

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA  
MAY 4, 2023 @7:00 P.M.  
www.stegesan.org • staff@stegesan.org

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

Items on the agenda may be taken out of order.

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

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

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

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA  
MAY 4, 2023 @7:00 P.M.  
www.stegesan.org • staff@stegesan.org

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

Info: **V. Communications**  
A. Oral/Written Communications  
1. Brief reports from Directors on matters related to the District, including attendance at city or community meetings  
2. ARTICLE – California’s lengthy battle for water rights moves into the Legislature

Info: **VI. Reports of Staff and Officers**  
A. Manager’s Report  
1. Draft Budget  
2. 4th of July Fair  
3. Draft Newsletter

Info/Motion: **VII. Business**  
A. Appointment of Labor Negotiator – Board President  
(The Board will consider appointing the Board President as labor negotiator for the purpose of negotiations with the District Manager)  
B. Review of Comparable Agencies  
(The Board will review the agencies used for salary and benefits comparisons)  
C. Local Agency Formation Commission (LAFCO) Election  
(The Board will consider casting a vote for a candidate for the Special District Alternate Member on Contra Costa LAFCO)  
D. Professional Auditing Services – Evaluation of Proposals  
(The Board will evaluate the proposals and select a firm)

Motion: **VIII. Approval of Checks**  
A. Checks for May 4, 2023 - Fund No. 3418 & 3423  
(The Board will be asked to approve the monthly checks)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING  
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA  
MAY 4, 2023 @7:00 P.M.  
www.stegesan.org • staff@stegesan.org

Info:

**IX. Future Agenda Items**

**May 18, 2023**

Draft Budget

July 4th Fair Discussion

CLOSED SESSION – Manager Performance Evaluation

CLOSED SESSION – Conference with Labor Negotiator

**June 1, 2023**

Draft Budget

Review Directors Meeting Compensation

District Working Capital and Reserve Policy

July 4<sup>th</sup> Fair Discussion

CASA Conference

**CLOSED SESSION**

**Public Employment Performance Evaluation**

Gov. Code § 54957

Title: District Manager

**X. Adjournment**

(The next regular meeting of the Stege Sanitary District Board of Directors is scheduled to be held on May 18, 2023 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California.)

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

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

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

**II. Roll Call:** Present: Beach, Gilbert-Snyder, O’Keefe\* (connected at 7:25 P.M.), Merrill, Christian-Smith

Absent: None

Others Present: Rex Delizo, District Manager  
 Kristopher Kokotaylo, District Counsel  
 Thomas Troy, Resident

\*via remote conference

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

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

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

**IV. Approval of Minutes**

A. Approval of April 6, 2023 Board Meeting Minutes

MOTION: By Gilbert-Snyder, seconded by Merrill, to approve the minutes of the April 6, 2023 Board Meeting as submitted

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

NOES: None

ABSTAIN: None

ABSENT: None

**V. Communications**

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

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

There were no reports.

B. Written Communications

There were no items to consider.

**VI. Reports of Staff and Officers**

A. Attorney's Report:

Kokotaylo reported on the requirement of a five-year findings report for development impact fees such as the District's San Pablo Avenue Specific Plan Area Impact Fee. Kokotaylo then reported that the opinion of the Second District Court of Appeal requiring local agencies to give notice on meeting agendas of CEQA exemption is no longer binding precedent due to the opinion being invalidated and ordered depublished by the California Supreme Court.

B. Manager's Report

1. Monthly Maintenance Summary Report

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

2. Monthly Report of Sewer Replacements and Repairs

The Manager reported that no payments were made in March.

3. San Pablo Avenue Specific Plan Area Status Report

The Manager reported on the status of the impact fee.

4. Draft Budget

The Manager reported on the initial draft of next fiscal year's budget.

*Director O'Keefe connected remotely at this time in the meeting, and, per AB 2449, all votes conducted during the remote conferencing session were conducted by roll call vote.*

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

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

The Manager reported on the planning for the upcoming fair and had the Board chose timeslots to staff the District booth.

**VII. Business**

A. Resolution No. 2223-0423 Rescinding Mandatory COVID-19 Vaccination or Test Policy

The Board approved the resolution.

MOTION: By Merrill, seconded by Beach, to approve 2223-0423 Rescinding Mandatory COVID-19 Vaccination or Test Policy

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

B. Resolution No. 2224-0423 Authorizing Investment of Stege Sanitary District Funds with Time Value Investments

The Board approved the resolution.

MOTION: By Gilbert-Snyder, seconded by Beach, to approve Resolution No. 2224-0423 Authorizing Investment of Stege Sanitary District Funds with Time Value Investments

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

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

C. Ad-Hoc Committees

The Board considered the use of ad-hoc committees for PSL loan public outreach, DEI, and to perform preliminary financial check report reviews.

MOTION: By Beach, seconded by Gilbert-Snyder, to approve an ad-hoc committee of Directors Beach and Gilbert-Snyder to develop a PSL loan public outreach plan by the end of the year and an ad-hoc committee of Directors Gilbert-Snyder and Christian-Smith to develop a DEI action plan by the end of the year

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

D. Local Agency Formation Commission (LAFCO) Election

The Board discussed the candidate statements to fill the vacancy on Contra Costa LAFCO due to the passing of Stan Caldwell and decided to take more time to research the candidates before casting a ballot which is due by May 19, 2023.

**VIII. Financial Statements**

- 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
- F. Private Sewer Lateral (PSL) Replacement Loan Program Quarterly Report

The financial items were reviewed by the Board.

**IX. Approval of Checks**

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

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

MOTION: By Merrill, seconded by Gilbert-Snyder, to pay the bills, Check Nos. 28128 through 28141 in the amount of \$61,319,92

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

Resident Thomas Troy gave public comment at this time on the Closed Session item regarding his Government Tort Claim filed on 5/2/2022.

**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: 1

Troy – Government Tort Claim filed: 5/2/2022

**Public Employment Performance Evaluation**

Gov. Code § 54957

Title: District Manager

The Board entered into closed session at 8:15 P.M. and returned to open session at 9:06 P.M. President Christian-Smith announced the Board had taken no reportable actions.



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

**X. Future Agenda Items**

**May 4, 2023**

Draft Budget

Review of Comparable Agencies

July 4th Fair Discussion

Appointment of Labor Negotiator

CLOSED SESSION – Manager Performance Evaluation

**May 18, 2023**

Draft Budget

July 4th Fair Discussion

CLOSED SESSION – Manager Performance Evaluation

CLOSED SESSION – Conference with Labor Negotiator

**XI. Adjournment**

The meeting was adjourned at 9:10 P.M. The next meeting of the District Board of Directors will be held on Thursday, May 4, 2023 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

---

Rex Delizo  
STEGE SANITARY DISTRICT  
Secretary

# California's lengthy battle for water rights moves into the Legislature

Dan Walters  
7–9 minutes



*State Rep. Buffy Wicks speaks during the first stop of the governor's State of the State tour at Cal Expo in Sacramento on March 16, 2023. Photo by Miguel Gutierrez, Jr., CalMatters*

## In summary

Pardon the pun, but 2023 could be a watershed year not only for its immense amounts of rainfall and snow but for the 173-year war for control of California's water supply.

After its first committee hearing, [Assembly Bill 1337](#) was amended last week, which could be the opening salvo of a monumental political and legal war over who controls access to water in California – an issue that stretches back to the state's founding in 1850.

If enacted as now proposed, AB 1337 would overturn a [key state appellate court decision](#) and give the state Water Resources Control Board the legal authority to curtail diversions from rivers – even by those who now hold the most senior water rights, those gained prior to the state asserting authority over water in 1914.

The legislation, carried by Assemblywoman Buffy Wicks, a Democrat who represents East Bay suburbs, would bolster a years-long drive by environmental groups to enhance natural river flows by reducing agricultural diversions during periodic droughts.

The stage was set eight years ago when, during one such drought, then-Gov. Jerry Brown declared an emergency and the water board attempted to impose restrictions on pre-1914 rights holders, contending that there simply was not enough water to meet their demands.

A curtailment order and a more than \$1 million fine served on the Byron-Bethany Irrigation District, which serves customers in three counties on the southern edge of the Sacramento-San Joaquin Delta, symbolized the conflict.

“We are a test case,” Byron-Bethany’s manager, Rick Gilmore, said at the time. “I think this has become a larger issue. I think the water board wants to use this as a precedent so they can start to gain more control over senior water right users.”

An immediate confrontation was averted when the board modified its orders but litigation continued over the underlying issue of whether the board could curtail diversions by senior water rights holders via emergency order.

Byron-Bethany and other rights holders won at the trial level but the state appealed, only to lose again last September in the 6th District Court of Appeal in a decision known as the California Water Curtailment Cases, which is specifically referenced in the revised AB 1337.

“It is the intent of the Legislature that this bill clarify that the State Water Resources Control Board has the necessary authority to curtail pre-1914 water rights and address the gap in the state board’s authority revealed by the court in the series of cases known as the California Water Curtailment Cases,” the measure declares.

In the aftermath of the 2015 clash over curtailment orders, Brown and later his successor, Gavin Newsom, sought to avoid direct confrontation by forging “voluntary agreements” under which farmers would give up some water to increase river flows for fish and other species.

The process was spurred by the board’s 2018 release of draft water quality regulations that would require roughly 40% of natural river flows to reach the Delta, thus sharply reducing agricultural diversions.

A few months later, in his first State of the State address, Newsom declared, “Our first task is to cross the finish line on real agreements to save the Sacramento-San Joaquin Bay Delta. We must get this done – for the resilience of our mighty rivers, the stability of our agriculture sector, and the millions who depend on this water every day.”

The voluntary agreement process has achieved only minimal success, and environmental groups, which opposed it, continue to press the water board to finalize and enforce its long-pending water quality rules.

Given the immense stakes, [AB 1337 and several other measures](#) to enhance the water board’s authority will be the subjects of intense legislative skirmishing. Pardon the pun, but 2023 could be a watershed year not only for its immense amounts of rainfall and snow, but for the 173-year war over control of California’s finite water supply.



*Dan Walters has been a journalist for more than 60 years, spending all but a few of those years working for California newspapers. He began his professional career in 1960, at age 16, at the Humboldt Times...*

# DRAFT BUDGET

## EXHIBIT A

### STEGE SANITARY DISTRICT REVENUE SUMMARY

FISCAL YEAR 2023-2024

ITEM	as of 03/30/2023 REVENUE 2022-2023	REMAINING BUDGET 2022-2023	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change
<b>REVENUE</b>					
I. SEWER OPERATION FUND (3418)					
Non Operating Income:					
Interest	\$ 53,164	254%	\$ 15,000	\$ 15,000	0%
Miscellaneous	21,782	4%	\$ 21,000	\$ 21,000	0%
Operating Income:					
Permit & Inspection Fees	\$ 5,795	-52%	\$ 12,000	\$ 12,000	0%
Sewer Service Charges	1,843,533	-43%	\$ 3,209,000	\$ 3,443,000	7%
Contracted Services	\$ -	0%	\$ 33,000	\$ 33,000	0%
Subtotal	<b>\$ 1,924,273</b>	<b>-42%</b>	<b>\$ 3,290,000</b>	<b>\$ 3,524,000</b>	<b>7%</b>
II. CAPITAL FUND (3423)					
Non-Operating Income:					
Interest	\$ 9,355	87%	\$ 5,000	\$ 5,000	0%
Operating Income:					
Property Tax	\$ 350,952	-30%	\$ 500,000	\$ 500,000	0%
Capital Service Charges	1,843,533	-51%	\$ 3,775,000	\$ 4,290,000	14%
Connection Fees	\$ 37,363	-25%	\$ 50,000	\$ 50,000	0%
San Pablo Ave. Impact Fee	\$ 16,301	-67%	\$ 50,000	\$ 50,000	0%
Subtotal	<b>\$ 2,257,503</b>	<b>-48%</b>	<b>\$ 4,380,000</b>	<b>\$ 4,895,000</b>	<b>12%</b>
<b>TOTAL REVENUE</b>	<b>\$ 4,181,776</b>	<b>-45%</b>	<b>\$ 7,670,000</b>	<b>\$ 8,419,000</b>	<b>10%</b>

# DRAFT BUDGET

## EXHIBIT B

### STEGE SANITARY DISTRICT EXPENSE SUMMARY

FISCAL YEAR 2023-2024

ITEM	as of 03/30/22 EXPENSES 2022-2023	REMAINING BUDGET 2022-2023	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change
<b>EXPENSES</b>					
I. OPERATING EXPENSES:					
Dept 41 - Maintenance/Engineering	\$ 1,362,011	39%	\$ 2,225,474	\$ 2,334,437	5%
Dept 41 - Pump Stations	\$ 40,697	-2%	\$ 40,020	\$ 40,020	0%
Dept 41 - Contracted Repairs	\$ 57,275	18%	\$ 70,000	\$ 72,000	3%
Dept 45 - General & Administration	\$ 669,754	33%	\$ 992,813	\$ 1,064,944	7%
<b>SUBTOTAL OPERATING EXPENSES</b>	<b>\$ 2,129,738</b>	<b>36%</b>	<b>\$ 3,328,307</b>	<b>\$ 3,511,401</b>	<b>6%</b>
II. CAPITAL EXPENSES:					
Dept 41 - Capital Equipment	\$ 127,193	71%	\$ 436,767	\$ 785,000	80%
Dept 41 - Debt Repayment (SRF)	\$ 43,939	0%	\$ 43,900	\$ 43,900	0%
Dept 41 - Sewer Rehabilitation	\$ 92,900	98%	\$ 3,833,150	\$ 4,884,400	27%
<b>SUBTOTAL CAPITAL EXPENSES</b>	<b>\$ 264,031</b>	<b>94%</b>	<b>\$ 4,313,817</b>	<b>\$ 5,713,300</b>	<b>32%</b>
<b>TOTAL</b>	<b>\$ 2,393,770</b>	<b>69%</b>	<b>\$ 7,642,124</b>	<b>\$ 9,224,701</b>	<b>21%</b>
OTHER EXPENSES:					
Transfer from Capital Fund	\$ -	0%	\$ -	\$ -	0%
Retiree Medical Fund	\$ -	0%	\$ -	\$ -	0%
<b>SUBTOTAL OTHER EXPENSES</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 2,393,770</b>	<b>69%</b>	<b>\$ 7,642,124</b>	<b>\$ 9,224,701</b>	<b>21%</b>

### STEGE SANITARY DISTRICT TRANSFER TO/(FROM) RESERVES

FISCAL YEAR 2023-2024

ITEM			Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change
REVENUE			\$ 7,670,000	\$ 8,419,000	10%
EXPENSES			\$ (7,642,124)	\$ (9,224,701)	21%
<b>SUBTOTAL</b>			<b>\$ 27,876</b>	<b>\$ (805,701)</b>	
<b>TRANSFER TO/(FROM) RESERVES</b>			<b>\$ 27,876</b>	<b>\$ (805,701)</b>	

# DRAFT BUDGET

## EXHIBIT C

### STEGE SANITARY DISTRICT BUDGET - COMPOSITE

FISCAL YEAR 2023-2024

ITEM	FISCAL YEAR 2022-2023 BUDGET	FISCAL YEAR 2023-2024 BUDGET	% Change	OPERATIONS	GENERAL & ADMIN.
<b>OPERATING EXPENSES:</b>					
010 Salaries & Wages	\$ 1,515,960	\$ 1,608,060	6%	\$ 1,336,460	\$ 271,600
020 Employee Benefits	\$ 692,363	\$ 722,286	4%	\$ 562,920	\$ 159,366
030 Directors' Expenses	\$ 41,007	\$ 45,478	11%	\$ -	\$ 45,478
040 Election Expense	\$ 30,000	\$ -	-100%	\$ -	\$ -
060 Gasoline, Oil, Fuel	\$ 22,000	\$ 28,000	27%	\$ 28,000	\$ -
070 Insurance	\$ 265,400	\$ 320,000	21%	\$ 15,000	\$ 305,000
080 Memberships	\$ 18,600	\$ 19,100	3%	\$ 4,000	\$ 15,100
090 Office Expense	\$ 10,100	\$ 10,100	0%	\$ -	\$ 10,100
100 Operating Supplies	\$ 40,000	\$ 40,000	0%	\$ 40,000	\$ -
110 Contractual Services	\$ 101,300	\$ 102,300	1%	\$ 102,300	\$ -
120 Professional Services	\$ 156,100	\$ 176,100	13%	\$ 84,000	\$ 92,100
130 Printing & Publications	\$ 29,000	\$ 29,000	0%	\$ -	\$ 29,000
140 Rents & Leases	\$ 1,800	\$ 1,800	0%	\$ 1,000	\$ 800
150 Repairs & Maintenance	\$ 128,370	\$ 128,370	0%	\$ 113,370	\$ 15,000
160 Revenue Collection Expenses	\$ 14,600	\$ 14,600	0%	\$ -	\$ 14,600
170 Travel & Meetings	\$ 18,500	\$ 18,500	0%	\$ 14,000	\$ 4,500
190 Utilities	\$ 45,200	\$ 47,700	6%	\$ 10,000	\$ 37,700
200 Other Expenses	\$ 64,600	\$ 64,600	0%	\$ -	\$ 64,600
203 First Aid Supplies	\$ 500	\$ 500	0%	\$ 500	\$ -
204 Safety Equipment and Gloves	\$ 4,500	\$ 4,500	0%	\$ 4,500	\$ -
205 Uniforms and Boots	\$ 17,137	\$ 17,137	0%	\$ 17,137	\$ -
206 Safety Incentive Program	\$ 1,250	\$ 1,250	0%	\$ 1,250	\$ -
207 Contracted Repairs	\$ 70,000	\$ 72,000	3%	\$ 72,000	\$ -
410 Pump Stations	\$ 40,020	\$ 40,020	0%	\$ 40,020	\$ -
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 3,328,307</b>	<b>\$ 3,511,401</b>	<b>6%</b>	<b>\$ 2,446,457</b>	<b>\$ 1,064,944</b>
<b>CAPITAL EXPENSES:</b>					
650 DEBT REPAYMENT	\$ 43,900	\$ 43,900	0%	\$ 43,900	\$ -
300 CAPITAL EQUIPMENT	\$ 436,767	\$ 785,000	80%	\$ 785,000	\$ -
400 CONSTRUCTION	\$ 3,833,150	\$ 4,884,400	27%	\$ 4,884,400	\$ -
<b>TOTAL CAPITAL EXPENSES</b>	<b>\$ 4,313,817</b>	<b>\$ 5,713,300</b>	<b>32%</b>	<b>\$ 5,713,300</b>	<b>\$ -</b>
TRANSFER TO CAPITAL FUND		\$ -		\$ -	\$ -
<b>TOTAL BUDGET</b>	<b>\$ 7,642,124</b>	<b>\$ 9,224,701</b>	<b>21%</b>	<b>\$ 8,159,757</b>	<b>\$ 1,064,944</b>

# DRAFT BUDGET

## DETAIL SHEET

STEGE SANITARY DISTRICT  
ACCOUNT NO. 41 - OPERATIONS

FISCAL YEAR 2023-2024

ITEM	as of 03/30/2023 EXPENDITURES 2022-2023	REMAINING BUDGET 2022-2023	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change
<b>010 SALARIES AND WAGES</b>					
011 Engineering Salaries	\$ 395,912	33%	\$ 589,900	\$ 628,200	6%
011.6 Cell Phone (3)	1,440	33%	2,160	2,160	0%
012 Collection System Salaries	381,073	34%	577,100	614,600	6%
012.6 Cell Phone (5)	2,400	33%	3,600	3,600	0%
013 Overtime - Service Calls	10,199	34%	15,400	15,400	0%
014 Overtime - Engineering/Inspection	-	100%	500	500	0%
015 Standby	41,458	31%	60,000	60,000	0%
017 Performance Incentive	-	100%	12,000	12,000	0%
<b>TOTAL SALARIES AND WAGES</b>	<b>\$ 832,482</b>	<b>34%</b>	<b>\$ 1,260,660</b>	<b>\$ 1,336,460</b>	<b>6%</b>
<b>020 EMPLOYEE BENEFITS</b>					
021 Retirement	\$ 133,196	60%	\$ 335,730	\$ 351,050	5%
021a Deferred Comp Match	20,250	25%	27,000	27,000	0%
022 Health Care Premiums & Admin Fees	63,753	12%	72,581	81,634	12%
023 Life Insurance/Dental/LTD	11,277	18%	13,680	13,680	0%
024 Workers' Compensation Insurance	-	100%	20,200	21,200	5%
025 Unemployment Insurance	1,588	74%	6,000	6,200	3%
026 Medicare	4,492	79%	21,200	21,800	3%
027 Cash in Lieu (Dependent Care & Medical)	16,000	33%	24,000	24,000	0%
Retiree Medical & ARC					
'028 Retiree Medical (AnnReq'dContrib ARC)		100%	3,656	1,456	-60%
'029 Retiree Health Care Premium	9,215	23%	11,900	11,900	0%
030 Social Security (On Call Maintenance)	1,866	-42%	1,310	3,000	129%
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$ 261,636</b>	<b>51%</b>	<b>\$ 537,257</b>	<b>\$ 562,920</b>	<b>5%</b>
<b>MAINTENANCE</b>					
<b>060 GAS, OIL AND FUEL</b>	\$ 20,924	5%	\$ 22,000	\$ 28,000	27%
<b>070 CLAIMS</b>	-	100%	15,000	15,000	0%
<b>080 MEMBERSHIPS</b>	1,277	64%	3,500	4,000	14%
<b>100 OPERATING SUPPLIES</b>					
101 Rods and Augers	2,486	50%	5,000	5,000	0%
102 Chemicals	-	100%	1,000	1,000	0%
104 Hose and Nozzles	4,291	83%	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	634	90%	6,500	6,500	0%
<b>Forward totals to next page</b>	<b>29,611</b>	<b>63%</b>	<b>80,500</b>	<b>87,000</b>	<b>8%</b>

# DRAFT BUDGET

## DETAIL SHEET

STEGE SANITARY DISTRICT  
ACCOUNT NO. 41 - OPERATIONS

FISCAL YEAR 2023-2024

ITEM	as of 03/30/2023 EXPENDITURES 2022-2023	REMAINING BUDGET 2022-2023	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change
<b>Totals from previous page</b>	\$ 29,611	63%	\$ 80,500	\$ 87,000	8%
<b>110 CONTRACTUAL SERVICES</b>					
111 Phone Service (Answering Service)	\$ 2,815	-88%	\$ 1,500	\$ 1,500	0%
112 Manhole Level Monitors	11,663	-243%	3,400	3,400	0%
115 Sewer Root Foaming	61,333	18%	75,000	75,000	0%
116 Radio and Test Equipment Maintenance	-	100%	500	500	0%
117 Utility Marking Service	5,034	-1%	5,000	6,000	20%
118 DOT Regulatory Compliance	491	45%	900	900	0%
119 Collection System JPA	-	100%	15,000	15,000	0%
120 Smoke Testing		#DIV/0!	-	-	
<b>120 PROFESSIONAL SERVICES</b>					
121 Technical/Legal Support	\$ 64,203	-4%	\$ 62,000	\$ 62,000	0%
122 Safety Consultant	-	100%	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>	\$ -	100%	1,000	1,000	0%
<b>150 REPAIRS AND MAINTENANCE</b>					
151 Vehicle Maintenance	\$ 26,707	47%	\$ 50,000	\$ 50,000	0%
152 Equipment and Shop Maintenance	15,764	-75%	9,000	9,000	0%
153 Sewer Materials	-				
a. Pipe and Fittings	-	100%	4,000	4,000	0%
b. Manholes	-	100%	4,500	4,500	0%
c. Castings	-	100%	1,000	1,000	0%
154 Emergency Sewer Replacement	-	100%	12,500	12,500	0%
156 Building Maintenance	1,071	41%	1,800	1,800	0%
157 Janitorial Services	3,436	40%	5,700	5,700	0%
158 Yard Maintenance	1,680	33%	2,520	2,520	0%
159 Refuse Service	4,248	17%	5,100	5,100	0%
159a Refuse Service-Vactor	-	100%	2,250	2,250	0%
160 Video Inspection Equipment Repair	15,415	-3%	15,000	15,000	0%
<b>170 TRAVEL AND MEETINGS</b>					
171 Training and Testing	\$ 955	68%	\$ 3,000	\$ 3,000	0%
173 Travel Reimbursement	750	88%	6,000	6,000	0%
174 Meetings and Conference	1,921	62%	5,000	5,000	0%
<b>Forward totals to next page</b>	\$ 247,097	37%	\$ 394,170	\$ 401,670	2%



# DRAFT BUDGET

## DETAIL SHEET

STEGE SANITARY DISTRICT  
ACCOUNT NO. 41 - OPERATIONS

FISCAL YEAR 2023-2024

ITEM	as of 03/30/2023 EXPENDITURES 2022-2023	REMAINING BUDGET 2022-2023	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change
<b>Totals from previous page</b>	\$ 247,097	37%	\$ 394,170	\$ 401,670	2%
<b>193 WATER - HYDRO FLUSHER</b>	\$ 7,551	24%	\$ 10,000	\$ 10,000	0%
<b>203 FIRST AID SUPPLIES</b>	-	100%	500	500	0%
<b>204 SAFETY EQUIPMENT AND GLOVES</b>	1,568	65%	4,500	4,500	0%
<b>205 UNIFORMS AND BOOTS</b>	11,677	32%	17,137	17,137	0%
<b>206 SAFETY INCENTIVE PROGRAM</b>	-	100%	1,250	1,250	0%
<b>TOTAL MAINTENANCE/ENGINEERING</b>	<b>\$ 267,893</b>	<b>37%</b>	<b>\$ 427,557</b>	<b>\$ 435,057</b>	<b>2%</b>
<b>41.2 BURLINGAME PUMP STATION</b>					
150 Repairs (Contracted)	2,239	89%	\$ 20,000	\$ 20,000	0%
150a Annual Inspection		100%	2,500	2,500	0%
151 Electricity	1,079	40%	1,800	1,800	0%
152 Telemetry		100%	350	350	0%
153 Maintenance and Landscaping	640	33%	960	960	0%
<b>41.4 CANON PUMP STATION</b>					
150 Repairs (Contracted)	35,105	-251%	10,000	10,000	0%
150a Annual Inspection		100%	2,500	2,500	0%
151 Electricity	1,635	-5%	1,560	1,560	0%
<b>TOTAL PUMP STATIONS</b>	<b>\$ 40,697</b>	<b>-2%</b>	<b>\$ 40,020</b>	<b>\$ 40,020</b>	<b>0%</b>
<b>207 CONTRACTED REPAIRS</b>	\$ 57,275	18%	70,000	72,000	3%
<b>TOTAL - MAINT/ENG EMPLOYEE SALARIES</b>	<b>\$ 832,482</b>	<b>34%</b>	<b>\$ 1,260,660</b>	<b>\$ 1,336,460</b>	<b>6%</b>
<b>TOTAL - MAINT/ENG EMPLOYEE BENEFITS</b>	<b>261,636</b>	<b>51%</b>	<b>537,257</b>	<b>562,920</b>	<b>5%</b>
<b>TOTAL OTHER MAINTENANCE/ENGINEERING</b>	<b>267,893</b>	<b>37%</b>	<b>427,557</b>	<b>435,057</b>	<b>2%</b>
<b>TOTAL - PUMP STATIONS</b>	<b>40,697</b>	<b>-2%</b>	<b>40,020</b>	<b>40,020</b>	<b>0%</b>
<b>TOTAL CONTRACTED REPAIRS</b>	<b>57,275</b>	<b>18%</b>	<b>70,000</b>	<b>72,000</b>	<b>3%</b>
<b>TOTAL OPERATIONS</b>	<b>\$ 1,459,984</b>	<b>37%</b>	<b>\$ 2,335,494</b>	<b>\$ 2,446,457</b>	<b>5%</b>

# DRAFT BUDGET

## DETAIL SHEET

STEGE SANITARY DISTRICT  
ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL

FISCAL YEAR 2023-2024

ITEM	as of 03/30/2023 EXPENDITURES 2022-2023	REMAINING BUDGET 2022-2023	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change
<b>010 SALARIES AND WAGES</b>					
011 Administration Salaries	\$ 164,080	35%	\$ 251,800	\$ 268,100	6%
017 Performance Incentive	-	100%	3,500	3,500	0%
<b>TOTAL - SALARIES &amp; WAGES</b>	<b>\$ 164,080</b>	<b>36%</b>	<b>\$ 255,300</b>	<b>\$ 271,600</b>	<b>6%</b>
<b>020 EMPLOYEE BENEFITS</b>					
021 Retirement	\$ 66,688	34%	\$ 100,360	\$ 103,620	3%
021a Deferred Comp Match	4,500	25%	6,000	6,000	0%
022 Health Care Premiums & Admin Fees	17,872	10%	19,800	19,800	0%
023 Life Insurance/Dental/LTD	1,627	26%	2,196	2,196	0%
024 Workers' Compensation Insurance	12,758	-190%	4,400	4,600	5%
025 Unemployment Insurance		100%	500	500	0%
026 Medicare	969	88%	8,250	9,050	10%
Retiree Medical					
'028 Retiree Medical (AnnReq'dContrib(ARC))		#DIV/0!	-	-	0%
'029 Retiree Health Care Premiums	9,498	20%	11,900	11,900	0%
029a Social Security	-	100%	1,700	1,700	0%
<b>TOTAL - EMPLOYEE BENEFITS</b>	<b>\$ 113,911</b>	<b>27%</b>	<b>\$ 155,106</b>	<b>\$ 159,366</b>	<b>3%</b>
<b>GENERAL EXPENSES</b>					
<b>030 DIRECTORS' EXPENSES</b>					
031 Board Meeting Compensation	\$ 11,996	49%	\$ 23,507	\$ 24,478	4%
032 Travel Reimbursement	1,070	89%	10,000	10,000	0%
033 Meetings & Conference	7,914	-22%	6,500	10,000	54%
034 Training		100%	1,000	1,000	0%
<b>TOTAL - DIRECTORS' EXPENSES</b>	<b>\$ 20,980</b>	<b>49%</b>	<b>\$ 41,007</b>	<b>\$ 45,478</b>	<b>11%</b>
<b>040 ELECTION EXPENSES</b>	\$ 300	99%	\$ 30,000	\$ -	-100%
<b>070 INSURANCE</b>					
071 Liability and Property Insurance	\$ 257,016	6%	\$ 272,900	\$ 327,500	20%
072 Dividends (CREDIT)		100%	(22,500)	(22,500)	0%
<b>080 MEMBERSHIPS</b>					
081 Memberships	\$ 8,296	45%	\$ 15,000	\$ 15,000	0%
082 Memberships - Board	150	-50%	100	100	0%
<b>Forward totals to next page</b>	<b>286,743</b>	<b>15%</b>	<b>336,507</b>	<b>365,578</b>	<b>9%</b>

# DRAFT BUDGET

## DETAIL SHEET

STEGE SANITARY DISTRICT  
ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL

FISCAL YEAR 2023-2024

ITEM	as of 03/30/2023 EXPENDITURES 2022-2023	REMAINING BUDGET 2022-2023	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change
<b>Totals from previous page</b>	\$ 286,743	15%	\$ 336,507	\$ 365,578	9%
<b>090 OFFICE EXPENSES</b>					
091 Stationery, Postage, Supplies	\$ 935	77%	\$ 4,000	\$ 4,000	0%
092 Subscriptions	2,563	49%	5,000	5,000	0%
094 Public Notice Postage		100%	400	400	0%
096 Bank Charges	202	71%	700	700	0%
<b>120 PROFESSIONAL SERVICES</b>					
121 Legal Services	\$ 19,258	45%	\$ 35,000	\$ 35,000	0%
122 Engineering Services		#DIV/0!	-	-	0%
123 Audit and Special Reports	13,950	30%	20,000	40,000	100%
124 Resources Consultant	1,440	71%	5,000	5,000	0%
125 Administrative Support	-	100%	1,000	1,000	0%
126 Labor Relations/HR Training	-	100%	100	100	0%
127 Litigation Expenses		100%	5,000	5,000	0%
129 ADP Payroll Expenses	3,938	34%	6,000	6,000	0%
<b>130 PRINTING AND PUBLICATIONS</b>					
131 Meetings and Hearings Notices	\$ -	100%	\$ 1,000	\$ 1,000	0%
132 Newsletters	7,970	60%	20,000	20,000	0%
133 Publications (Ordinances & Notices)	886	88%	7,500	7,500	0%
134 Job Advertising	-	100%	500	500	0%
<b>140 RENTS AND LEASES</b>					
	\$ 316	61%	\$ 800	\$ 800	0%
<b>150 BUILDING REPAIRS AND MAINTENANCE</b>					
151 Administration Offices	\$ 8,519	5%	\$ 9,000	\$ 9,000	0%
155 Office Equipment	3,211	46%	6,000	6,000	0%
<b>Forward totals to next page</b>	349,931	25%	463,507	512,578	11%

# DRAFT BUDGET

## DETAIL SHEET

STEGE SANITARY DISTRICT  
ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL

FISCAL YEAR 2023-2024

ITEM	as of 03/30/2023 EXPENDITURES 2022-2023	REMAINING BUDGET 2022-2023	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change
<b>Totals from previous page</b>	\$ 349,931	25%	\$ 463,507	\$ 512,578	11%
<b>160 REVENUE COLLECTION EXPENSES</b>					
161 EBMUD	\$ -	100%	\$ 600	\$ 600	0%
162 CCC Assessment Collection Fees	5	100%	14,000	14,000	0%
<b>170 TRAVEL AND MEETINGS</b>					
173 Travel Reimbursement	\$ -	100%	\$ 1,500	\$ 1,500	0%
174 Meetings and Conferences	4,513	-50%	3,000	3,000	0%
<b>190 UTILITIES</b>					
191 Gas and Electricity	\$ 11,319	16%	\$ 13,500	\$ 15,000	11%
192 Telephone & Computer Internet	10,238	21%	13,000	14,000	8%
193 Water	3,124	26%	4,200	4,200	0%
194 Security System	3,267	27%	4,500	4,500	0%
<b>200 OTHER EXPENSES</b>					
201 Miscellaneous	\$ 6,362	15%	\$ 7,500	\$ 7,500	0%
202 Property Taxes	64	36%	100	100	0%
203 LAFCO Net Cost Apportionment	2,605	35%	4,000	4,000	0%
204 Public Outreach	337	98%	18,000	18,000	0%
205 Penalties & Fines	-	100%	35,000	35,000	0%
<b>TOTAL - GENERAL EXPENSES</b>	<b>\$ 391,764</b>	<b>33%</b>	<b>\$ 582,407</b>	<b>\$ 633,978</b>	<b>9%</b>
<b>TOTAL - ADMIN. EMPLOYEE SALARIES</b>	<b>\$ 164,080</b>	<b>36%</b>	<b>\$ 255,300</b>	<b>\$ 271,600</b>	<b>6%</b>
<b>TOTAL - ADMIN. EMPLOYEE BENEFITS</b>	<b>\$ 113,911</b>	<b>27%</b>	<b>\$ 155,106</b>	<b>\$ 159,366</b>	<b>3%</b>
<b>TOTAL - ADMINISTRATION &amp; GENERAL</b>	<b>\$ 669,754</b>	<b>33%</b>	<b>\$ 992,813</b>	<b>\$ 1,064,944</b>	<b>7%</b>
<b>TOTAL OPERATIONS &amp; ADMIN. (3418)</b>	<b>\$ 2,129,738</b>	<b>36%</b>	<b>\$ 3,328,307</b>	<b>\$ 3,511,401</b>	<b>6%</b>

# DRAFT BUDGET

## DETAIL SHEET

STEGE SANITARY DISTRICT  
ACCOUNT NO. 41 - CAPITAL EQUIPMENT EXPENSES

FISCAL YEAR 2023-2024

ITEM	as of 03/30/2023 EXPENDITURES 2022-2023	REMAINING BUDGET 2022-2023	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change
<b>CAPITAL EQUIPMENT EXPENSES</b>					
<b>300 CAPITAL OPERATIONS (3421)</b>					
315 Flow Meters	-	100%	\$ 175,000	\$ 175,000	0%
324 Vehicle Replacement	38,506	79%	180,000	610,000	239%
331 By-pass Pump	88,687	-8%	81,767	-	-100%
<b>Sub-Total Capital Operations</b>	<b>\$ 127,193</b>	<b>71%</b>	<b>\$ 436,767</b>	<b>\$ 785,000</b>	<b>80%</b>
<b>TOTAL - CAPITAL EQUIPMENT EXPENSES (3421)</b>	<b>\$ 127,193</b>	<b>71%</b>	<b>\$ 436,767</b>	<b>\$ 785,000</b>	<b>80%</b>

# DRAFT BUDGET

## DETAIL SHEET

STEGE SANITARY DISTRICT  
ACCOUNT NO. 41 - CAPITAL EXPENSES

FISCAL YEAR 2023-2024

ITEM	as of 03/30/2023 EXPENDITURES 2022-2023	REMAINING BUDGET 2022-2023	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change
<b>411 MANHOLES</b>					
Manhole Adjustments	\$ -	100%	\$ 25,000	\$ 25,000	0%
<b>428 RENEWAL &amp; REPLACEMENT</b>					
a. Interceptor Cleaning	\$ -	100%	\$ 50,000	\$ 50,000	0%
b. Pump Station Rehab	-	#DIV/0!	-	1,000,000	0%
c. Admin Building	-	100%	10,000	10,000	0%
<b>SUB TOTAL (428)</b>	<b>\$ -</b>	<b>100%</b>	<b>\$ 60,000</b>	<b>\$ 1,060,000</b>	<b>1667%</b>
<b>434 STANDARD SEWER REHABILITATION (3423)</b>					
a. Construction Costs	\$ -	100%	\$ 3,259,000	\$ 3,473,000	7%
e. San Pablo Ave. Specific Plan Upgrades	-	#DIV/0!	-	-	0%
f. Private Sewer Lateral Replacement Loan Program*	92,900	81%	489,150	326,400	-33%
<b>SUB-TOTAL (434)</b>	<b>\$ 92,900</b>	<b>98%</b>	<b>\$ 3,748,150</b>	<b>\$ 3,799,400</b>	<b>1%</b>
<b>TOTAL CONSTRUCTION COSTS (400s)</b>	<b>\$ 92,900</b>	<b>98%</b>	<b>\$ 3,833,150</b>	<b>\$ 4,884,400</b>	<b>27%</b>
<b>650 DEBT REPAYMENT (SRF LOANS)</b>					
b. Repayment Project 02203	43,939	0%	43,900	43,900	0%
<b>TOTAL DEBT REPAYMENT (650)</b>	<b>\$ 43,939</b>	<b>0%</b>	<b>\$ 43,900</b>	<b>\$ 43,900</b>	<b>0%</b>
<b>TOTAL CAPITAL EXPENSES (400-650)</b>	<b>\$ 136,839</b>	<b>97%</b>	<b>\$ 4,313,817</b>	<b>\$ 5,713,300</b>	<b>32%</b>

\* Funding limited to property tax revenue.

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

- Setup for **One Booth**
- Canopy
- Tables & Chairs
- Red, White & Blue Bunting
- Hammer
- Crowbar
- Sandbags (w/ fused rope ends)
- Bungee Cords
- Masks and hand sanitizer
- Large SSD Banner
- Canopy “window” banner
- Large District Map w/ map page blocks
- District Sewer Map book
- Toilet Paper vs. Wipes Interactive Display
- “Flushable” Wipes Banner/Poster
- Zip Ties
- Scissors
- #3 Slot Head Screwdriver
- Channel Lock Pliers
- Tissue
- Tape
- Waste Can
- Small cooler w/ bottled water for Directors
- Board Member Contact List (in each box)
- Pad of paper for taking notes and info
- Schedule w/ Cell Phone #
- Monday setup
- Park truck onsite

### Informational Handouts & Giveaways

- Latest Newsletter
- 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
- Budget
- Performance Report
- BPD Drawing
- Easement Ordinance
- SSD Pens/Magnets/Other
- PSL Loan Program

### Schedule (11am-5pm)

Setup	[staff]
11am-12:30	<b>O’Keefe</b>
12:30-2:00	<b>Beach</b>
2:00-3:30	<b>Gilbert-Snyder</b>
3:30-5pm	<b>Merrill</b>
Pack up	[staff]

### MESSAGES

*PSL Loan Program*

*Proper “Flushable” Wipes Disposals*

*Sewer Problems? Call us first!*



# DRAFT THE ENDEAVOR

A PUBLICATION OF THE STEGE SANITARY DISTRICT OF CONTRA COSTA COUNTY

VOLUME XXIX NUMBER 1

SERVING EL CERRITO, KENSINGTON, AND RICHMOND ANNEX

Summer 2023

## BOARD OF DIRECTORS

Juliet Christian-Smith  
President

Paul Gilbert-Snyder  
Vice President

Teresa Beach  
Director

Dwight Merrill  
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

- Project Updates ..... 2
- 2023-2024 Budget..... 2
- Think Before You Flush.. 3
- What the District Does and Does Not Do ..... 3
- Helpful Reminders ..... 3
- Sewer Problems?  
Call Us First..... 4
- Spotlight on Service Meetings Are Back In Person ..... 4



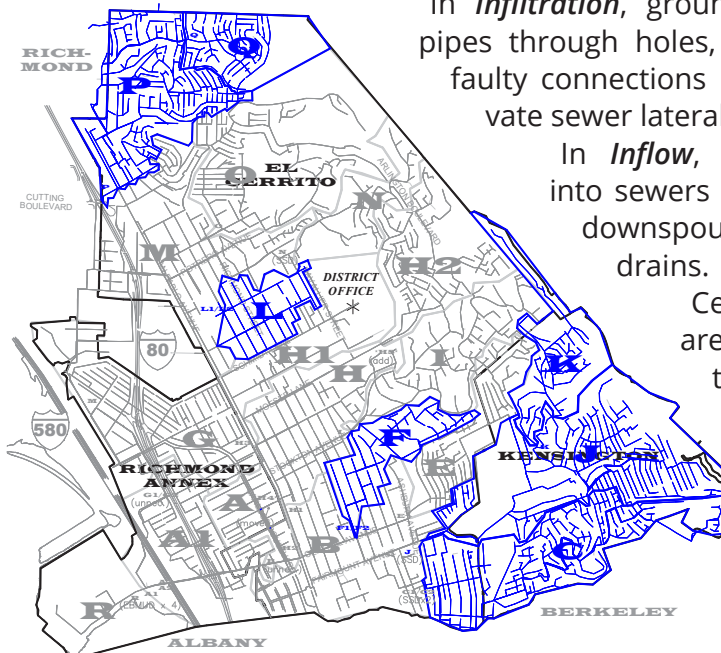
## INTEREST-FREE PSL REPLACEMENT LOAN PROGRAM

Replace your cracked Private Sewer Lateral (PSL) with an interest-free loan from Stege Sanitary District\*  
[www.stegesan.org](http://www.stegesan.org) for more information

## Help Protect the Bay

When excess water enters the sanitary sewer system, wastewater treatment plants can become overwhelmed, which may cause untreated and partially-treated sewage to spill into the Bay.

Excess water can enter the sewer system in two ways: *Infiltration* and *Inflow*.



In *Infiltration*, groundwater seeps into sewer pipes through holes, cracks, joint failures, and faulty connections in the pipes, including private sewer laterals.

In *Inflow*, stormwater rapidly flows into sewers via illegally connected roof downspouts, sump pumps, and area drains.

Certain areas of the District are particularly prone to infiltration. These areas are shown in blue on the map. If you own property in these areas, consider taking advantage of the PSL Loan Program\* and replace your sewer lateral. The Bay will thank you. **S**

\*This program is only available to current property owners who wish to voluntarily replace their sewer lateral. It excludes sewer lateral replacement that is already required by EBMUD.





# Project Updates

## Canon Drive Pump Station

Replacement of the District's two pressurized sewer pipes was completed ahead of schedule and under budget. Now the District is drawing up plans to rehabilitate the pump station on Canon Drive. The Canon Drive pump station was built in 1962 and has undergone only minor updates since then. It now needs significant upgrades to

bring it up to modern standards of safety and reliability. 💰

increase in their sewer charges because of this work. 💰

## San Pablo Avenue Improvement Plan

The first stage of sewer upgrade to San Pablo Avenue is complete. A special impact fee to pay for required sewer upgrades in the Improvement Area has been assessed to the area developers. Existing District ratepayers will not see any

## Standard Sewer Rehabilitation

The District continues to replace aging clay pipes with HDPE pipes. Some of the original clay pipes are 100 years old. The new HDPE pipes are better able to withstand earth movement and repel tree root intrusions. 💰

# DRAFT Fiscal Year 2022-2023 Budget

### REVENUE

#### Sewer Operation Fund

Non Operating Income:	
Interest	15,000
Miscellaneous	21,000
Operating Income:	
Permit & Inspection Fees	12,000
Sewer Service Charges	3,209,000
Contracted Services	33,000
<b>Subtotal</b>	<b>3,290,000</b>

#### Capital Fund

Non-Operating Income:	
Interest	
Operating Income:	
Property Tax	
Capital Service Charges	3,000,000
Connection Fees	100,000
San Pablo Ave. Impact Fee	50,000
<b>Subtotal</b>	<b>4,380,000</b>

**TOTAL REVENUE 7,670,000**

### EXPENSES

#### Operating Expenses:

Maintenance/Engineering	2,225,000
Pump Stations	
Contracted Repairs	
General & Administration	
<b>Subtotal</b>	<b>2,225,000</b>

#### Capital Expenses

Capital Expenses	355,000
Loan	43,900
Construction	3,833,150
<b>Subtotal</b>	<b>4,232,050</b>

#### Other Expenses

Transfer from Capital Fund	-
Retiree Medical Fund	-

**TOTAL EXPENSES 7,560,357**

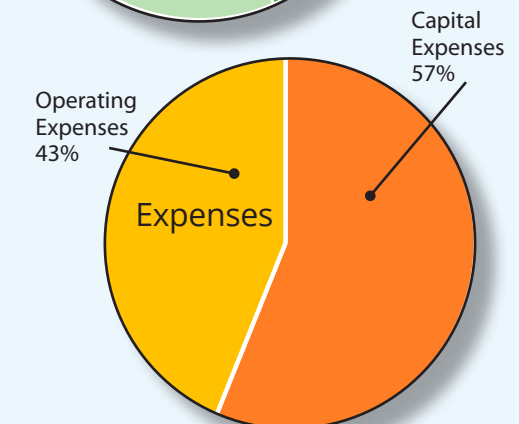
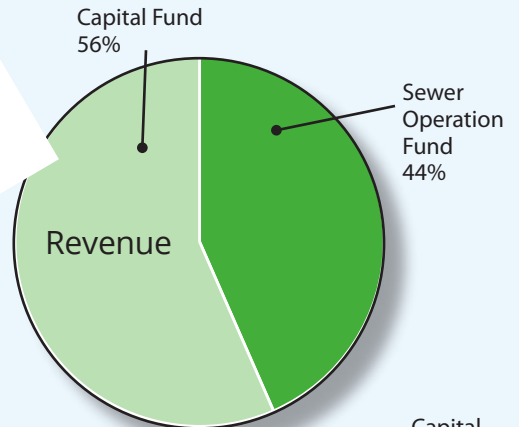
#### Transfer to/(from) Reserves

Revenue	7,670,000
Expenses	7,560,357

**Subtotal 109,643**

#### TRANSFER

**TO/(FROM) RESERVES 109,643**



The District adheres to an investment policy for reserve funds that complies with state statutes and stipulates safety, liquidity, and yields as the order of investment objectives. All currently invested funds are with the State Local Agency Investment Fund (LAIF).



# Think Before You Flush

Flushing anything other than pee, poo, or toilet paper can cause a sewer blockage, either in the sewer main or in your home plumbing. Toilet paper is designed to dissolve in water; “flushable” personal hygiene wipes will not. Even facial tissues will not dissolve and can cause problems. **S**

## What Stege Sanitary District Does and Does Not Do

DOES collect and transport wastewater to EBMUD treatment plant	DOES NOT treat wastewater at the treatment plant
DOES maintain sanitary sewer lines	DOES NOT maintain storm drains
DOES issue permits for sewer connections and lateral repair	DOES NOT issue permits required by cities or county for street work
DOES inspect new sewer connections and lateral repair	DOES NOT issue certificates of compliance for private laterals
DOES operate sewer pump stations	DOES NOT collect garbage and recycling
DOES plan for sewer improvements	DOES NOT provide water service
DOES oversee cost of operation and capital improvements	DOES NOT operate the El Cerrito Recycling Center

## Helpful Reminders

### 4th of July Celebration

Join the City of El Cerrito in celebrating Independence Day at beautiful Cerrito Vista Park with live entertainment, great food, arts & crafts, games & rides, and face painting. While there, be sure to visit the District booth, where you will be able to ask questions of Board members, view maps, learn about backflow prevention devices, and pick up useful pamphlets, and past newsletters. **S**

### Keep FOG out of Drains

Fats, Oils, and Grease (FOG) solidify when poured down the drain, causing clogs and blockages in plumbing. Never pour FOG down the drain. **S**

### Plumbing Contractors

For a list of plumbing contractors registered to work on private sewer laterals in the District, visit [www.stege-san.org](http://www.stege-san.org). Stege recommends getting at least three bids before starting work. **S**

### Properly Dispose of Unwanted Medications

Medications should never be flushed down the toilet. Wastewater treatment plants are not designed to remove these substances, which may be harmful to the environment. Unwanted medications may be brought to the El Cerrito Recycling Center (7501 Schmidt Lane). Call (510) 215-4350 before coming. **S**



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

**DRAFT**


PRSRT STD  
US POSTAGE  
**PAID**  
OAKLAND, CA  
Permit No. 544

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

## Sewer Problems? Call Us First!



**S**low drains? Water or sewage backing up into your home? The problem might be a clog in your lateral—the private sewer line that runs from your home to the public sewer main—or the problem might be in the sewer main itself. **Call us before you call a plumber.** The District maintains a 24/7 emergency hotline that is always answered by a person, not a recording. The number is (510) 524-4667. If necessary, we will send out a crew to inspect and let you know if you need a plumber. The inspection is free and we try to respond within one hour of your call.


*If you call a plumber before calling the District, you may be responsible for any charges from your plumber, even if the problem turns out to be in the sewer main.* 

## Spotlight on Service

### BOARD MEETINGS ARE BACK IN PERSON

The Stege Sanitary District Board of Directors meets once or twice monthly on a Thursday at 7:00 pm to discuss the business of the District. The public is invited to attend.

Meetings are back in person, but will also be

remotely accessible. The agenda for upcoming meetings can be found on [www.stegesano.org](http://www.stegesano.org). Information on how to attend a virtual meeting and leave public comment is also listed on [www.stegesano.org](http://www.stegesano.org). 

**APPOINTMENT OF LABOR NEGOTIATOR – BOARD PRESIDENT**

**ISSUE:**

The Board will consider appointing the Board President as labor negotiator for the purpose of negotiations with the District Manager.

**FISCAL IMPACT:**

The fiscal impact of appointing the Board President as labor negotiator is minimal.

**STRATEGIC PLAN:**

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

**BACKGROUND:**

Each year the Board considers appointing the Board President as labor negotiator for the purpose of negotiations with the District Manager prior to the upcoming fiscal year end District Manager performance evaluation.

**RECOMMENDATION:**

Appoint the Board President as labor negotiator for the purpose of negotiations with the District Manager.

**ALTERNATIVES:**

1. Appoint a different labor negotiator for the purpose of negotiations with the District Manager.
2. Take no action and provide staff further direction.

**ATTACHMENTS:**

None.

**REVIEW OF COMPARABLE AGENCIES**

**ISSUE:**

The Board will review and consider changes to the agencies considered comparable to the District for salary and benefit comparison purposes.

**FISCAL IMPACT:**

The cost to review the comparable agencies is minimal.

**STRATEGIC PLAN:**

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

WORK PLAN ITEM “b”: Annually review employee salary and benefits by July of each year and conduct a survey vs. comparable agencies by June 2025 and at least every five (5) years thereafter

**BACKGROUND:**

The District reviews the salary ranges for employees every year as part of the budget process. Salary ranges are typically adjusted after a market survey every five years (last completed in 2020) and then adjusted each year in between by a cost-of-living adjustment. The market survey originally compared salaries and benefits to those of comparable positions at 11 comparable agencies which were chosen by Koff & Associates in 2001 as follows:

LIST OF COMPARABLE AGENCIES

<b>Agency</b>	<b>Collection and/or Treatment</b>	<b>Miles of Sewer</b>	<b># of Positions</b>
Castro Valley SD	Collection	160	21
Central Marin SA	Treatment	n/a	41
Ironhouse SD	Both	152	30
Las Gallinas Valley SD	Both	105	21
Mt. View SD	Both	73	14
Napa SD	Both	270	51
Novato SD	Both	220	17
Ross Valley SD	Collection	200	38
West Bay SD	Collection	210	26
West County SD	Both	255	57
West Valley SD	Collection	426	27
<b>Stege SD</b>	<b>Collection</b>	<b>148</b>	<b>10</b>

In the Koff report, it was noted that it was difficult to develop a number of private industry comparator positions with those of public agencies for three reasons:

- Most private firms do not have comparative areas of service delivery (i.e. General Manager, etc.). Maintenance work is often of a different nature, but basic engineering, craft, and clerical comparisons can be made.
- Benefit packages are very different. The private firm may only pay for the employee's cost of various health and dental insurances, and the employee bears the cost of dependent coverage. Private firms, however, often offer stock options and bonuses. The primary difference is that public agency benefits are considered entitlements (payable to all employees who regularly appear at work), while many private benefits are dependent upon company performance.
- Many of the sewer maintenance firms are heavily compensated on a commission basis.

Since the time of the report, the Board chose to add Oro Loma Sanitary District and Rodeo Sanitary District to the agencies considered comparable to the District for salary and benefit comparison purposes since they are similar in size and scope to the agencies already on the list:

<b>Agency</b>	<b>Collection and/or Treatment</b>	<b>Miles of Sewer</b>	<b># of Positions</b>
Oro Loma SD	Both	280	43
Rodeo SD	Both	25	9

**RECOMMENDATION:**

No action recommended.

**ALTERNATIVES:**

1. Add or delete an agency comparable to the District for salary and benefit comparison purposes.

**ATTACHMENTS:**

None.

## LOCAL AGENCY FORMATION COMMISSION (LAFCO) ELECTION

### ISSUE:

The Board will consider casting a vote for a candidate for the 2023 Special District Alternate Member on Contra Costa LAFCO.

### FISCAL IMPACT:

The fiscal impact is minimal.

### STRATEGIC PLAN:

GOAL 5: Maintain and Improve Community Outreach and Communication

### BACKGROUND:

In early February 2023, LAFCO staff announced a Special District (Alternate Member) vacancy on Contra Costa LAFCO in conjunction with the passing of Stan Caldwell. LAFCO staff is now asking that each member district complete and return a signed ballot no later than May 19<sup>th</sup>.

Contra Costa LAFCO *Special District Seats:*

Patricia Bristow <i>Byron-Brentwood-Knightsen Union Cemetery District</i> Term Expires: 5/6/26	Michael R. McGill <i>Central Contra Costa Sanitary District</i> Term Expires: 5/6/24	<b>Alternate, Vacant</b> <b>Term Expires: 5/4/26</b>
--	--	---

### RECOMMENDATION:

Approve casting a vote for one of the seven candidates for the 2023 Special District Alternate Member on Contra Costa LAFCO.

### ALTERNATIVES:

1. Take no action.

### ATTACHMENTS:

- LAFCO Letter - 2023 Election for LAFCO Special District Seat (Alternate)
- Independent Special District Selection Committee Contra Costa LAFCO - Official Ballot
- 2023 Independent Special District Selection Committee List
- Candidate Statements



Lou Ann Texeira  
Executive Officer

April 4, 2023

**TO:** Presiding Officer or Designated District Voting Delegate  
**FROM:** Lou Ann Texeira, LAFCO Executive Officer  
**SUBJECT:** **2023 Election for LAFCO Special District Seat (Alternate)**

In early February 2023, LAFCO staff announced a Special District (Alternate Member) vacancy on Contra Costa LAFCO in conjunction with the passing of Stan Caldwell. At that time, LAFCO called for nominations and the names of district voting delegates.

The deadline for submitting nominations was April 3, 2023. LAFCO received seven nominations. The attached ballot lists the seven candidates and their districts.

The *Independent Special District Selection Committee*, consisting of the presiding officer (or his/her designee) of the legislative body of each independent special district, appoints the special district members of LAFCO. LAFCO is conducting the election via email and postal mail. Your district is receiving this message and ballot via email and postal mail.

***Enclosed is the official ballot and list of presiding officers/voting delegates.*** If your district has not yet provided the name of your presiding officer and voting delegate (*must be a board member*), please do so as soon as possible.

We ask that each district complete and return its signed ballot to Contra Costa LAFCO office either by email to [LouAnn.Texeira@lafco.cccounty.us](mailto:LouAnn.Texeira@lafco.cccounty.us) or via postal mail to Contra Costa LAFCO, 40 Muir Road, First Floor, Martinez, CA 94553.

In order to complete the 2023 election process, we must receive completed ballots from a majority of the districts (at least 21 districts) no later than **May 19<sup>th</sup>**. If a majority of ballots is not received by **May 19<sup>th</sup>**, a further extension of this election may be required.

**This is a time sensitive matter, and we ask that you forward this information including the attachments to your presiding officer and/or voting delegate at your earliest convenience.**

Please contact the LAFCO office if you have any questions or need additional information. Thank you for your attention to this matter.

Attachments:

- Ballot
- List of Voting Delegates



**INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE  
CONTRA COSTA LAFCO**

**OFFICIAL BALLOT**

Election of **ALTERNATE** Special District Member - term of office on  
Contra Costa LAFCO to May 2026

**VOTE FOR ONE:**

- David Alvarado**  
*(West County Wastewater District)*
  
- Michelle Lee**  
*(San Ramon Valley Fire Protection District)*
  
- Antonio Martinez**  
*(Contra Costa Water District)*
  
- Susan Morgan**  
*(Iron House Sanitary District)*
  
- Dawn Morrow**  
*(Iron House Sanitary District)*
  
- Scott Pastor**  
*(Diablo Water District)*
  
- Igor Skaredoff**  
*(Contra Costa Resource Conservation District)*

Name of Voting District: \_\_\_\_\_

Name of Voting Member: \_\_\_\_\_

Signature of Voting Member: \_\_\_\_\_

*Please return ballot to the LAFCO office no later than **May 19, 2023**  
via email to [LouAnn.Texeira@lafco.cccounty.us](mailto:LouAnn.Texeira@lafco.cccounty.us) **or** mail to Contra Costa LAFCO  
40 Muir Road, 1<sup>st</sup> Floor, Martinez, CA 94553*

**2023 INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE**

<b>DISTRICT</b>	<b>NAME</b>	<b>TITLE</b>	<b>ALTERNATE</b>
ALAMO-LAFAYETTE CEMETERY DIST	Nancy J. Flood	Chair	Carolyn Thiessen, Trustee
AMBROSE REC & PARK DIST	Trina Hudson	Chair	Mae Torlakson, Vice Chair
B-B-K-U CEMETERY DIST	Patricia Bristow	Chair	Emil Geddes, Trustee
BETHEL ISLAND MID	Bruce Smith	Board President	Anthony Berzinas, Vice Pres
BYRON SANITARY DISTRICT	Danny Hamby	President	Bobby Byer, Vice President
CASTLE ROCK COUNTY WATER DISTRICT	Dan Moylan		Joe Atturio
CENTRAL CONTRA COSTA SANITARY DIST	Tad Pilecki	Board Member	Barbara Hockett, Pres
CONTRA COSTA MOSQUITO & VECTOR CONTROL	James Murray	President	Darryl Young, Vice Pres
CONTRA COSTA RESOURCE CON DIST	Walter Pease	President	
CONTRA COSTA WATER DISTRICT	Ernesto Avila	President	Antonio Martinez, Vice Pres
CROCKETT COMMUNITY SERVICES DISTRICT	Luigi Barassa	President	Jena Goodman, Vice Pres
DIABLO CSD	Kathy Urbelis	President	Matthew Cox, Vice Pres
DIABLO WATER DISTRICT	Marilyn Tiernan	President	Scott R. Pastor, Vice Pres
TOWN OF DISCOVERY BAY CSD	Michael Callahan	Vice President	Ashley Porter, President
EAST CONTRA COSTA IRRIGATION DISTRICT	Glenn Stonebarger	President	Mark Dwelley, Vice Pres
GREEN VALLEY REC & PARK DIST	Kathi Bachelor	President	Donna Coon, Vice President
IRONHOUSE SANITARY DIST	Dawn Morrow	President	Chris Lauritzen, Vice Pres
KENSINGTON FIRE PROTECTION DISTRICT	Julie Stein	President	Daniel Levine, Vice Pres
KENSINGTON POLICE PROT & CSD	Alexandra Aquino-Fike	President	Sarah Gough, Vice Pres
TOWN OF KNIGHTSEN CSD	Trish Bello-Kunkel	Chair	Gilbert Somerhalder, Vice Chair
MORAGA-ORINDA FIRE DIST	John Jex	President	Mike Roemer, Vice Pres
MT. VIEW SANITARY DIST	Dave Maggi	President	Brian Danley, Vice Pres
PLEASANT HILL REC & PARK DISTRICT	Bobby Glover	Chair	Sandra Bonato, Vice Chair
RECLAMATION DIST (RD) 799	Jim Price	President	Richard Kent, Vice Pres
RD 800	Robert Lyman	President	David Harris, Secretary
RD 830	Chad Davisson	President	Domenic Cianfichi, Secretary
RD 2024	Don Wagenet, Trustee		John Jackson, Thomas Robinson, Trustees
RD 2025	David Forkel	Chair	Clark Misner, Randall Neudeck
RD 2026*	David Forkel	Chair	Russell Ryan, Randall Neudeck
RD 2059	Rob Davies	President	William Hall
RD 2065*	Coleman Foley		Thomas Baldocchi, Sr. Thomas Baldocchi, Jr.
RD 2090*	Jake Messerli	Chair	Robert Eddings. Secretary
RD 2117*	Joyce Speckman		Sandra Speckman Kiefer Kent L. Kiefer
RD 2122	Douglas Rischbieter	President	Katherine Wadsworth, VP
RD 2137*	Ed Schmidt	James Eckman	
RODEO-HERCULES FIRE PROTECTION DIST	Steve Hill	Vice Chair	
RODEO SANITARY DISTRICT	Connie Batchelder	President	Janet Callaghan, Vice Pres
SAN RAMON VALLEY FIRE PROTECTION DIST	Michelle Lee	President	Jay Kerr, Vice Pres
STEGE SANITARY DISTRICT	Juliet Christian-Smith	President	Paul Gilbert-Snyder, VP
WEST COUNTY WASTEWATER DIST	Cheryl Sudduth	President	David Alvarado, Vice Pres



## San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

[www.firedepartment.org](http://www.firedepartment.org) | [info@firedepartment.org](mailto:info@firedepartment.org)



**I am pleased to introduce myself, Michelle Lee, and respectfully request your vote to serve as a Special District (Alternate) Member on Contra Costa LAFCO.**

Currently, I serve as President of the Board of Directors of the San Ramon Valley Fire Protection District which keeps me actively responsive to local needs and accountable to residents served. Further, as a retired military Veteran serving 36 years and life-long community volunteer, I have dedicated my life to public service and what I believe has made an impactful difference in my community. I possess broad experience with national agency formation, provisioning services, resource brokerage, zero-based reviews, and organizational structuring, restructuring and dissolution.

I remain passionate about government efficiency and effectiveness. I support common sense, balanced representation, well-organized boundaries enabling essential services fulfillment and enhancing orderly growth and resource protection. I understand the importance of developing consistency in SOI operations/activities and facilitating robust, comprehensive service reviews. I am fully committed to integrity and transparency in governance.

Finally, as a long-time resident of Contra Costa County for over twenty years, I understand the local needs and conditions of our County. I am eager for the opportunity to collaborate with you and would appreciate your vote.

Best,

Michelle R. Lee  
President  
San Ramon Valley Fire Protection District  
[MichelleLee@srvfire.ca.gov](mailto:MichelleLee@srvfire.ca.gov)  
(925) 553-9269

[www.firedepartment.org](http://www.firedepartment.org)



My name is Antonio Martinez. I am running for a seat on the Contra Costa Local Area Formation Commission (LAFCO). Since 2020, I have been on the Board of Contra Costa Water District representing Division 4. Currently I am the Board Vice President. Also, I serve as an alternate Director for the Los Vaqueros Joint Powers Authority. I have 32 years of experience working for one of the largest public water agencies in the country, EBMUD.

In addition to my experience managing maintenance and construction for EBMUDs water distribution system, I held leadership positions in the following Unions:

- AFCSME Local 444; 15 years (Labor)
- IFPTE Local 21; 10 years (Management)

I have been a member of the American Water Works Association (AWWA) since 2008. I have attended conferences around the country where I provided leadership training and presentations on testing new pipe materials for potable water systems. I have experience in managing small and large infrastructure projects related to potable water, recycled water, road improvements, and collaborating with Bay Area cities, Contra Costa County, and State/Federal regulatory organizations.

My platform is based on protecting our environment while ensuring our community has equal access to essential services at affordable rates.

Contra Costa LAFCO has a great reputation and was recently recognized for their effectiveness and positive impact they have had on the community. I welcome the opportunity to be part of this commission and respectfully ask for your support.

# Susan Morgan

## Board Member

### Ironhouse Sanitary District

#### Contact

smorgan@isd.us.com



#### *Proudly endorsed by:*

**Patricia Howard,  
District Manager**

- **Alamo-Lafayette Cemetery District**
- **Byron-Brentwood-Knightsen Union Cemetery District**

#### Dear Special District Voting Members

My name is Susan Morgan, and I am running for the Special Districts Alternate seat on the Contra Costa LAFCO. I have served several special districts over the past **10 years**.

My public service experience includes:

- Appointed by the Oakley City Council to be the liaison to the Ironhouse Sanitary District (2012-2014).
- Elected in 2014 to the **Ironhouse Sanitary District (ISD)** Board of Directors, where I currently serve.
- Participation with **Reclamation District 830**. ISD owns a delta island, **Jersey Island**, and oversees RD 830. Through my involvement with ISD and RD 830, I have gained first-hand knowledge of reclamation districts issues, including levee maintenance, drainage, and flood protection.
- Served on the Board of the **East Contra Costa Fire Protection District** (2017-2018). The ECCFPD later successfully consolidated with the Contra Costa Fire Protection District (Con Fire), to the benefit of all East County.
- Serving as an officer of the **Contra Costa Special Districts Association (CCSDA)** since 2016 and elected as Vice President of CCSDA in 2022.
- Elected by CCSDA to be the Special Districts Board Member on the **Contra Costa Countywide Redevelopment Oversight Board** (2018 to present). Elected as Vice-Chair of the Oversight Board in 2023.

I have lived in Contra Costa County for over **31 years**. My deep commitment to serving special districts is the reason I would like to become your representative on LAFCO. My experiences with the Fire District, Sanitary District, Reclamation District, CCSDA and the Countywide Oversight Board, have prepared me to be an effective and passionate representative for you on LAFCO.

I value your support and appreciate your vote.

Respectfully,

Susan Morgan

Greetings,

I'd like to introduce myself as a candidate for Special District (Alternate) Seat on Contra Costa LAFCo.

I currently serve as President of the Ironhouse Sanitary District Board of Directors, where I have served as LAFCo liaison for the past 6 years. I have attended (or heard) every meeting since January 2017 which has given me invaluable insight on the background of the commission's decisions and CC LAFCo's mission, policy, powers, and limitations, while exercising independent judgment on behalf of the public.

I have background and experience in local government, public service and infrastructure, having worked as a representative for a Contra Costa Supervisor for 6 years. My previous career includes 20 years of experience as a Millwright where I built and maintained industrial plants. I am a small business owner specializing in communications, marketing and promotion.

I have been a resident of Oakley for 30 years which gives me a personal appreciation for how a community can evolve involving land use and SOI decisions made many years previous. I had an intimate view of the recent ECCFPD/ConFire merger process.

I would appreciate the opportunity to further my service and respectfully request your vote to serve as a Special District (Alternate) Member on Contra Costa Local Agency Formation Commission.

Best regard,

Dawn Morrow  
President  
Ironhouse Sanitary District  
450 Walnut Meadows Drive  
Oakley, CA 94561  
(925) 625-2279  
dmorrow@isd.us.com

**Candidate Statement**  
**Scott Pastor, Vice President, Diablo Water District**

RE: Alternate Position Contra Costa County Local Agency Formation Commission (LAFCO)

---

I am pleased to announce my candidacy for the special district representative alternate seat on the Contra Costa County Local Agency Formation Commission (LAFCO). I respectfully request your vote to this commission.

Reelected to the Diablo Water District in 2022, I am the immediate Vice President, and previously served as Vice President in 2021, 2022.

I am retired from public service after serving 31 years in emergency services.

Special districts provide a unique, tailored, and critical service to the community that we serve. As a segment of local government, we must have a strong voice in our county, orderly growth, and operation. Both my professional career and elected government experience provided me with the unique ability to voice the concerns of our communities, make fair and equitable decisions, and ensure proper oversight of local government boundaries in operations.

I look forward to working with you now, and in the future, as we collectively support the future of the Contra Costa County. Please feel free to contact me directly at [srpastor@diablowater.org](mailto:srpastor@diablowater.org).

Thank you for your support.

Hello fellow Contra Costa Special Districts Association members!

I am Igor Skaredoff, asking for your vote to represent you to our Local Agency Formation Commission (LAFCo) as an alternate

I had served you from May of 2014 until last year as a Commissioner and now ask for your vote to serve as an Alternate. In my role as Commissioner, I had a turn as Chair, during which time we were honored to be named the Most Effective Commission in California. To earn this recognition we had advanced the Mission of LAFCo:

*“To encourage the orderly formation of local government agencies, preserve agricultural and open space lands, and discourage urban sprawl.”*

We helped Special Districts to continue effective and efficient operations by conducting Municipal Service Reviews (MSR's), Spheres of Influence (SOI) updates, boundary reorganizations, annexations and Out of Agency Service Agreements. We did all that while adjusting to COVID and incorporating remote cyberspace as a meeting medium.

During my time on the Commission, I have formed warm and mutually respectful relationships with my fellow Commissioners and especially with the excellent LAFCo Staff members all of whom do an excellent job of advancing our Mission.

I am presently a member of the team organizing our Chapter's 30 Anniversary Celebration.

My “home” special district: The Contra Costa Resource Conservation District is one of few County-Wide districts. I feel that this helped me to develop a holistic and inclusive character for my work.

We conduct work in East County such as habitat restoration at Dutch Slough, and working with Community Farmers in Pittsburg and helping restore Salmon runs to Marsh Creek.

Our work in Central County is exemplified by the Walnut Creek Watershed Council, working to stabilize banks, remove invasives and working with Flood Control to “naturalize” our creeks and stormwater channels and restore salmon runs to Walnut Creek

Our work in West County includes creation and support of the Richmond Greenway, a fish passage under Interstate 80 for salmon and steelhead, and working with Urban Tilth and others in support of urban agriculture and greening of communities..

We also support county-wide Creek cleanups and restorations and proliferation of Native Plant Gardens in numerous communities. Plus: there's lots more, come join us!

I am married (59 years) a father of 3 and a grandfather of 2. I am a retired chemist, having worked in Industry for 35 years, an enthusiastic flyfisherman and backpacker (more of a day-hiker recently). I came to America in 1948 after being evacuated from my birthplace (Shanghai 1941) aboard the American troop ship “General Meiggs”. Moved to Martinez in 1964. Workout with a trainer 4 days a week.

I love doing LAFCo work, together with my fellow commissioners and our outstanding Staff, and ask for your vote to allow me to resume.

Sincerely,

Igor Olegovich Skaredoff



## **PROFESSIONAL AUDITING SERVICES – EVALUATION OF PROPOSALS**

### **ISSUE:**

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

### **FISCAL IMPACT:**

The fee for the last audit by Chavan & Associates, LLP was \$13,250. The fee for a new professional auditing service is anticipated to be up to \$20,000.

### **STRATEGIC PLAN:**

GOAL 3: Ensure Financial Stability and Efficiency

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

### **BACKGROUND:**

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

Two proposals were received and staff confirmed the mandatory elements of each of the proposals. The Directors can now evaluate, rate, and use a point formula to score the proposals. The Directors can then discuss the scores and select a firm.

### **RECOMMENDATION:**

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

### **ATTACHMENTS:**

Professional Auditing Services Proposal & Rating Sheets

This Page Left Blank Intentionally

## Stege Sanitary District List of Auditors

Auditor	Proposal request sent by Stege (Email/Mail)	Date RFP Requested by Auditor	Proposal Received
Cropper Accountancy 2700 Ygnacio Valley Rd, Suite 230 Walnut Creek, CA 94598 <a href="http://www.cropperaccountancy.com">www.cropperaccountancy.com</a> <a href="mailto:info@cropperaccountancy.com">info@cropperaccountancy.com</a>	Email 3/23/23	3/23/23	4/12/23
Chavan & Associates LLP 1475 Saratoga Ave Suite 180 San Jose, CA 95129 <a href="http://www.cnallp.com">www.cnallp.com</a> <a href="mailto:sheldon@cnallp.com">sheldon@cnallp.com</a>	Email 3/23/23	3/23/23	4/24/23
Badawi & Associates 2855 Telegraph Ave Suite 312 Berkeley, CA 94705 <a href="http://www.b-acpa.com">www.b-acpa.com</a> <a href="mailto:info@b-acpa.com">info@b-acpa.com</a>	Email 3/23/23	3/23/23	<i>[chose not to submit]</i>
Fechter & Company 3445 American River Dr Suite A Sacramento, CA 95864 916-333-5370 <a href="mailto:jerry@fechtercpa.com">jerry@fechtercpa.com</a> <a href="http://www.fechtercpa.com">www.fechtercpa.com</a>	Email 3/23/23	No response	
James Marta & Company 701 Howe Avenue, Suite E3 Sacramento, CA 95825 (916) 993-9494 <a href="http://www.jpmpcpa.com">www.jpmpcpa.com</a> <a href="mailto:contact@jpmpcpa.com">contact@jpmpcpa.com</a>	Email 3/23/23	No response	

Auditor	Proposal request sent by Stege (Email/Mail)	Date RFP Requested by Auditor	Proposal Received
Maze & Associates 3478 Buskirk Avenue #215 Pleasant Hill, CA 94523 (925) 930-0902 www.mazeassociates.com maze@mazeassociates.com	Email 3/23/23	No response	
Robert Johnson, CPA 6234 Birdcage Street Citrus Heights, CA 95610 (916) 723-2555 Robert-johnson-accounting.com robertwjohnsoncpagroup@gmail.com	Email 3/23/23	No response	
Mann, Urrutia, Nelson CPAs & Associates, LLP 2515 Venture Oaks Way, Suite 135 Sacramento, CA 95833 (916) 929-0540 www.muncpas.com bam@muncpas.com	Email 3/23/23	No response	
David Farnsworth CPA 6176B Civic Terrace Ave Newark, CA 94560 www.dfarnsworthcpa.com david@dfarnsworthcpa.com	Email 3/23/23	No response	

# RFP RATING SHEET

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

COMPANY: Chavan & Associates LLP

## I. MANDATORY ELEMENTS

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

## II. TECHNICAL QUALITY (80 POINTS MAX.)

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

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

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

### B. AUDIT APPROACH (each 16 points max.)

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

## III. PRICE (20 POINTS MAX.)

**High** – 0 points, **Medium** – 10 points, **Low** – 20 points \_\_\_\_\_

**TOTAL RATING** \_\_\_\_\_

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

\_\_\_\_\_  
Reviewer's Signature

\_\_\_\_\_  
Date

This Page Left Blank Intentionally

# RFP RATING SHEET

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

COMPANY: Cropper Accountancy

## I. MANDATORY ELEMENTS

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

## II. TECHNICAL QUALITY (80 POINTS MAX.)

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

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

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

### B. AUDIT APPROACH (each 16 points max.)

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

## III. PRICE (20 POINTS MAX.)

**High** – 0 points, **Medium** – 10 points, **Low** – 20 points \_\_\_\_\_

**TOTAL RATING** \_\_\_\_\_

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

\_\_\_\_\_  
Reviewer's Signature

\_\_\_\_\_  
Date

This Page Left Blank Intentionally



<b>11:01 AM</b>	<b>STEGE SANITARY DISTRICT</b>			
<b>05/01/2023</b>	<b>Check Report</b>			
<b>Accrual Basis</b>	<b>May 4, 2023</b>			
	<b>Name</b>	<b>Memo</b>	<b>Amount</b>	<b>Num</b>
<b>May 4, 23</b>				
	Aramark Uniform Services	Uniform Services	-1,105.52	28142
	East Bay Sanitary Co., Inc.	Garbage May-Jun 2023	-864.24	28143
	EBMUD 12374900001	Office/Shop	-165.17	28144
	EBMUD 57132800001	Office/Shop	-660.68	28145
	Meyers Nave	Legal Service	-1,792.20	28146
	Nakano Landscape	Landscaping Apr 2023	-290.00	28147
	PG&E- #0607499583-5	Canon Pump Station	-1,778.50	28148
	Streamline	Website 5/1-31/23	-200.00	28149
	TelePacific Communications	Office Phones	-1,218.33	28150
	Universal Building Services	Janitorial Service Apr	-449.00	28151
	WECO Industries, Inc.	Hoses & Nozzles	-1,940.40	28152
	Xerox Financial Services	Copier Lease Payment 04/03-05/02	-272.73	28153
<b>May 4, 23</b>			<b>-10,736.77</b>	

## STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JANUARY 2023	FEBRUARY 2023	MARCH 2023	APRIL 2023	MAY 2023	JUNE 2023
1/2 & 1/16 HOLIDAY	2/20 HOLIDAY			5/29 HOLIDAY	6/19 HOLIDAY
CASA Winter Conf. Jan 25-27, Palm Springs	CASA Policy Forum Feb 27-Mar. 1, Wash, DC				
1/19/2023 – 7:00 P.M.	2/2/2023 – 7:00 P.M.	3/4/2023 – <b>9:00 A.M.</b>	4/6/2023 – 7:00 P.M.	5/4/2023 – 7:00 P.M.	6/1/2023 – 7:00 P.M.
<ul style="list-style-type: none"> <li>• Board Governance Manual Review</li> <li>• Service Rate Discussion</li> <li>• Long Range Planning Workshop Agenda</li> <li>• Director’s Contact Info</li> <li>• Board Training Summ.</li> <li>• CASA Conference</li> <li>• Quarterly Financial Statements</li> <li>• SPASPA Status Report</li> <li>• CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval.</li> </ul>	<ul style="list-style-type: none"> <li>• Actuarial Analysis of Retiree Health Benefits Report (even years)</li> <li>• Performance Report (every 3 years)</li> <li>• District of Distinction (every 3 years)</li> <li>• Service Rate Discussion</li> <li>• Long Range Planning Workshop Agenda</li> <li>• Board Training Summ.</li> <li>• CASA Conference</li> <li>• CASA Conference Attendee Reports</li> </ul>	<p><b><u>9AM MEETING TIME</u></b></p> <ul style="list-style-type: none"> <li>• Long Range Planning Workshop – Past 5 yrs. Expenditures Review</li> <li>– Self-Assessment of Governance</li> <li>– Strategic Plan Review</li> </ul>	<ul style="list-style-type: none"> <li>• Service Rate Discussion/ Approval (&amp; 30-day Notice)</li> <li>• Board Training Summ.</li> </ul>	<ul style="list-style-type: none"> <li>• Draft Budget</li> <li>• Board Training Summ.</li> <li>• July 4<sup>th</sup> Fair Discussion</li> <li>• Review of Comparable Agencies</li> <li>• Appoint Labor Negot.</li> <li>• CLOSED SESSION – Conf. Labor Negot.</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> </ul>
	2/16/2023 – 7:00 P.M.	3/16/2023 – 7:00 P.M.	4/20/2023 – 7:00 P.M.	5/18/2023 – 7:00 P.M.	6/15/2023 – 7:00 P.M.
	<ul style="list-style-type: none"> <li>• Board Governance Manual Approval</li> <li>• Long Range Planning Workshop Agenda</li> <li>• Service Rate Discussion</li> <li>• Form 700</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>• Board Training Summ.</li> <li>• Consent Decree Quarterly Report</li> <li>• CASA Conference Attendee Reports</li> <li>• Form 700</li> </ul>	<ul style="list-style-type: none"> <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> <li>• CLOSED SESSION – Quarterly Claims Rpt – Conf. Labor Negot</li> </ul>	<ul style="list-style-type: none"> <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> <li>• CLOSED SESSION – Manager Perf. Eval. – Conf. Labor Negot.</li> </ul>	<ul style="list-style-type: none"> <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>• July 4<sup>th</sup> Fair Discussion</li> <li>• CD Quarterly Report</li> <li>• CASA Conference</li> <li>• CLOSED SESSION – Counsel Perf. Eval.</li> </ul>

# STEGE SANITARY DISTRICT

## BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JULY 2023	AUGUST 2023	SEPTEMBER 2023	OCTOBER 2023	NOVEMBER 2023	DECEMBER 2023
7/4 HOLIDAY 4 <sup>th</sup> of July Fair Booth	CASA Annual Conf. Aug 9-11, San Diego  CSDA Annual Conf. Aug 28-31, Monterey	9/4 HOLIDAY  Board Training AB 1234 (even years) AB 1661 (odd years)		11/23-24 HOLIDAY	12/7 HOLIDAY LUNCHEON  12/25 HOLIDAY
7/6/2023 – 7:00 P.M.	8/17/2023 – 7:00 P.M.	9/7/2023 – 7:00 P.M.	10/5/2023 – 7:00 P.M.	11/9/2023 – 7:00 P.M.	12/7/2023 – <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> </ul>	<ul style="list-style-type: none"> <li>• Select Actuary for Analysis of Retiree Health Benefits (odd years)</li> </ul>	<ul style="list-style-type: none"> <li>• CASA/CSDA Conf. Attendee Reports</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> </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>
7/20/2023 – 7:00 P.M.	<ul style="list-style-type: none"> <li>• Quarterly (FY End) Financial Statements</li> <li>• Conn. Charge Report per Gov. Code 66013</li> <li>• CASA/CSDA Conf.</li> </ul>	9/21/2023 – 7:00 P.M.	10/19/2023 – 7:00 P.M.		
<ul style="list-style-type: none"> <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>• Candidate filing period (even years)</li> <li>• Quarterly Financial Statements</li> <li>• SPASPA Status Report</li> <li>• CASA/CSDA Conf.</li> <li>• Form 470</li> <li>• CLOSED SESSION – Quarterly Claims Rpt</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>• Quarterly Financial Statements</li> <li>• SPASPA Status Report</li> <li>• CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval.</li> </ul>		