	25,000	25,000	0%
105 Emergency Readiness	-	100%	500	500	0%
107 Engineering and Inspection Supplies	-	100%	2,000	2,000	0%
108 Computer/Supplies	2,224	66%	6,500	6,500	0%
<b>Forward totals to next page</b>	<b>30,713</b>	<b>62%</b>	<b>80,000</b>	<b>80,500</b>	<b>1%</b>

# DRAFT BUDGET

## DETAIL SHEET

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

**FISCAL YEAR 2022-2023**

ITEM	as of 04/11/2022 EXPENDITURES 2021-2022	REMAINING BUDGET 2021-2022	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
<b>Totals from previous page</b>	\$ 30,713	62%	\$ 80,000	\$ 80,500	1%
<b>110 CONTRACTUAL SERVICES</b>					
111 Phone Service (Answering Service)	\$ 2,781	99%	\$ 1,200	\$ 1,500	25%
112 Manhole Level Monitors	3,348	100%	2,500	3,400	36%
115 Sewer Root Foaming	62,615	100%	75,000	75,000	0%
116 Radio and Test Equipment Maintenance	-	98%	500	500	0%
117 Utility Marking Service	4,761	100%	3,000	5,000	67%
118 DOT Regulatory Compliance	730	99%	900	900	0%
119 Collection System JPA	-	100%	15,000	15,000	0%
<b>120 PROFESSIONAL SERVICES</b>					
121 Technical/Legal Support	\$ 36,967	100%	\$ 107,000	\$ 62,000	-42%
122 Safety Consultant	-	99%	1,000	1,000	0%
123 Flow Monitoring Modeling	-	100%	15,000	15,000	0%
124 Enforcement	-	100%	6,000	6,000	0%
<b>140 RENTS AND LEASES</b>	\$ -	99%	1,000	1,000	0%
<b>150 REPAIRS AND MAINTENANCE</b>					
151 Vehicle Maintenance	\$ 41,038	100%	\$ 40,000	\$ 40,000	0%
152 Equipment and Shop Maintenance	6,252	100%	9,000	9,000	0%
153 Sewer Materials	2,850				
a. Pipe and Fittings	-	100%	4,000	4,000	0%
b. Manholes	-	100%	4,500	4,500	0%
c. Castings	-	99%	1,000	1,000	0%
154 Emergency Sewer Replacement	-	100%	12,500	12,500	0%
156 Building Maintenance	1,160	99%	1,800	1,800	0%
157 Janitorial Services	4,074	100%	4,500	5,700	27%
158 Yard Maintenance	1,890	100%	2,400	2,520	5%
159 Refuse Service	4,522	100%	4,750	5,100	7%
159a Refuse Service-Vactor	2,454	100%	2,250	2,250	0%
160 Video Inspection Equipment Repair	4,554	100%	15,000	15,000	0%
<b>170 TRAVEL AND MEETINGS</b>					
171 Training and Testing	\$ 905	100%	\$ 3,000	\$ 3,000	0%
173 Travel Reimbursement	494	100%	6,000	6,000	0%
174 Meetings and Conference	2,155	100%	5,000	5,000	0%
<b>Forward totals to next page</b>	\$ 214,262	100%	\$ 423,800	\$ 384,170	-9%

# DRAFT BUDGET

## DETAIL SHEET

STEGE SANITARY DISTRICT  
ACCOUNT NO. 41 - OPERATIONS

FISCAL YEAR 2022-2023

ITEM	as of 04/11/2022 EXPENDITURES 2021-2022	REMAINING BUDGET 2021-2022	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
<b>Totals from previous page</b>	\$ 214,262	100%	\$ 423,800	\$ 384,170	-9%
<b>193 WATER - HYDRO FLUSHER</b>	\$ 6,285	10%	\$ 7,000	\$ 7,000	0%
<b>203 FIRST AID SUPPLIES</b>	-	100%	500	500	0%
<b>204 SAFETY EQUIPMENT AND GLOVES</b>	1,461	68%	4,500	4,500	0%
<b>205 UNIFORMS AND BOOTS</b>	10,721	30%	15,317	17,137	12%
<b>206 SAFETY INCENTIVE PROGRAM</b>	-	100%	1,250	1,250	0%
<b>TOTAL MAINTENANCE/ENGINEERING</b>	<b>\$ 232,729</b>	<b>49%</b>	<b>\$ 452,367</b>	<b>\$ 414,557</b>	<b>-8%</b>
<b>41.2 BURLINGAME PUMP STATION</b>					
150 Repairs (Contracted)	34,794	-770%	\$ 4,000	\$ 4,000	0%
150a Annual Inspection	-	100%	2,500	2,500	0%
151 Electricity	1,524	-69%	900	1,800	100%
152 Telemetry	-	100%	350	350	0%
153 Maintenance and Landscaping	720	25%	960	960	0%
<b>41.4 CANON PUMP STATION</b>					
150 Repairs (Contracted)	7,019	-75%	4,000	4,000	0%
150a Annual Inspection	-	100%	2,500	2,500	0%
151 Electricity	1,035	-15%	900	1,560	73%
152 Telephone/Telemetry	-	100%	350	350	0%
<b>TOTAL PUMP STATIONS</b>	<b>\$ 45,093</b>	<b>-174%</b>	<b>\$ 16,460</b>	<b>\$ 18,020</b>	<b>9%</b>
<b>207 CONTRACTED REPAIRS</b>	\$ 24,771	64%	68,000	70,000	3%
<b>TOTAL - MAINT/ENG EMPLOYEE SALARIES</b>	<b>\$ 794,353</b>	<b>33%</b>	<b>\$ 1,189,460</b>	<b>\$ 1,277,160</b>	<b>7%</b>
<b>TOTAL - MAINT/ENG EMPLOYEE BENEFITS</b>	<b>222,048</b>	<b>57%</b>	<b>517,521</b>	<b>540,597</b>	<b>4%</b>
<b>TOTAL OTHER MAINTENANCE/ENGINEERING</b>	<b>232,729</b>	<b>49%</b>	<b>452,367</b>	<b>414,557</b>	<b>-8%</b>
<b>TOTAL - PUMP STATIONS</b>	<b>45,093</b>	<b>-174%</b>	<b>16,460</b>	<b>18,020</b>	<b>9%</b>
<b>TOTAL CONTRACTED REPAIRS</b>	<b>24,771</b>	<b>64%</b>	<b>68,000</b>	<b>70,000</b>	<b>3%</b>
<b>TOTAL OPERATIONS</b>	<b>\$ 1,318,993</b>	<b>41%</b>	<b>\$ 2,243,808</b>	<b>\$ 2,320,334</b>	<b>3%</b>

# DRAFT BUDGET

## DETAIL SHEET

STEGE SANITARY DISTRICT  
ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL

FISCAL YEAR 2022-2023

ITEM	as of 04/11/2022 EXPENDITURES 2021-2022	REMAINING BUDGET 2021-2022	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
<b>010 SALARIES AND WAGES</b>					
011 Administration Salaries	\$ 154,000	35%	\$ 236,500	\$ 255,400	8%
017 Performance Incentive	-	100%	3,500	3,500	0%
<b>TOTAL - SALARIES &amp; WAGES</b>	<b>\$ 154,000</b>	<b>36%</b>	<b>\$ 240,000</b>	<b>\$ 258,900</b>	<b>8%</b>
<b>020 EMPLOYEE BENEFITS</b>					
021 Retirement	\$ 68,016	30%	\$ 97,300	\$ 101,080	4%
021a Deferred Comp Match <del>Cafeteria Plan</del>	4,500	25%	6,000	6,000	0%
022 Health Care Premiums & Admin Fees	16,982	14%	19,800	19,800	0%
023 Life Insurance/Dental/LTD	1,614	25%	2,160	2,196	2%
024 Workers' Compensation Insurance	1,514	64%	4,200	4,400	5%
025 Unemployment Insurance	-	100%	500	500	0%
026 Medicare	-	100%	7,480	8,250	10%
027 Cash in Lieu (Dependent Care & Medical) Retiree Medical	-	#DIV/0!	-	-	0%
'028 Retiree Medical (AnnReq'dContrib(ARC))	-	#DIV/0!	-	-	0%
'029 Retiree Health Care Premiums	9,270	22%	11,900	11,900	0%
029a Social Security	-	100%	1,700	1,700	0%
<b>TOTAL - EMPLOYEE BENEFITS</b>	<b>\$ 101,896</b>	<b>33%</b>	<b>\$ 151,040</b>	<b>\$ 155,826</b>	<b>3%</b>
<b>GENERAL EXPENSES</b>					
<b>030 DIRECTORS' EXPENSES</b>					
031 Board Meeting Compensation	\$ 11,474	49%	\$ 22,388	\$ 23,507	5%
032 Travel Reimbursement	562	94%	10,000	10,000	0%
033 Meetings & Conference	1,600	75%	6,500	6,500	0%
034 Training	-	100%	1,000	1,000	0%
<b>TOTAL - DIRECTORS' EXPENSES</b>	<b>\$ 13,636</b>	<b>66%</b>	<b>\$ 39,888</b>	<b>\$ 41,007</b>	<b>3%</b>
<b>040 ELECTION EXPENSES</b>	\$ -	#DIV/0!	\$ -	\$ 30,000	100%
<b>070 INSURANCE</b>					
071 Liability and Property Insurance	\$ 225,766	1%	\$ 227,400	\$ 272,900	20%
072 Dividends (CREDIT)		100%	(22,500)	(22,500)	0%
<b>080 MEMBERSHIPS</b>					
081 Memberships	\$ 14,305	5%	\$ 15,000	\$ 15,000	0%
082 Memberships - Board	100	0%	100	100	0%
<b>Forward totals to next page</b>	<b>253,807</b>	<b>2%</b>	<b>259,888</b>	<b>336,507</b>	<b>29%</b>

# DRAFT BUDGET

## DETAIL SHEET

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

**FISCAL YEAR 2022-2023**

ITEM	as of 04/11/2022 EXPENDITURES 2021-2022	REMAINING BUDGET 2021-2022	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
<b>Totals from previous page</b>	\$ 253,807	44%	\$ 259,888	\$ 336,507	29%
<b>090 OFFICE EXPENSES</b>					
091 Stationery, Postage, Supplies	\$ 1,596	60%	\$ 4,000	\$ 4,000	0%
092 Subscriptions	2,987	40%	5,000	5,000	0%
094 Public Notice Postage	-	100%	400	400	0%
096 Bank Charges	613	12%	700	700	0%
<b>120 PROFESSIONAL SERVICES</b>					
121 Legal Services	\$ 29,116	17%	\$ 35,000	\$ 35,000	0%
123 Audit and Special Reports	14,673	27%	20,000	20,000	0%
124 Resources Consultant	-	100%	5,000	5,000	0%
125 Administrative Support	-	100%	2,500	1,000	-60%
126 Labor Relations/HR Training	-	100%	100	100	0%
127 Litigation Expenses	-	100%	5,000	5,000	0%
129 ADP Payroll Expenses	1,363	77%	6,000	6,000	0%
<b>130 PRINTING AND PUBLICATIONS</b>					
131 Meetings and Hearings Notices	\$ -	100%	\$ 1,000	\$ 1,000	0%
132 Newsletters	8,771	56%	20,000	20,000	0%
133 Publications (Ordinances & Notices)	1,277	83%	7,500	7,500	0%
134 Job Advertising	-	100%	500	500	0%
<b>140 RENTS AND LEASES</b>					
	\$ 415	48%	\$ 800	\$ 800	0%
<b>150 BUILDING REPAIRS AND MAINTENANCE</b>					
151 Administration Offices	\$ 8,255	8%	\$ 9,000	\$ 9,000	0%
155 Office Equipment	3,665	39%	6,000	6,000	0%
<b>Forward totals to next page</b>	326,538	16%	388,388	463,507	19%

# DRAFT BUDGET

## DETAIL SHEET

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

**FISCAL YEAR 2022-2023**

ITEM	as of 04/11/2022 EXPENDITURES 2021-2022	REMAINING BUDGET 2021-2022	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
<b>Totals from previous page</b>	\$ 326,538	35%	\$ 388,388	\$ 463,507	19%
<b>160 REVENUE COLLECTION EXPENSES</b>					
161 EBMUD	\$ -	100%	\$ 600	\$ 600	0%
162 CCC Assessment Collection Fees	5,987	57%	14,000	14,000	0%
<b>170 TRAVEL AND MEETINGS</b>					
173 Travel Reimbursement	\$ 185	88%	\$ 1,500	\$ 1,500	0%
174 Meetings and Conferences	1,090	64%	3,000	3,000	0%
<b>190 UTILITIES</b>					
191 Gas and Electricity	\$ 11,444	12%	\$ 13,000	\$ 13,500	4%
192 Telephone & Computer Internet	11,255	10%	12,500	13,000	4%
193 Water	3,016	28%	4,200	4,200	0%
194 Security System	3,092	31%	4,500	4,500	0%
<b>200 OTHER EXPENSES</b>					
201 Miscellaneous	\$ 8,067	-61%	\$ 5,000	\$ 7,500	50%
202 Property Taxes	64	36%	100	100	0%
203 LAFCO Net Cost Apportionment	2,337	42%	4,000	4,000	0%
204 Public Outreach	2,970	83%	18,000	18,000	0%
205 Penalties & Fines	-	100%	35,000	35,000	0%
<b>TOTAL - GENERAL EXPENSES</b>	<b>\$ 376,045</b>	<b>25%</b>	<b>\$ 503,788</b>	<b>\$ 582,407</b>	<b>16%</b>
<b>TOTAL - ADMIN. EMPLOYEE SALARIES</b>	<b>\$ 154,000</b>	<b>36%</b>	<b>\$ 240,000</b>	<b>\$ 258,900</b>	<b>8%</b>
<b>TOTAL - ADMIN. EMPLOYEE BENEFITS</b>	<b>\$ 101,896</b>	<b>33%</b>	<b>\$ 151,040</b>	<b>\$ 155,826</b>	<b>3%</b>
<b>TOTAL - ADMINISTRATION &amp; GENERAL</b>	<b>\$ 631,941</b>	<b>29%</b>	<b>\$ 894,828</b>	<b>\$ 997,133</b>	<b>11%</b>
<b>TOTAL OPERATIONS &amp; ADMIN. (3418)</b>	<b>\$ 1,950,934</b>	<b>38%</b>	<b>\$ 3,138,636</b>	<b>\$ 3,317,467</b>	<b>6%</b>



# DRAFT BUDGET

## DETAIL SHEET

STEGE SANITARY DISTRICT  
ACCOUNT NO. 41 - CAPITAL EQUIPMENT EXPENSES

FISCAL YEAR 2022-2023

ITEM	as of 04/11/2022 EXPENDITURES 2021-2022	REMAINING BUDGET 2021-2022	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
<b>CAPITAL EQUIPMENT EXPENSES</b>					
<b>300 CAPITAL OPERATIONS (3421)</b>					
315 Flow Meters	47,778	68%	\$ 150,000	\$ 175,000	17%
324 Vehicle Replacement	-	100%	350,000	30,000	-91%
<b>Sub-Total Capital Operations</b>	<b>\$ 47,778</b>	<b>90%</b>	<b>\$ 500,000</b>	<b>\$ 205,000</b>	<b>-59%</b>
<b>TOTAL - CAPITAL EQUIPMENT EXPENSES (3421)</b>	<b>\$ 47,778</b>	<b>90%</b>	<b>\$ 500,000</b>	<b>\$ 205,000</b>	<b>-59%</b>

# DRAFT BUDGET

## DETAIL SHEET

STEGE SANITARY DISTRICT  
ACCOUNT NO. 41 - CAPITAL EXPENSES

FISCAL YEAR 2022-2023

ITEM	as of 04/11/2022 EXPENDITURES 2021-2022	REMAINING BUDGET 2021-2022	Fiscal Year 2021-2022 Budget	Fiscal Year 2022-2023 Budget	% Change
<b>411 MANHOLES</b>					
Manhole Adjustments	\$ 35,100	30%	\$ 50,000	\$ 25,000	-50%
<b>428 RENEWAL &amp; REPLACEMENT</b>					
a. Interceptor Cleaning	\$ 50,000	0%	\$ 50,000	\$ 50,000	0%
b. Pump Station Rehab	-	#DIV/0!	-	-	0%
c. Admin Building	-	100%	10,000	10,000	0%
<b>SUB TOTAL (428)</b>	<b>\$ 50,000</b>	<b>17%</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>0%</b>
<b>434 STANDARD SEWER REHABILITATION (3423)</b>					
a. Construction Costs	\$ 1,652,936	46%	\$ 3,057,000	\$ 3,259,000	7%
d. Pumpstation Forcemains	726,068	27%	1,000,000	-	-100%
e. San Pablo Ave. Specific Plan Upgrades	802,293	20%	1,000,000	-	-100%
f. Private Sewer Lateral Replacement Loan Program*	6,950	99%	500,000	493,050	-1%
<b>SUB-TOTAL (434)</b>	<b>\$ 3,188,247</b>	<b>43%</b>	<b>\$ 5,557,000</b>	<b>\$ 3,752,050</b>	<b>-32%</b>
<b>TOTAL CONSTRUCTION COSTS (400s)</b>	<b>\$ 3,273,347</b>	<b>42%</b>	<b>\$ 5,667,000</b>	<b>\$ 3,837,050</b>	<b>-32%</b>
<b>650 DEBT REPAYMENT (SRF LOANS)</b>					
a. Repayment Project 99201	104,281	0%	104,300	-	-100%
b. Repayment Project 02203	43,939	0%	43,900	43,900	0%
<b>TOTAL DEBT REPAYMENT (650)</b>	<b>\$ 148,220</b>	<b>0%</b>	<b>\$ 148,200</b>	<b>\$ 43,900</b>	<b>-70%</b>
<b>TOTAL CAPITAL EXPENSES (400-650)</b>	<b>\$ 3,421,567</b>	<b>46%</b>	<b>\$ 6,315,200</b>	<b>\$ 4,085,950</b>	<b>-35%</b>

\* Funding limited to property tax revenue.

## July 4<sup>th</sup> Event List

- (2) Canopies
- (5) Tables
- (2) Chairs
- Red, White & Blue Bunting
- Hammer
- Crowbar
- Sandbags (w/ fused rope ends)
- Bungee Cords
- Zip Ties
- Scissors
- Channel Lock Pliers
- Tissue
- Tape
- Garbage Can
- Small cooler w/ bottled water for Directors
- Large SSD Banner
- Canopy “window” banner
- Large District Map w/ map page blocks
- District Sewer Map book
- Root Foam Map book
- BPD Poster + Examples
- Grease Blockage Display
- (2) Root Blockage Displays
- Larger HDPE pipe sample piece
- Tools Display
- Betta Fish Tank w/ Oil Display
- Toilet Paper vs. Wipes Interactive Display
- “Flushable” Wipes Banner/Poster
- Video of Sewer Pipe CCTV
- Displays grouped by messaging
- Board Member Contact List (in each box)
- Post Schedule w/ Cell Phone #
- *Friday* before setup (verify)
- Park truck onsite (verify)

### Informational Handouts & Giveaways

- Latest Newsletters
- Latest Registered Contractors List
- Plumbers Outreach Tri-fold
- Wipes Outreach Tri-fold/Poster
- BPD Outreach Tri-fold
- General Guidelines
- 100<sup>th</sup> Anniversary Book
- *PSL Loan Program*
- Budget and Performance Report
- BPD Drawing
- Easement Ordinance
- SSD Pens/Magnets
- EBMUD Lateral Program
- EBMUD FOG Program (+scrapers)
- EBMUD “Think Before You Flush”
- *Board of Directors Election Outreach*

### Schedule (11am-5pm)

Setup	_____
11am-12:15	_____
12:15-1:30	_____
1:30-2:45	_____
2:45-4:00	_____
4:00-5pm	_____
Pack up	_____

### MESSAGES

*PSL Loan Program*  
*2022 Board of Directors Election*  
*Sewer Problems? Call us first!*

Excerpt from ADMINISTRATIVE PROCEDURE NO. A101-0501 -  
PURCHASING PROCEDURE:

- I. Disposal of Surplus Property. If items of property values are no longer needed for the purposes of the District, the District Manager is authorized to sign and execute all documents necessary to surplus property or otherwise to dispose of in accordance with District policies and procedures and applicable law.

(SEE SAMPLE RESOLUTION ATTACHED)

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## RESOLUTION NO. 2129-0919

RESOLUTION APPROVING AND AUTHORIZING DISPOSAL OF  
SURPLUS PROPERTY OF THE STEGE SANITARY DISTRICT

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

The following item of property has the value indicated. It is no longer useful for the operation of the District:

DESCRIPTION	DATE ACQUIRED	ORIGINAL VALUE	ACCUMULATED DEPRECIATION	ESTIMATED VALUE
2000 Dodge Pickup Truck	2/17/2000	\$16,511	\$16,511	\$1,500
2003 Rodder	6/1/2003	\$91,106	\$91,106	\$2,500

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

1. The above item of property is declared surplus, since it is no longer useful to the District.
2. The District Manager is authorized to sign and execute all documents necessary to sell the surplus property or otherwise dispose of it in accordance with District policies and procedures and applicable law.

\* \* \* \* \*

STATE OF CALIFORNIA)  
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution No. 2129-0919 was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting held on the 19th day of September 2019, by a 4-0 vote as follows:

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

ABSTAIN: BOARD MEMBERS: None

---

PAUL GILBERT-SNYDER, President  
Stege Sanitary District  
Contra Costa County, California

ATTEST:

---

REX DELIZO, Secretary  
Stege Sanitary District

SAMPLE



DRAFT

# THE ENDEAVOR

A PUBLICATION OF THE STEGE SANITARY DISTRICT OF CONTRA COSTA COUNTY

VOLUME XXVIII NUMBER 1

SERVING EL CERRITO, KENSINGTON, AND RICHMOND ANNEX

Spring 2022

## BOARD OF DIRECTORS

Dwight Merrill  
President

Juliet Christian-Smith  
Vice President

Paul Gilbert-Snyder  
Director

Alan C. Miller  
Director

Beatrice O'Keefe  
Director

## DISTRICT MANAGER/ ENGINEER

Rex Delizo, P.E.

## MISSION STATEMENT

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

## INSIDE

Backflow Prevention Device ..... 2

Always Get Three Quotes ..... 2

Fiscal Year 2022-2023 Budget ..... 2

Two Different Underground Systems ..... 3

Reminders ..... 3

2022 Board of Directors Election ..... 4

Spotlight on Service Worker's Compensation Excellence Award ..... 4



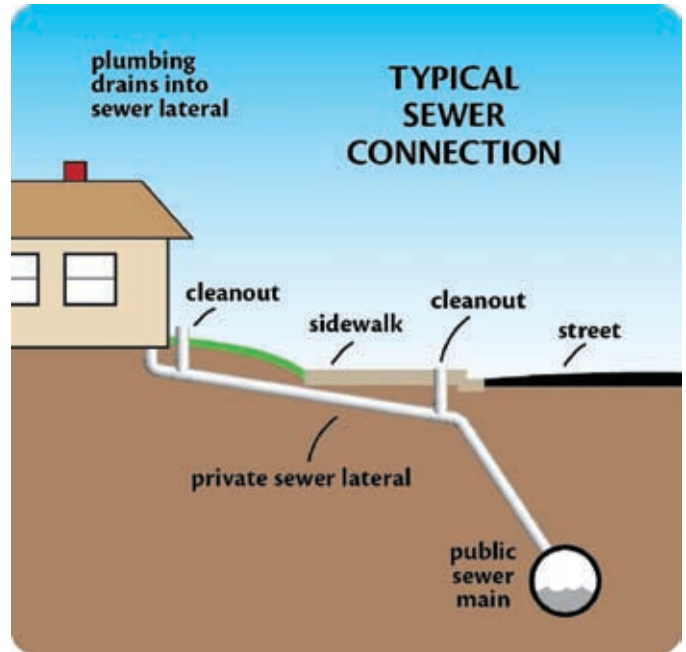
# Private Sewer Laterals

A private sewer lateral (PSL) is the pipe that carries wastewater from the home or business to the sanitary sewer main, usually located in the street. In Stege Sanitary District, the property owner is responsible for maintaining the entire sanitary sewer lateral up to and including the connection at the sanitary sewer main.

If your home was built before 1970, there is a good chance your sewer lateral needs to be repaired or replaced. Even newer homes can have cracked pipes from earth movement and tree root intrusion.

Cracked sewer laterals can cause wastewater to back up into the house, resulting in a messy and expensive cleanup. Cracked sewer laterals are also a danger to the environment.

Rainwater and groundwater seep into the sewer system through cracked PSL pipes. Excess water in the system can overwhelm wastewater treatment facilities, causing untreated or partially treated sewage to be released into the Bay. Fixing damaged PSLs helps protect the Bay. **S**



Property owner is responsible for maintaining the entire sanitary sewer lateral.

## INTEREST-FREE PSL REPLACEMENT LOAN PROGRAM

To help homeowners make the required repairs or replacement of their PSLs, Stege Sanitary District is launching the PSL Replacement Loan Program. Through this program, property owners can borrow up to \$10,000 to repair or replace their sewer lateral. The loan is interest-free and repayable over ten years. Property owners repay the loan through their yearly property tax bill. There is no prepayment penalty. For more information on the program and to obtain an application, go to [www.stegesd.org](http://www.stegesd.org). Loans will be made until there are no more funds. **S**




DRAFT

# Backflow Prevention Device

If your house lateral is not far enough above the rim of the next upstream sewer manhole and there is an extraordinarily high volume of water in the main, or if a blockage downstream forces sewage back upstream, you could find sewage coming back out of the drains in your house.

You can prevent this from happening by installing a backflow prevention device (BPD) on your lateral. The District requires BPDs on all new buildings, on laterals that have been repaired or replaced, and on existing buildings that have drain outlets 12" or less above the rim of the next upstream manhole. The overflow device, which is installed outside, provides an emergency escape path should wastewater back up in your lateral.


Installing a backflow prevention device requires a permit, which is available at the District's office at 7500 Schmidt Lane in El Cerrito. 



*Mushroom type BPD*

## ALWAYS GET THREE QUOTES

A plumber will be able to determine if your lateral needs repair or replacement. Many plumbers provide free estimates for their work based on a Closed Circuit Television Video (CCTV) of your lateral.

Always get at least three estimates for work before deciding on a plumber to do the necessary repair or replacement. The District maintains a list of contractors registered to work in the District on its website, [www.stegesan.org](http://www.stegesan.org). 

BUDGET

# Two Different Underground Systems

You might think that all those manhole covers you see in the streets lead to the same system of underground pipes. They don't.

The Stege Sanitary District is responsible for the collection and transport of wastewater from homes, schools, and businesses within its boundaries to the EBMUD wastewater treatment plant in Oakland. The District's service area includes the cities of Kensington, El Cerrito, and part of the Richmond Annex. These areas employ a separate storm drain system that collects rainwater runoff from the streets and deposits the water into creeks that eventually lead to San Francisco Bay.

It's important that homeowners do not pipe rainwater, either from house gutters or a sump pump, into the wastewater system. The District's sanitary system is not designed to handle the large volume of runoff from a rainstorm. Overflows of the wastewater sewers might occur if rainwater is diverted into this system. Rainwater should be directed into the street, ground, or directly to the storm drain system.

Piping rainwater into the sewer system violates District, federal, and local ordinances. Penalties and fines may be imposed for these violations.

If you see a manhole overflowing in the street immediately call the District at (510) 524-4667 and we will promptly send a maintenance team to evaluate the situation.



## Reminders

### Sewer Problems? CALL US FIRST!

If you see water backing up into your home, **call Stege at (510) 524-4667 before you call a plumber.** It is answered 24/7 by a real person. The problem may be in your lateral, or it may be in the sewer main. If necessary, we will send a crew out to investigate. The inspection is free and we try to respond within one hour.

### Keep FOG out of Drains

Fats, Oils, and Grease (FOG) solidify when poured down the drain, causing clogs and blockages in plumbing. Never pour fat, grease, or oil down the drain.

### Put Wipes in the Trash, Not the Toilet

Disposable "flushable" wipes don't disintegrate in water. Instead they accumulate in sewers where they can cause a sewer overflow into your home or into the street. Put all wipes where they belong—in the trash, not in the toilet.



### Redesigned Web site



It's now even easier to find the latest announcements; a list of registered plumbing contractors; sewer permit and fee information; Board meeting schedule, minutes, and agenda; and FAQs on the District's website, [www.stegesan.org](http://www.stegesan.org).



**STEGE SANITARY DISTRICT**  
7500 Schmidt Lane  
El Cerrito, CA 94530-0537 (510) 524-4667

**DRAFT**

**PRSRT STD**  
US POSTAGE  
**PAID**  
Oakland, CA  
PERMIT NO. 379

**To Contact Us:** 24/7 Phone: (510) 524-4667 Email: [staff@stegesan.org](mailto:staff@stegesan.org) Web: [www.stegesan.org](http://www.stegesan.org) Twitter: @StegeSan

Per AB 361, public meetings will continue to be held virtually. Go to [www.stegesan.org](http://www.stegesan.org) for details.

## STEGE SANITARY DISTRICT 2022 BOARD OF DIRECTORS ELECTION

In 2022, three positions on the Stege Sanitary District Board of Directors will be up for election.

The Board is proud of the District’s history of inclusion and diversity in the workplace and management. It believes the District best serves the needs of its community when it represents the rich and varied backgrounds of its residents. The Board invites community members to consider running for the office of Stege Sanitary District Director in the upcoming election.

The Board is committed to an open transpar-

ent governance. It meets once or twice monthly on a Thursday at 7:00 pm to discuss the business of the District. To learn more about the responsibilities, core beliefs, and compensation of the Board of Directors, go to [www.stegesan.org](http://www.stegesan.org). Candidates must be United States citizens, at least 18 years-of-age, and must reside within the boundaries of Stege Sanitary District.

Procedures, deadlines and nomination papers may be obtained from the Contra Costa County Election Office, 555 Escobar Street, Martinez, CA 94553, (925) 335-7800, [www.cocovote.us](http://www.cocovote.us). 📞

## Spotlight on Service

## Worker’s Compensation Excellence Award



In February, the District was presented with the California Sanitation Risk Management Authority (CSRMA) Workers’ Compensation Excellence Award.

The award recognizes agencies whose risk management training programs and procedures contribute to a safe working environment.

In order to be considered for the award, Stege needed to demonstrate above average competence in eight different categories, including having a plan in place to help injured employees return to work.

As part of the award, Stege employees received a cash gift card and a wall plaque. 🏆

RESOLUTION NO. 2187-0422 FINDING THAT THERE IS A PROCLAIMED STATE OF EMERGENCY; FINDING THAT MEETING IN PERSON WOULD PRESENT IMMINENT RISKS TO THE HEALTH OR SAFETY OF ATTENDEES AS A RESULT OF THE STATE OF EMERGENCY; AND AUTHORIZING REMOTE TELECONFERENCED MEETINGS OF THE STEGE SANITARY DISTRICT FOR THE 30 DAY PERIOD BEGINNING APRIL 21 PURSUANT TO AB 361

**ISSUE:**

The Board will consider a resolution making necessary findings to continue to meet remotely for another 30-day period pursuant to Assembly Bill 361 (AB 361).

**FISCAL IMPACT:**

The fiscal impact to continue to meet remotely is minimal.

**STRATEGIC PLAN:**

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

**BACKGROUND:**

On September 16, 2021, Governor Gavin Newsom signed AB 361 which allows public agencies to continue to meet remotely when there is a declared State of Emergency and pursuant to certain procedural requirements. AB 361 essentially allows the District to continue to meet remotely under similar circumstances as under the Governor's Executive Order N-29-20, allowing local agencies to meet remotely. The teleconferencing provisions of Executive Order N-29-20 expired on September 30.

AB 361 allows the following:

- While maintaining transparency and public access, local agencies would be able to meet remotely during a declared state of emergency
- While agencies would still be required to post agendas and meeting information, agencies would not be required to post meeting notices and/or agendas at all teleconference locations when remotely meeting during an emergency
- While the public must continue to have access to the remote meeting and provided the ability to make public comment, agencies would not be required to make all remote meeting sites accessible to the public, nor include the remote location details in the meeting notice or agenda during a declared state of emergency
- Additionally, agency board members would not be required to be at remote sites within the territorial bounds of the agency during a declared state of emergency

Since September 23, 2021, pursuant to AB 361, the Board has approved recurring resolutions authorizing remote teleconferenced meetings for a 30-day period.

Pursuant to AB 361, a draft resolution to extend remote teleconferenced meetings for another 30-day period is attached for the Board's consideration.

**RECOMMENDATION:**

Approve the resolution.

**ALTERNATIVES:**

1. Take no action.
2. Amend the resolution and approve, as amended.

**ATTACHMENTS:**

- Resolution No. 2187-0422

## RESOLUTION NO. 2187-0422

RESOLUTION FINDING THAT THERE IS A PROCLAIMED STATE OF EMERGENCY; FINDING THAT MEETING IN PERSON WOULD PRESENT IMMINENT RISKS TO THE HEALTH OR SAFETY OF ATTENDEES AS A RESULT OF THE STATE OF EMERGENCY; AND AUTHORIZING REMOTE TELECONFERENCED MEETINGS OF THE STEGE SANITARY DISTRICT FOR THE 30 DAY PERIOD BEGINNING APRIL 21 PURSUANT TO AB 361

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

- A. All meetings of the District are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District conduct its business; and.
- B. On March 4, 2020, Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State prepare for a broader spread of the novel coronavirus disease 2019 (COVID-19).
- C. On March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow local legislative bodies to conduct meetings telephonically or by other means.
- D. As a result of Executive Order N-29-20, staff set up virtual meetings for all Board meetings.
- E. On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which, effective September 30, 2021, ends the provisions of Executive Order N-29-20 that allows local legislative bodies to conduct meetings telephonically or by other means.
- F. On September 16, 2021, the Governor signed AB 361 (2021) which allows for local legislative bodies and advisory bodies to continue to conduct meetings via teleconferencing under specified conditions and includes a requirement that the Board make specified findings. AB 361 (2021) took effect immediately.

- G. AB 361 (2021) requires that the Governor declare a State of Emergency pursuant to Government Code section 8625.
- H. AB 361 (2021) further requires that state or local officials have imposed or recommended measures to promote social distancing, or, requires that the legislative body determines that meeting in person would present imminent risks to the health and safety of attendees.
- I. Such conditions now exist in the District, specifically, Governor Newsom has declared a State of Emergency due to COVID-19.
- J. Since issuing Executive Order N-08-21, the highly contagious Delta and Omicron variants of COVID-19 have emerged, causing an increase in COVID-19 cases throughout the State and Contra Costa County.
- K. On August 2, 2021, in response to the Delta variant of COVID-19, the Contra Costa County Health Officer issued an order for nearly all individuals to wear masks when inside public spaces and on September 14, 2021, issued an order requiring operators of specified dining establishments, entertainment venues and fitness facilities to restrict entry based on COVID-19 vaccination status or testing.
- L. The Centers for Disease Control and Prevention (“CDC”) continues to recommend physical distancing of at least 6 feet from others outside of the household.
- M. Because of the rise in cases due to the Delta and Omicron variants of COVID-19, the District is concerned about the health and safety of all individuals who intend to attend Board meetings.
- N. On September 23, 2021, the Board found that the presence of COVID-19 and the increase of cases due to the Delta variant would present imminent risks to the health or safety of attendees, including the Board and staff, should the Board hold in person meetings; and
- O. The Board hereby finds that the presence of COVID-19 and the increase of cases due to the Delta and Omicron variants would present imminent risks to the health or safety of attendees, including the Board and staff, should the Board hold in person meetings.

- P. The District shall ensure that it's meetings comply with the provisions required by AB 361 (2021) for holding teleconferenced meetings.

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

- 1. The foregoing recitals are true and correct and are hereby incorporated by reference
- 2. In compliance with AB 361 (2021), and in order to continue to conduct teleconference meetings without complying with the usual teleconference meeting requirements of the Brown Act, the Board makes the following continued findings:
  - a) The Board has considered the circumstances of the state of emergency; and
  - b) The state of emergency, as declared by the Governor, continues to directly impact the ability of the Board, as well as staff and members of the public, from meeting safely in person; and
  - c) The CDC continues to recommend physical distancing of at least six feet due to COVID-19 and as a result of the presence of COVID-19 and the increase of cases due to the Delta and Omicron variants, meeting in person would present imminent risks to the health or safety of attendees, the Board, and staff.
- 3. The Board may continue to meet remotely in compliance with AB 361, in order to better ensure the health and safety of the public.
- 4. The Board will revisit the need to conduct meetings remotely within 30 days of the adoption of this resolution.

\* \* \* \* \*

STATE OF CALIFORNIA)  
COUNTY OF CONTRA COSTA)



I HEREBY CERTIFY that the foregoing Resolution was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 21<sup>st</sup> day of April 2022 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

**UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT AND  
PROCUREMENT POLICY**

**ISSUE:**

The Board will consider approving an ordinance and 2 resolutions to implement the Uniform Public Construction Cost Accounting Act and updated Procurement Policy.

**FISCAL IMPACT:**

The District can save from the reduced time, effort, and expense associated with bidding projects under \$200,000 and subsequent simplified administration of these projects.

**STRATEGIC PLAN:**

GOAL 1: Comply with State and Federal Regulations

GOAL 2: Maintain and Improve Infrastructure

GOAL 3: Ensure Financial Stability and Efficiency

**BACKGROUND:**

At the Long Range Planning Workshop held on March 5, 2022, the Board reviewed and discussed the updated procurement policy as presented by District Counsel, Kristopher Kokotaylo, which incorporates the Uniform Public Construction Cost Accounting Act. The Board asked staff to prepare both the Uniform Public Construction Cost Accounting Act Ordinance and the Procurement Policy Resolution for consideration at a future Board meeting.

As requested, the documents are ready for review and approval.

**RECOMMENDATION:**

Approve the ordinance and resolutions.

**ALTERNATIVES:**

1. Take no action.
2. Amend and approve, as amended.

**ATTACHMENTS:**

- Resolution No. 2188-0422
- Ordinance No. 2189-0422
- Resolution No. 2190-0422

RESOLUTION NO. 2188-0422

RESOLUTION ELECTING TO BECOME SUBJECT TO THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT

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

- A. Prior to the passage of Assembly bill. No. 1666, Chapter 1054, Statutes of 1983, which added Chapter 2, commencing with Section 22000, to Part 3 of Division 2 of the Public Contract Code, existing law did not provide a uniform cost accounting standard for construction work performed or contracted by local public agencies.
- B. Public Contract Code section 22000, et seq., the Uniform Public Construction Cost Accounting Act (Act), establishes such a uniform cost accounting standard.
- C. The Commission established under the Act has developed uniform public construction cost accounting procedures for implementation by local public agencies in the performance of or in the construction of public projects.
- D. The District intends to subject itself to the Act.

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

- 1. The foregoing recitals are true and correct and are hereby incorporated by reference.
- 2. The Directors hereby elect under Public Contract Code section 22030 to become subject to the uniform construction cost accounting procedures set forth in the Act and to the California Uniform Public Construction Cost Accounting Commission's policies and procedures manual and cost accounting review procedures, as they may each from time to time be amended.

\* \* \* \* \*

STATE OF CALIFORNIA)

COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 21<sup>st</sup> day of April 2022 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

ORDINANCE NO. 2189-0422

ORDINANCE ADDING SECTION 2.11, PUBLIC PROJECTS—INFORMAL BIDDING PROCEDURES TO THE STEGE SANITARY DISTRICT ORDINANCE CODE TO PROVIDE INFORMAL BIDDING PROCEDURES UNDER THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT

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

- A. The District is authorized by the Sanitary District Act of 1923 (Health & Safety Code §6400 et seq.) to provide public services and facilities related to the acquisition, construction, replacement, maintenance and operation of wastewater collection facilities within the District's service area.
- B. The Uniform Public Construction Cost Accounting Act (Public Contracting Code Section 22000 et seq.), establishes a uniform cost accounting standard for public project construction work performed or contracted by local public agencies.
- C. The District intends to subject itself to the Uniform Public Construction Cost Accounting Procedures and desires to now adopt the necessary informal bidding procedures by ordinance as required by Public Resources Code Section 22034.
- D. By Resolution No. 2188-0422, the District opted to become subject to the Uniform Public Construction Cost Accounting Act. The Secretary of the Board will notify the California State Controller regarding the District's adoption of Resolution No. 2188-0422.
- E. In order to take advantage of the informal bidding procedures set forth in the Uniform Public Construction Cost Accounting Act, Public Contract Code § 22034 requires that the District adopt an ordinance establishing bidding procedures for public projects.

In consideration of the foregoing findings and determinations, it is ordained as follows:

- 1. Section 2.11 is added to the District Ordinance Code to provide as follows:

**SECTION 2.11**

**2.11.1 Informal Bid Procedures**

Public projects, as defined by the Act and in accordance with the limits listed in Section 22032 of the Public Contract Code, may be let to contract by informal procedures as set forth in Section 22032, et seq., of the Public Contracting Code.

#### **2.11.2 Contractors List**

The District shall comply with the requirements of Public Contract Code Section 22034.

#### **2.11.3 Notice Inviting Informal Bids**

Where a public project is to be performed which is subject to the provisions of this Ordinance, a notice inviting informal bids shall be circulated using one or both of the following alternatives:

2.11.3.1 Notices inviting informal bids may be mailed, faxed, or emailed to all contractors for the category of work to be bid, as shown on the list developed in accordance with Section 2.11.2.

2.11.3.2 Notices inviting informal bids may be mailed to all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with section 22036 of the Public Contract Code. Additional contractors and/or construction trade journals may be notified at the discretion of the District when soliciting bids, provided however:

- (a) If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

#### **2.11.4 Award of Contract**

The District Manager is authorized to award informal contracts pursuant to this Section.

- 2. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held invalid, unconstitutional or unenforceable, such holding shall not affect the validity of the remaining portions of this Ordinance. The Board of Directors hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases is for any reason held invalid, unconstitutional or unenforceable.
- 3. The Board finds this Ordinance is statutorily exempt from the provisions of the California Environmental Quality Act of 1970 (CEQA) per CEQA Guidelines Section 15308, Actions by Regulatory Agencies for Protection of the Environment.
- 4. This Ordinance is effective upon the expiration of one week from the date of publication of a summary of the Ordinance, as prescribed by California Health and Safety Code Section 6490.

\* \* \* \* \*

STATE OF CALIFORNIA)  
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Ordinance No. 2189-0422 was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 21<sup>st</sup> day of April 2022 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



## RESOLUTION NO. 2190-0422

RESOLUTION ADOPTING THE STEGE SANITARY DISTRICT  
PROCUREMENT POLICY

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

- A. The District is committed to openness and transparency regarding the use and expenditure of public funds.
- B. The Directors of the Stege Sanitary District seek to establish a procurement policy setting forth the authority and restrictions on the purchase of equipment, materials, supplies, and services by District personnel in accordance with California law.
- C. It is in the best interest of the District and its residents to set and maintain limits, restrictions, and procedures in the form of a procurement policy.

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

1. The foregoing recitals are true and correct and are hereby incorporated by reference.
2. The Directors hereby establishes and adopts as the District's procurement policy the policy set forth in Exhibit A.
3. The authority, limits, restrictions, and procedures set forth in the purchasing policy shall be subject to any and all applicable annual budgetary amounts and other authorizations as may be imposed by the Directors from time to time.
4. As of the effective date of this Resolution, the procurement policy shall be deemed controlling over, and shall otherwise supersede, any and all other procurement authority policies that may conflict with, or be contrary to, the hereby adopted procurement policy.

5. This Resolution shall become effective upon the effective date of Ordinance No. 2189-0422.

\* \* \* \* \*

STATE OF CALIFORNIA)  
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly adopted by the Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 21st day of April 2022 by a X-X vote as follows:

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

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

ATTEST:

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REX DELIZO, Secretary  
Stege Sanitary District

# **EXHIBIT “A”**

## **STEGE SANITARY DISTRICT PROCUREMENT POLICY**

(effective as of April 2022)

# STEGE SANITARY DISTRICT PROCUREMENT POLICY

(effective as of April 2022)

## I. PURCHASING POLICY OVERVIEW

This policy is established by the Stege Sanitary District (District) Board of Directors (Board) and serves the purpose of outlining the guiding principles, rules, and standards applicable to all purchases of goods, services, and supplies made by the District.

## II. CONTRACTING PRINCIPLES

The requirements contained in this policy are informed by several guiding principles. Adherence to these principles ensures that the District's purchases are consistent with applicable legal requirements and best practices and that public funds are expended responsibly.

### A. COMPETITIVE PROCESS

This policy is designed to promote full and open competition among potential vendors. Through full and open competition, the District is able to realize better pricing and more favorable terms. In interpreting this policy, staff should rely on interpretations that favor greater and more robust competition among vendors.

### B. BEST OVERALL VALUE

This policy is designed to ensure that the District is getting the best value for its money when making purchases. When not required by law to select the lowest bidder, this principle permits the District to consider factors other than just price in determining what constitutes the best overall value to the District.

### C. FAIRNESS AND TRANSPARENCY

This policy is designed to promote fairness and transparency in the District's purchasing system. Complying with this policy fosters equal opportunities for vendors wishing to do business with the District and ensures that public expenditures are made in an open and consistent manner.

### D. COMPLIANCE WITH LAW AND BEST PRACTICES

This policy is informed by and incorporates applicable laws, regulations, and best practices applicable to public procurements. Compliance with this policy ensures that purchases are conducted in accordance with the District's legal and ethical obligations and responsibilities.

## III. STANDARDS OF CONDUCT/ETHICAL CONSIDERATIONS

### A. CONDUCT WITH VENDORS

All employee interactions with vendors shall be conducted in a fair, open, and transparent manner. Employees shall:

1. Refrain from showing favoritism to vendors or being unduly influenced by external factors outside the criteria outlined in this policy.

2. Select all vendors on the basis of meeting appropriate and fair criteria in accordance with the requirements of this policy.

B. INTERNAL CONTROLS

Employees shall comply with the District's internal control procedures. The policies guiding these internal control procedures are as follows:

1. Employees must have or seek proper signature authority and expenditure authority for all transactions to ensure proper tracking and appropriate level of approval for all expenditures.
2. Duties must be segregated to diminish the risk and/or appearance of any improprieties. The District Manager is responsible for separation of duties in an effort to negate any improprieties or the appearance of improprieties. If an employee has a question regarding separation of duties, they should reach out to the District Manager for clarification.
3. Employees must create and maintain adequate documents and records supporting compliance with the District's procurement policies and procedures for all transactions and retain those records in accordance with the District's record retention schedule.

IV. CONTRACTING AUTHORITY

A. APPROVAL AUTHORITY

All District expenditures and purchases must be approved by either the District Manager or the Board. No expenditure shall be submitted or recommended to the Board except upon approval of the District Manager or their authorized representative. Note that contract approval authority is distinct from budgetary approval authority. All District expenditures and purchases, regardless of amount, must be included and/or contemplated in the District's budget approved by the Board.

B. MONETARY THRESHOLDS

(See Appendix A for a reference chart depicting monetary thresholds by category).

1. **Non-Public Project Purchases.** The following monetary approval thresholds apply to expenditures/purchases that do not qualify as public projects pursuant to the Public Contract Code.
  - (a) ***District Staff***—Any expenditure, purchase, or contract (single-year or multi-year) valued under \$2,000 may be approved by the District Manager, or designee, provided that the funding for the purchase or contract is authorized in the budget approved by the Board.
  - (b) ***District Manager Approval***--Any expenditure, purchase, or contract (single-year or multi-year) valued at twenty five thousand dollars (\$25,000) or less may be

approved by the District Manager, provided that the funding for the purchase or contract is within the budget approved by the Board.

- (c) **Board Approval**—Any expenditure, purchase, or contract (single-year or multi-year) that exceeds twenty five thousand dollars (\$25,000) shall be authorized and approved by resolution of the Board.

2. **Public Projects.** The Public Contract Code prescribes procurement procedures for public projects. Public projects are defined in Public Contract Code Section 22002(c). Public projects exclude maintenance projects as defined in Public Contract Code Section 22002(d).

- (a) **District Manager Approval**—Any contract for a public project valued at \$200,000 or less may be awarded and approved by the District Manager.
- (b) **Board Approval**--Any contract for a public project valued over \$200,000 shall be awarded and approved by resolution of the Board.

C. NOTICE OF COMPLETION

The District Manager is authorized by the Board to approve and file notices of completion on behalf of the District.

V. TYPES OF PROCUREMENTS

In the course of conducting District business, the District is required to make a variety of different types of purchases. The type of purchase dictates the policies and procedures for procuring and formalizing the purchase. Before employees make a purchase, they should identify the type of purchase and the proper method for completing that purchase.

A. PURCHASES OF GOODS/SUPPLIES

This category of purchases includes the purchase of tangible durable and non-durable goods by the District. Examples of these types of purchases include fuel, tools, office supplies, chemicals, machinery, food, and furniture. These types of purchases are distinct from the purchase of non-tangible services.

B. SERVICES

This category of purchases includes the hiring of individuals, firms, or entities to perform services for the benefit of the District. There are two categories of services: general services and consultant/professional services.

- 1. **General Services**—General services are non-professionalized services that are often purchased to maintain or service the District’s equipment or facilities. Examples of these types of services include office equipment maintenance, cleaning services, IT support services, disposal services, and food delivery services.

2. *Consultant/Professional Services*—Consultant/Professional services are specialized services where the District hires an individual or firm to perform professional or technical tasks. Examples of these types of services include engineering and design services, audit services, architectural services, and legislative affairs services.

C. NON-PUBLIC PROJECT CONSTRUCTION

Public projects have a specific statutory definition and strict associated requirements. A small segment of District construction projects do not fall within the definition of public projects. For these projects, the District has greater discretion in the method and manner of procuring these types of projects. Non-public projects include minor repainting, landscaping work, and other routine and recurring maintenance work for public facilities.

D. PUBLIC PROJECTS

Public projects include projects involving the construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly-owned, leased, or operated facility. Examples of these projects are the renovation of existing and construction of new District facilities.

**VI. METHODS OF PROCUREMENT**

A. OVERVIEW

The type of purchase and the amount of a purchase dictates the method of procurement. Smaller and less complex purchases involve less stringent competitive requirements. Conversely, more valuable and more complex purchases require stricter, more formalized competitive processes. (See Appendix A for a reference chart outlining the method of procurement by type and amount of purchase)

B. INFORMAL PROCUREMENT

1. *Micro Purchases*—Micro purchases need not be awarded competitively, but the price must be determined to be fair and reasonable and should be distributed equitably among qualified suppliers. Micro Purchases do not require advertising or solicitation of quotes/bids. However, seeking multiple quotes/bids, even when not required, is a best practice and helps to ensure that the District receives better pricing for its purchases. Micro purchasing may be used for purchases of goods/general services valued under \$2,000.
2. *Informal Solicitation*—Informal solicitation involves seeking three (3) written quotes from potential vendors. These written quotes may be informally documented, such as through emails between District employees and potential vendors. Informal solicitation may be used for purchases of goods, general services, non-public project construction projects, and consultant/professional services valued at \$25,000 or less. This method may also be used for public projects valued at \$60,000 or less.

3. *Informal Bidding for Public Projects*—Under informal bidding procedures, the District must: (i) draft a notice inviting bids; (ii) send the notice to a District-maintained list of qualified contractors, identified according to categories of work; and/or (iii) send the notice to all appropriate construction trade journals specified by the California Uniform Construction Cost Accounting Commission. The notice must be sent at least ten (10) calendar days before bids are due. Bids must be submitted to the District by a predetermined time and date as outlined in the bidding notice. This process is governed by California Public Contract Code Section 22034 and Stege Sanitary District Code (District Code) Section 2.11. Informal bidding procedures shall be used for public projects over \$60,000 and up to \$200,000 in value.

C. FORMAL PROCUREMENT

1. *Formal Bidding*—

- (a) **Public Projects.** Under formal bidding procedures, the District must: (i) draft a notice inviting bids; (ii) publish the notice in a newspaper of general circulation at least fifteen (15) calendar days prior to the date of the opening the bids; and (iii) send the notice to all appropriate construction trade journals specified by the California Uniform Construction Cost Accounting Commission. Bids must be submitted to the District by a predetermined time and date as outlined in the bidding notice. For public project procurements, this process is governed by California Public Contract Code Section 22037. Formal bidding procedures shall be used for public projects over \$200,000 in value.
  - (b) **Non-Public Projects.** Under formal bidding procedures, the District must: (i) draft a notice inviting bids; (ii) post the notice on the District’s website and on District message boards; (iii) send the notice to appropriate/relevant trade publications. Bids must be submitted to the District by a predetermined time and date as outlined in the bidding notice. Formal bidding procedures shall be used for the purchase of goods, general services, and non-public project construction projects valued at over \$25,000.
2. *Formal Competitive Proposals (RFP)*—In a formal competitive proposal process, the District must: (i) prepare a request for proposal document identifying the project requirements, vendor qualifications, and evaluation factors; (2) send the RFP to an adequate number of qualified sources as determined by the District Manager; (3) publish notice of the RFP in a local newspaper and/or post the RFP on the District’s website at least ten (10) days prior to the deadline for receipt of proposals; and (4) establish and implement procedures for evaluation of proposals. Formal competitive proposals shall be used for purchases of consultant/professional services valued at more than \$25,000.



D. COOPERATIVE PROCUREMENT

Cooperative purchasing allows the District to buy goods or services based on a competitively bid contract prepared by another public agency, when that other agency and the vendor(s) agreed in advance to a cooperative process. Use of purchasing cooperatives is encouraged as a way to obtain goods and services by aggregating volume, securing value pricing, and reducing administrative overhead. Measured use of purchasing cooperatives can significantly reduce the time and resources needed to competitively purchase goods and services. The following list summarizes the requirements and relevant considerations applicable to cooperative procurements.

1. *Competitive Purchasing*—Cooperative purchasing programs should be based on competitively awarded contracts that substantially comply with the District’s procurement procedures outlined in this policy.
2. *Purchasing Cooperatives*—There are numerous purchasing cooperatives that the District can evaluate to use for a particular procurement. Some leading cooperatives include state contracts such as California Multiple Award Schedules (CMAS); the Department of General Services (DGS); OMNIA Partners (Formerly U.S. Communities Cooperative Purchasing); Sourcewell (formerly National Joint Powers Alliance); NASPO ValuePoint (formerly WSCA-NASPO; the National Cooperative Purchasing Alliance (NCPA); and, federal General Services Agency (GSA) procurements (GSA Advantage for State and Local Governments).
3. *Value Analysis*—Purchases using any given cooperative need not be based on the absolute lowest pricing and may consider factors in addition to price, such as the time and/or resources needed for the District to independently competitively bid for the good or service.
4. *Time Limit*—The cooperative competitive bidding process that the District seeks to utilize must have occurred within twenty-four (24) months from the date the District seeks to obtain the goods or services.
5. *Piggyback Contracting*—Subject to the appropriate approval authority and if in the best interest of the District, the District may enter into contracts for goods and services, the pricing and terms of which have been previously established by another public agency or purchasing cooperative. However, care must be taken to ensure all of the District’s contracting standards are satisfied. Sometimes the underlying contract or commitment originally made to a purchasing cooperative or other agency is difficult to find; however, care must be taken to ensure the District is protected via a contract. Employees should consult the District Counsel for guidance on meeting the District’s contracting requirements for cooperative procurements.

E. SOLE SOURCE PROCUREMENT

Regardless of the estimated cost of a purchase, the District is not required to engage in a competitive procurement process, either formal or informal, under Section V when a competitive procurement is infeasible for the reasons articulated in this section. In all cases, the District must verify and document that a particular procurement meets the criteria for a sole source identified below, and the use of sole source must be approved by the District Manager.

In order to utilize a sole source procurement, at least one of the following statements must be true: (1) The item is only available from one source; (2) After solicitation of a number of sources, the competition is determined inadequate; and/or (3) one of the conditions described below applies:

- (a) Unique or Innovative Concept—The vendor demonstrates a unique or innovative concept or capability not available from another source. “Unique or Innovative Concept” means a new, novel, or changed concept, approach, or method that is the product of original thinking, the details of which are kept confidential or are patented or copyrighted, and is available to the District only from one source and has not in the past been available to the District from another source;
- (b) Patents or Restricted Data Rights—Patent or data rights restrictions preclude competition;
- (c) Substantial Duplication Costs—In the case of a subsequent contract for the continued development or production of highly specialized equipment or products and/or major components thereof, when it is likely that award to another contractor would result in substantial duplication of costs that are not expected to be recovered through competition;
- (d) Unacceptable Delay—In the case of a subsequent contract for the continued development or production of highly specialized equipment or products and/or major components thereof, when it is likely that award to another contractor would result in unacceptable delays in fulfilling the District’s needs.

F. EMERGENCY PROCUREMENT

Emergency procurements are those purchases necessary to avoid or mitigate a clear and imminent threat or danger where delay could result in loss of life or danger to health, welfare, or property or threaten the continued operation of the District or the provision of essential District services. Contracts awarded under this Section do not require adherence to the District’s standard procurement requirements outlined in this policy.

Contracts awarded pursuant to an emergency as defined under this section require that the District Manager present a report to the Board, at the next available meeting, describing the emergency, the actions taken, and the number and dollar amount of contracts awarded.

G. EXEMPT PROCUREMENTS

This Section outlines types of procurements that are exempt from the standard competitive requirements outlined in this policy and also includes special considerations related to those exempt procurements. Despite the fact that a procurement may be exempt, the District may still conduct negotiations as to price, delivery and terms in connection with the award of a contract that does not require a competitive process. Nothing in this section shall preclude the solicitation of competitive bids or proposals when possible. The following is a list of procurements that are exempt from the competitive requirements outlined in this Policy.

1. Emergency procurements as defined in Section VI(F) above;
2. Specified materials or equipment that can be obtained from only one source and there is no adequate substitute in accordance with the criteria outlined in Section VI(E) above;
3. Legal or professional services that are highly specialized;
4. Cooperative procurements described in Section VI(D);
5. Procurements funded by grants, donations or gifts when any special conditions require the purchase of particular materials and/or services;
6. Purchase of surplus property owned by another public entity, or payment to other public entities or utilities;
7. Membership dues, conventions, training, travel arrangements, or advertisements in magazines, newspapers, or other media;
8. Works of art, entertainment or performance; and
9. Where competitive bids or proposals have been solicited and no bid or proposal has been received. In such situations the District Manager may proceed to have the goods procured or services performed without further competitive bidding.

VII. SPECIAL POLICIES, PROGRAMS, AND CONSIDERATIONS

Depending on the amount and/or type of purchase, there are several policies, procedures and programs that must be considered. These include:

- Application of Local Business Purchasing Preference;
- Information Technology Purchases
- Procedures for Purchases Utilizing Federal Grant Funds;
- Purchase Orders/Blanket Purchase Orders;
- Qualified Contractors/Vendors;
- Surplus Property.

A. LOCAL BUSINESS PURCHASING PREFERENCE

Preference to locally-owned businesses will be exercised to the extent it is consistent with the law and in the best interest of the public. If a purchase utilizes federal and state funds, then the District will not apply local preferences. In addition, the District will make an effort to ensure that its solicitations are received by small, minority-owned and/or women-owned businesses and will also make an effort to identify and remedy any barriers to such firms participating in the procurement process.

1. *Criteria for Preference.*
  - (a) When bidding or purchasing goods, equipment, and services local preference may be given to responsible, responsive local businesses.
  - (b) The granting of this preference must be made on a determination by the District Manager that quantity and quality of the local product is equal to that of the next lowest or comparable bidder.
  - (c) In order for a business to be eligible to claim the preference, the business must meet the definitions of Local Business outlined below.
  
2. *Definition of Local Business.* A local business is:
  - (a) A business located at a fixed location within the boundaries of the District or a home-based business located within the boundaries of the District;
  - (b) A business owned and operated by a District resident.
  
3. *Inapplicability.* Application of the local business preference does not apply in the following situations:
  - (a) Bids for public projects as defined by Public Contracts Code Sections 20161 and 22002;
  - (b) Purchases of goods and services through contracts of other governmental jurisdictions or public agencies, or cooperative purchasing agreements;
  - (c) Contracts for professional or legal services;
  - (d) Purchases or contracts funded, in whole or in part, by a governmental entity, or private and public grants and the laws, regulations or policies governing such funding prohibit application of the local preference;
  - (e) Purchases or contracts funded, in whole or in part, by the federal or state government; and
  - (f) Purchases made, or contracts let under emergency situations.

B. INFORMATION TECHNOLOGY PURCHASES

The District recognizes that purchasing information technology systems and equipment on the basis of lowest purchase price alone may not always serve the best interests of the District.

Therefore, to ensure hardware requirements and software compatibility, all such purchases must be reviewed by the District Manager prior to purchase.

C. PURCHASES WITH FEDERAL/STATE FUNDS

When purchasing goods and services involving the use of federal grant funds, the District is required to follow the provisions of 2 CFR Part 200 Subpart A §200.318 General Procurement Standards through §200.326 Contract Provisions. Employees should consult with the District Counsel on any questions regarding application of these requirements to particular purchases.

When purchasing goods and services involving the use of state of California funds, the District may be required to follow provisions of state law, regulations, and policy depending upon the specific source of the state funds. Employees should consult with the District Counsel on any questions regarding application of state requirements to particular purchases.

D. PURCHASE ORDERS/BLANKET PURCHASE ORDERS

1. *Purchase Order.* A Purchase Order is a document issued to a vendor or contractor to authorize purchases of goods, equipment, and services. Purchase orders are required for all purchases of goods, equipment and services, in addition to any required contract documents.

The purpose of a Purchase Order is to:

(a) Ensure compliance with this policy.

(b) Encumber funds when an unencumbered appropriation exists in the fund.

There are exemptions from Purchase Order requirements. Examples of such exemptions include acquiring land, utility payments, payments to other governmental agencies, and debt service payments.

2. *A Blanket Purchase Order.* A blanket purchase order is an arrangement whereby the District contracts with a vendor to provide equipment or supplies on an as-needed and often, over-the-counter basis. Blanket Purchase Orders provide a mechanism whereby items that are uneconomical to stock may be purchased in a manner that allows field operations timely access to necessary materials. Blanket Purchase Orders shall not be used to purchase services, capital assets or items maintained in stock. All Blanket Purchase Orders must be authorized by the District Manager.

Blanket Purchase Orders must be confirmed annually, before the beginning of the fiscal year. Requests for Blanket Purchase Orders may also be submitted on an as-needed basis. Once a Blanket Purchase Order is issued to a vendor, any authorized District employee may contact the vendor directly to place orders per the terms and conditions specified in the Blanket Purchase Order.

Request for Blanket Purchase Order must be reviewed based upon the following criteria:

- (a) Geographic location.
- (b) Responsiveness and capabilities.
- (c) Average dollar value and type of items to be purchased.
- (d) Frequency of need.

All Blanket Purchase Orders shall include the following information:

- (a) A general description of the equipment or supplies that may be charged.
- (b) The period of time the order will remain open, not to exceed one year.
- (c) The maximum total amount that may be charged on the purchase order.
- (d) Identification of the department(s) and employee(s) who may charge against order.
- (e) Requirement that the employee show District identification.
- (f) Requirement that employees print and sign their names when picking up goods.
- (g) Account number(s) to be charged

E. QUALIFIED CONTRACTORS/VENDORS

The District maintains a list of qualified contractors in accordance with the provisions of District Code Section 2.11, Public Contract Code § 22034, and criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission. This list is utilized for procurements of public projects greater than sixty thousand dollars \$60,000 and less than or equal to two hundred thousand dollars (\$200,000) that are being let through informal bid procedures. In addition to the qualified contractors list, the District may elect to maintain a list of qualified vendors.

F. PURCHASES AT AUCTION

Use of public auctions may be an appropriate method of procurement if approved in advance by the District Manager or Board, depending on the amount of the purchase.

**APPENDIX A**

<b>Type of Purchase</b>	<b>Cost</b>	<b>Approval Authority</b>	<b>Documentation</b>	<b>Procurement Method</b>
Goods/General Services	Under \$2,000	District Manager	Purchase Order/Invoice	Micro Purchase
Goods/General Services/Non PW Construction	\$25,000 or less	District Manager	Contract	Informal Solicitation
Goods/Services/Non PW Construction	Over \$25,000	Board	Contract	Formal Bidding
Consultant/Professional Services	\$25,000 or less	District Manager	Contract	Informal Solicitation
Consultant/Professional Services	Over \$25,000	Board	Contract	Formal Competitive Proposals
Public Projects	\$60,000 or less	District Manager	Contract	Informal Solicitation
Public Projects	Over \$60,000 up to \$200,000	District Manager	Contract	Informal Bidding
Public Projects	Over \$200,000	Board	Contract	Formal Bidding
Federally-Funded Public Projects	<i>Transactions utilizing federal funds are governed by federal law and procedures</i>			
Federally-Funded Goods/Services	<i>Transactions utilizing federal funds are governed by federal law and procedures</i>			

**STEGE SANITARY DISTRICT**  
**Investment, Cash & Receivables Report**

11:10:54 AM  
 04/18/2022

As of March 31, 2022

	<u>March 31, 2022</u>	<u>February 28, 2022</u>	<u>\$ Change</u>	<u>Deposits</u>	<u>Checks</u>	<u>Transfers</u>
<b>ASSETS</b>						
<b>Current Assets</b>						
<b>Checking/Savings</b>						
<b>LAIF Investment Accts</b>						
11012 - Sewer Operations- 3418	6,196,946	8,016,946	-1,820,000	0	0	-1,820,000
11014 - System Rehab- 3423	1,011,584	1,011,584	0	0	0	0
<b>Total LAIF Investment Accts</b>	<u>7,208,529</u>	<u>9,028,529</u>	<u>-1,820,000</u>	<u>0</u>	<u>0</u>	<u>-1,820,000</u>
<b>Checking Accts</b>						
100 - Mechanics Bank	177,013	164,533	12,480	6,545	-1,814,065	1,820,000
100 - County Cash Acct #3418	134,119	137,991	-3,872 *	0 *	0	0
<b>Total Checking Accts</b>	<u>311,133</u>	<u>302,524</u>	<u>8,608</u>	<u>6,545</u>	<u>-1,814,065</u>	<u>1,820,000</u>
11021 - Petty Cash	250	250	0	0	0	0
<b>Total Checking/Savings</b>	<u>7,519,912</u>	<u>9,331,304</u>	<u>-1,811,392</u>	<u>6,545</u>	<u>-1,814,065</u>	<u>0</u>
301 - Ca Employer's Retiree Benefit Trust	310,401	310,401	0	0	0	0
<b>Total CA Employer's Retiree Benefit Trust</b>	<u>310,401</u>	<u>310,401</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Accounts Receivable</b>						
11072 - Accounts Receivable	2,402	2,402	0			
<b>Total Accounts Receivable</b>	<u>2,402</u>	<u>2,402</u>	<u>0</u>			

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

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

\_\_\_\_\_  
 Rex Delizo, District Manager

\_\_\_\_\_  
 Date



STEGE SANITARY DISTRICT

Operating Statement

04/18/2022

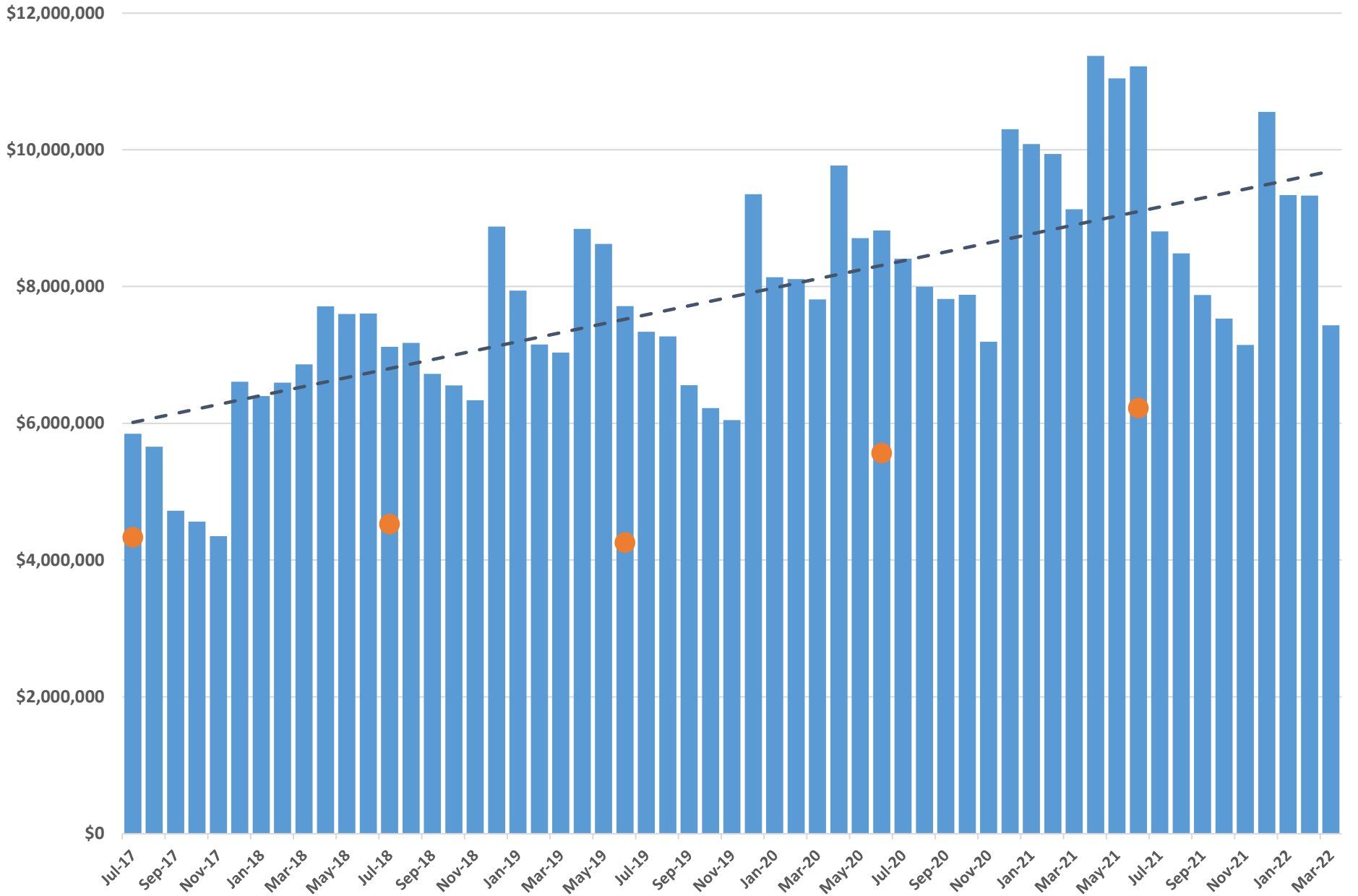
March 2022

75.07% of Fiscal year Completed

	<u>July-March 2022</u>	<u>Annual Budget</u>	<u>% of Annual Budget</u>
<b>Income</b>			
<b>31 - OPERATING REVENUE</b>			
31010 - Sewer Service Charges	1,692,599	3,149,000	54%
31020 - Permit & Insp. Fees	8,420	12,000	70%
31030 - Connection Fees	39,122	150,000	26%
31040 - San Pablo Impact Fee	775	250,000	0%
31080 - Contracted Services	-	30,000	0%
31010a - Capital Service Charges	1,692,599	3,149,000	54%
<b>Total 31 - OPERATING REVENUE</b>	<u>3,433,515</u>	<u>6,740,000</u>	<u>51%</u>
<b>32 - NON-OPERATING REVENUE</b>			
32050 - Interest - 3418	4,722	50,000	9%
32052 - Interest - 3423	698	15,000	5%
32080 - Property Taxes	325,905	400,000	81%
32085 - Insurance Dividend	-	-	0%
32090 - Miscellaneous	373	21,000	2%
<b>Total 32 - NON-OPERATING REVENUE</b>	<u>331,699</u>	<u>486,000</u>	<u>68%</u>
Transfer (to)/from Reserves	-	2,227,836	0%
<b>Total Income</b>	<u>3,765,213</u>	<u>9,453,836</u>	<u>40%</u>
<b>Expense</b>			
<b>OPERATING EXPENSES</b>			
<b>Administration/General</b>			
45-010 - Salaries & Wages	173,250	240,000	72%
45-020 - Employee Benefits	93,312	137,440	68%
45-029 - Retiree Health	8,426	13,600	62%
45-030 - Directors Expenses	14,811	39,888	37%
45-070 - Insurance	225,766	204,900	110%
Administration - Other	134,143	259,000	52%
<b>Total Administration</b>	<u>649,707</u>	<u>894,828</u>	<u>73%</u>
<b>Maintenance/Engineering</b>			
41-010 - Salaries & Wages	894,998	1,189,460	75%
41-020 - Employee Benefits	216,018	505,621	43%
41-029 - Retiree Health	8,280	11,900	70%
41-100 - Operating Supplies	11,915	40,000	30%
41-110 - Contractual Services	74,068	98,100	76%
41-207 - Contracted Repairs	24,771	68,000	36%
Maintenance- Other	149,100	314,267	47%
<b>Total Maintenance/Engineering</b>	<u>1,379,151</u>	<u>2,227,348</u>	<u>62%</u>
Pump Stations	45,093	16,460	274%
<b>Total OPERATING EXPENSES</b>	<u>2,073,951</u>	<u>3,138,636</u>	<u>66%</u>
<b>CAPITAL</b>			
41-650 - Debt Repayment (SRF Loans)	148,220	148,200	100%
Construction Projects	3,266,397	5,667,000	58%
Outlay(Maintenance/Engineering)	47,778	500,000	10%
<b>Total CAPITAL</b>	<u>3,462,394</u>	<u>6,315,200</u>	<u>55%</u>
<b>Total Expense</b>	<u>5,536,345</u>	<u>9,453,836</u>	<u>59%</u>
<b>Net</b>	<u>(1,771,131)</u>	<u>0</u>	

# Monthly Cash on Hand vs. Target Balance

Unrestricted Cash On Hand    Target Balance    - - - Cash On Hand Trendline





**BETTY T. YEE**  
**California State Controller**

**LOCAL AGENCY INVESTMENT FUND  
 REMITTANCE ADVICE**

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

As of 04/15/2020, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 03/31/2020.

Earnings Ratio		.00005535460693046
Interest Rate		2.03%
Dollar Day Total	\$	746,704,897.96
Quarter End Principal Balance	\$	7,780,958.22
Quarterly Interest Earned	\$	41,333.56



**Market Value Summary:**

	QTD Current Period	Fiscal Year to Date
Beginning Balance	\$310,401.44	\$297,326.68
Contribution	0.00	0.00
Disbursement	0.00	0.00
Transfer In	0.00	0.00
Transfer Out	0.00	0.00
Investment Earnings	(14,525.19)	(1,320.37)
Administrative Expenses	(35.83)	(110.95)
Investment Expense	(26.21)	(81.15)
Other	0.00	0.00
Ending Balance	\$295,814.21	\$295,814.21
FY End Contrib per GASB 74 Para 22	0.00	0.00
FY End Disbursement Accrual	0.00	0.00
Grand Total	\$295,814.21	\$295,814.21

**Unit Value Summary:**

	QTD Current Period	Fiscal Year to Date
Beginning Units	13,382.297	13,382.297
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	13,382.297	13,382.297
Period Beginning Unit Value	23.194957	22.217933
Period Ending Unit Value	22.104918	22.104918

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.

Statement of Transaction Detail for the Quarter Ending 03/31/2022

Stege Sanitary District

Entity #: SKB0-2595946637



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Date	Description	Amount	Unit Value	Units	Check/Wire	Notes
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Client Contact:  
CERBT4U@CalPERS.ca.gov

10:35 AM	STEGE SANITARY DISTRICT			
04/18/2022	Check Report			
Accrual Basis	April 21, 2022			
	Name	Memo	Amount	Num
<b>Apr 21, 22</b>				
	Aramark Uniform Services	Uniform Services	-666.02	27565
	Bay Area News Group - East Bay	Ordinance #2178-0122	-10.00	27566
	CSRMA	Claim 43 Franciscan Way	-10,000.00	27567
	Direct Line	Answering Service 03/01-31/22	-106.00	27568
	EAST BAY MUNICIPAL UTILITY DISTRICT	2021 Water Consumption Data Request	-142.80	27569
	East Bay Sanitary Co., Inc.	Debribox Dump	-943.37	27570
	Municipal Maintenance Equipment	Vaccon Repair	-713.27	27571
	Pastime Hardware	Maintenance Supplies	-30.85	27572
	PG&E- #0607499583-5	Canon Pump Station	-130.06	27573
	Restoration Management Company	Claim 7976 Terrace Dr	-4,684.94	27574
	WECO Industries, Inc.	Manhole Hook	-1,521.45	27575
<b>Apr 21, 22</b>			<b>-18,948.76</b>	

# STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JANUARY 2022	FEBRUARY 2022	MARCH 2022	APRIL 2022	MAY 2022	JUNE 2022
1/3 & 1/17 HOLIDAY  CASA Winter Conf. Jan 19-21, Palm Springs	2/21 HOLIDAY  CASA Policy Forum Feb 28-Mar. 1, Wash, DC			5/30 HOLIDAY	6/8 Safety and Recognition Awards Luncheon
1/6/2022 – 7:00 P.M.	2/17/2022 – 7:00 P.M.	3/5/2022 – <b>9:00 A.M.</b>	4/7/2022 – 7:00 P.M.	5/5/2022 – 7:00 P.M.	6/2/2022 – 7:00 P.M.
<ul style="list-style-type: none"> <li>• Board Governance Manual Review</li> <li>• Long Range Planning Workshop Agenda</li> <li>• Service Rate Discussion</li> <li>• District of Distinction (even years)</li> <li>• Director’s Contact Info</li> <li>• Board Training Summ.</li> <li>• CASA Conference</li> <li>• Diversity, Equity, and Inclusion</li> </ul>	<ul style="list-style-type: none"> <li>• Actuarial Analysis of Retiree Health Benefits Report (even years)</li> <li>• Long Range Planning Workshop Agenda</li> <li>• Service Rate Discussion</li> <li>• Performance Report</li> <li>• Board Training Summ.</li> <li>• CASA Conference</li> <li>• Form 700</li> </ul>	<p><b><u>9AM MEETING TIME</u></b></p> <ul style="list-style-type: none"> <li>• Long Range Planning Workshop               <ul style="list-style-type: none"> <li>– Past 5 yrs. Expenditures Review</li> <li>– Self-Assessment of Governance</li> <li>– Strategic Plan Review</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Service Rate Discussion/ Approval (&amp; 30-day Notice)</li> <li>• Board Training Summ.</li> <li>• Diversity, Equity, and Inclusion</li> </ul>	<ul style="list-style-type: none"> <li>• Appoint Labor Negot.</li> <li>• CLOSED SESSION – Conf. Labor Negot.</li> <li>• Draft Budget</li> <li>• Board Training Summ.</li> <li>• July 4<sup>th</sup> Fair Discussion</li> <li>• Review of Comparable Agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Draft Budget</li> <li>• Review Directors’ Meeting Compensation</li> <li>• District Working Capital and Reserve Policy</li> <li>• Approve Project Plans and Specs (+CEQA)</li> <li>• July 4<sup>th</sup> Fair Discussion</li> <li>• CASA Conference</li> <li>• Diversity, Equity, and Inclusion</li> </ul>
1/27/2022 – 7:00 P.M.		3/17/2022 – 7:00 P.M.	4/21/2022 – 7:00 P.M.	5/19/2022 – 7:00 P.M.	6/16/2022 – 7:00 P.M.
<ul style="list-style-type: none"> <li>• CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval.</li> <li>• Board Governance Manual Approval</li> <li>• Long Range Planning Workshop Agenda</li> <li>• Service Rate Discussion</li> <li>• Quarterly Financial Statements</li> <li>• SPASPA Status Report</li> <li>• CSDA Conference Attendee Reports</li> </ul>		<ul style="list-style-type: none"> <li>• Auditor – RFP</li> <li>• California Employer’s Retiree Benefit Trust (CERBT)</li> <li>• Service Rate Discussion</li> <li>• Action Plan</li> <li>• Consent Decree Quarterly Report</li> <li>• Board Training Summ.</li> <li>• CASA Conference Attendee Reports</li> <li>• Form 700</li> </ul>	<ul style="list-style-type: none"> <li>• CLOSED SESSION – Quarterly Claims Rpt</li> <li>• Draft Budget</li> <li>• Employee Benefit Package Review</li> <li>• Service Rate Discussion/Approval (+ 30-day Notice)</li> <li>• July 4<sup>th</sup> Fair Discussion</li> <li>• Quarterly Financial Statements</li> <li>• SPASPA Status Report</li> </ul>	<ul style="list-style-type: none"> <li>• CLOSED SESSION – Manager Perf. Eval. – Conf. Labor Negot.</li> <li>• Resolution Ordering Board Election (even years)</li> <li>• Draft Budget</li> <li>• July 4<sup>th</sup> Fair Discussion</li> <li>• Service Rate Discussion/Approval (+ 30-day Notice)</li> </ul>	<ul style="list-style-type: none"> <li>• CLOSED SESSION – Counsel Perf. Eval.</li> <li>• Resolution Salary of District Manager</li> <li>• Resolution Employee Salary Ranges</li> <li>• Resolution Approve/Adopt Budget</li> <li>• Review and Approve Incentive Award</li> <li>• Adopt Incentive Award Goals &amp; Objectives</li> <li>• Connection Charge Review</li> <li>• July 4<sup>th</sup> Fair Discussion</li> <li>• CD Quarterly Report</li> <li>• CASA Conference</li> </ul>

# STEGE SANITARY DISTRICT

## BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JULY 2022	AUGUST 2022	SEPTEMBER 2022	OCTOBER 2022	NOVEMBER 2022	DECEMBER 2022
7/4 HOLIDAY 4 <sup>th</sup> of July Fair Booth	CASA Annual Conf. Aug 10-12, Squaw Creek  CSDA Annual Conf. Aug 22-25, Palm Springs	9/5 HOLIDAY  Board Training AB 1234 (even years) AB 1661 (odd years)		11/24-25 HOLIDAY	12/8 HOLIDAY LUNCHEON  12/26 HOLIDAY
7/7/2022 – 7:00 P.M.	8/18/2022 – 7:00 P.M.	9/1/2022 – 7:00 P.M.	10/6/2022 – 7:00 P.M.	11/10/2022 – 7:00 P.M.	12/8/2022 – <b>2:00 P.M.</b>
<ul style="list-style-type: none"> <li>• July 4<sup>th</sup> Fair Debrief</li> <li>• CASA/CSDA Conf.</li> <li>• Diversity, Equity, and Inclusion</li> </ul>	<ul style="list-style-type: none"> <li>• Select Actuary for Analysis of Retiree Health Benefits (odd years)</li> <li>• Quarterly (FY End) Financial Statements</li> <li>• Conn. Charge Report per Gov. Code 66013</li> <li>• CASA/CSDA Conf.</li> </ul>	<ul style="list-style-type: none"> <li>• CASA/CSDA Conf. Attendee Reports</li> <li>• Diversity, Equity, and Inclusion</li> </ul>	<ul style="list-style-type: none"> <li>• Regional PSL Program Update</li> <li>• Regional FOG Program Update</li> </ul>	<ul style="list-style-type: none"> <li>• Proposed Meeting Calendar</li> <li>• Board Officer Succession Plan</li> <li>• CASA Conference</li> <li>• Diversity, Equity, and Inclusion</li> </ul>	<p><b><u>2PM MEETING TIME</u></b></p> <ul style="list-style-type: none"> <li>• Fiscal Year Financial Audit</li> <li>• Resolution Certifying Election Results (even years)</li> <li>• Connection Charge Review</li> <li>• Emergency Contact Update</li> <li>• Meeting Calendar</li> <li>• Consent Decree Quarterly Report</li> <li>• CASA Conference</li> <li>• Pension + OPEB UAL Reports</li> <li>• Nomination &amp; Election of Officers</li> </ul>
7/21/2022 – 7:00 P.M.		9/15/2022 – 7:00 P.M.	10/20/2022 – 7:00 P.M.		
<ul style="list-style-type: none"> <li>• CLOSED SESSION – Quarterly Claims Rpt</li> <li>• Hearing +Res./Ord. – Establish and Collect Sewer Service Charges – Director Meeting Compensation</li> <li>• Resolution Filing Notice of Completion</li> <li>• District Investment Policy</li> <li>• Reimb. Report per Gov. Code 53065.5</li> <li>• Quarterly Financial Statements</li> <li>• Candidate filing period (even years)</li> <li>• SPASPA Status Report</li> <li>• CASA/CSDA Conf.</li> <li>• Form 470</li> </ul>		<ul style="list-style-type: none"> <li>• Health Care Benefits Review</li> <li>• Consent Decree Quarterly Report</li> </ul>	<ul style="list-style-type: none"> <li>• CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval.</li> <li>• SPASPA Status Report</li> <li>• Quarterly Financial Statements</li> </ul>		