

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA
APRIL 18, 2024 @7:00 P.M.
www.stegesano.org • staff@stegesano.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.stegesano.org. Those disabled persons requiring auxiliary aids or services in attending or participating in this meeting should notify the District at least 48 hours prior to the meeting at (510) 524-4668.

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

The ability to participate and observe remotely as identified above is predicated on the technology being available and functioning without technical difficulties. Should the remote platform not be available, or become non-functioning, or should the Board of Directors otherwise encounter technical difficulties that makes that platform unavailable, the Board of Directors will proceed with business in person unless otherwise prohibited by law.

*Public comment can be sent remotely by delivering a physical copy to **7500 Schmidt Lane, El Cerrito, CA 94530** or via email to comments@stegesano.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 at least 15 minutes before the starting time of the meeting will be provided to the Board of Directors and will be added to the official record.*

Public Comment during the meeting is limited to in-person participants and those comments timely received at least 15 minutes before the starting time of the meeting. Members of the public will not have the ability to comment via Zoom unless the Board of Directors is required to provide that opportunity due to a Director participating pursuant to AB 2449. In such a circumstance, the Chair will make an announcement at the beginning of the meeting. Those interested in commenting (if required per AB 2449) should raise their virtual hands to notify the host during the relevant agenda item.

Pursuant to AB 2449, Board Members may be attending this meeting via remote conferencing. In the event that any Board Member elects to attend remotely, all votes conducted during the meeting will be conducted by roll call vote.

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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)

IV. Approval of Minutes

Motion:

A. Approval of March 21, 2024 Board Meeting Minutes

(The Board will review and consider approval of the minutes)

Info/Motion:

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. 2024 Election for LAFCO Special District Seat
3. Director Merrill Letter – re: Sewer Main Replacement Schedule

Info:

VI. Reports of Staff and Officers

A. Attorney’s Report

B. Committee Reports

C. 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. 4th of July Fair
6. Board Training Summary

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Info/Motion: **VII. Business**

- A. Resolution No. 2237-0424 Approving the Stege Sanitary District Amended District Strategic Plan
(The Board will consider the resolution)
- B. Resolution No. 2238-0424 Adopting the Stege Sanitary District Climate Change Impact Policy
(The Board will consider the resolution)
- C. Cancellation of the May 2, 2024 Board Meeting
(The Board will consider cancellation of the upcoming Board Meeting)

Info: **VIII. Financial Statements**

- A. Monthly Investment, Cash, Receivables Report
- B. Monthly Operating Statement
- C. Cash on Hand vs. Target Reserves Chart
- D. Local Agency Investment Fund (LAIF) Quarterly Statement
- E. California Employer's Retiree Benefit Trust (CERBT) Quarterly Statement
- F. Private Sewer Lateral (PSL) Replacement Loan Program Quarterly Report
- G. Time Value Investments (TVI) Statement
(The Board will review the reports and statements)

Info/Motion: **IX. Approval of Checks**

- A. Checks for April 18, 2024 - Fund No. 3418 & 3423
(The Board will be asked to approve the April 20, 2023 checks)

Info: **X. Future Agenda Items**

May 2, 2024
(none)

May 16, 2024

Resolution Ordering Board Election

Draft Budget

Board Training Summary

July 4th Fair Discussion

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Review of Comparable Agencies
Sewer Rate and Connection Charge Study
CLOSED SESSION – Manager Performance Evaluation
CLOSED SESSION – Conference with Labor Negotiator
+Cancellation of June 6th Board Meeting

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: 4

De Leon – Government Tort Claim filed: 8/21/2023

Ivry – Government Tort Claim filed: 9/5/2023

Wolter – Government Tort Claim filed: 2/25/2024

Brooks-Hutton and Peticolas – Government Tort Claim filed: 3/13/2024

XI. Adjournment

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on May 2, 2024 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF MARCH 21, 2024
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

***** MINUTES *****

I. Call To Order: President Gilbert-Snyder called the meeting to order at 7:00 P.M.

II. Roll Call: Present: Beach, Merrill, O’Keefe, Gilbert-Snyder
 Absent: Christian-Smith
 Others Present: Rex Delizo, District Manager
 Kristopher Kokotaylo, District Counsel
 Kary Richardson, Administrative Supervisor
 Alison Lechowicz, Consultant

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.

Item VII.D was taken out of order at this time in the meeting.

VII. Business

D. Resolution No. 2236-0324 Approving the Legal Services Agreement with Redwood Public Law

The Board considered the resolution approving the legal services agreement with Redwood Public Law.

MOTION: By Merrill, seconded by Beach, to approve Resolution No. 2236-0324 Resolution Approving the Legal Services Agreement with Redwood Public Law

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

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ABSENT: Christian-Smith

Item VII.B was taken out of order at this time in the meeting.

VII. Business

B. Sewer Rate and Connection Charge Study

The Board considered and discussed the draft Sewer Rate and Connection Charge Study with Alison Lechowicz of Lechowicz & Tseng Municipal Consultants.

MOTION: By O'Keefe, seconded by Beach, to approve the Sewer Rate Study and direct staff to proceed with the Proposition 218 procedure to increase the sewer rate as recommended in the study

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

MOTION: By O'Keefe, seconded by Beach, to approve the Connection Charge Study and direct staff to proceed with the procedures to adjust the connection charge as recommended in the study

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

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

IV. Approval of Minutes

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF MARCH 21, 2024
 TIME OF MEETING: 7:00 P.M.
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A. Approval of Minutes of February 15, 2024 Board Meeting

MOTION: By Merrill, seconded by Beach, to approve the minutes of the February 15, 2024 Board Meeting

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

B. Approval of Minutes of March 2, 2024 Long Range Planning Workshop

MOTION: By Merrill, seconded by Beach, to approve the minutes of the March 2, 2024 Long Range Planning Workshop

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

Item VII.A was taken out of order at this time in the meeting.

VII. Business

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

The Board accepted the updated actuarial study completed by Total Compensation Systems, Inc. and decided to not receive a disbursement from the California Employers’ Retiree Benefit Trust (CERBT) fund to pay for retiree medical payments.

MOTION: By Merrill, seconded by O’Keefe, to accept the Roll Forward Valuation by Total Compensation Systems, Inc., pay retiree medical

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payments directly, and not receive a disbursement from the California Employers' Retiree Benefit Trust (CERBT) fund

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

Item VII.C was taken out of order at this time in the meeting.

VII. Business

C. Resolution No. 2235-0324 Authorizing Investment of Stege Sanitary District Monies in Accounts with Five Star Bank

The Board considered and approved the resolution to open an account with Five Star Bank.

MOTION: By Merrill, seconded by O'Keefe, to approve Resolution No. 2235-0324 Authorizing Investment of Stege Sanitary District Monies in Accounts with Five Star Bank

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

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

V. Communications

A. Oral/Written Communications

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

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a. California Association of Sanitation Agencies (CASA) Washington DC Forum - February 26-27

In accordance with AB 1234, Director Merrill provided a report of his attendance at the CASA conference.

2. CASA Member Alert - Senate Committee to Hold Hearing in PFAS CERCLA Liability. CASA Agency Input Needed

The Manager reported that, as requested by CASA and after receiving authorization from the Board President, a Letter of Concern was prepared and sent to Chairman Carper and Ranking Member Capito before their March 15th hearing.

3. CSDA Call to Action – Surplus Land Act

The Board approved submitting a letter of concern as requested by CSDA.

MOTION: By Merrill, seconded by O’Keefe, to submitting a letter of concern regarding the Surplus Land Act

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

NOES: None

ABSTAIN: None

ABSENT: Christian-Smith

4. CSDA Action Requested: H.R. 7525 The Special District Grant Accessibility Act

The Board approved submitting a letter of request to support of H.R. 7525 as requested by CSDA.

MOTION: By O’Keefe, seconded by Merrill, to join the CSDA Coalition Letter and/or directly submit a letter of request to support H.R. 7525 The Special District Grant Accessibility Act

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

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NOES: None
ABSTAIN: None
ABSENT: Christian-Smith

VI. Reports of Staff and Officers

A. Attorney's Report

Kokotaylo reported no liability concerns for Board Members doing door-to-door outreach for the PSL Loan Program, clarified the timing of the Oath of Office for newly elected or appointed Board members, got authorization to work with the Manager on a Workplace Violence Prevention Plan, and reported on Special District revenue potentially being subject to retroactive invalidation by *Initiative 1935*.

B. Committee Reports

The Manager reported that a list of addresses for the targeted PSL I/I outreach was provided to the committee.

C. 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 no payments were made in February.

3. Consent Decree Quarterly Status Report

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

4. Draft Action Plan

The Manager reported on the draft Action Plan from the Long Range Planning Workshop held on March 2, 2024.

5. Draft Strategic Plan

The Manager reported on the amended Strategic Plan as requested at the Long Range Planning Workshop held on March 2, 2024. The Board asked staff to bring back a resolution to approve the updated plan.

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6. Draft Climate Change Impact Policy

The Manager provided a draft policy as requested at the Long Range Planning Workshop held on March 2, 2024. The Board had a minor amendment and asked staff to bring back a resolution to approve the amended policy.

7. Diversity, Equity, and Inclusion (DEI) Training and Education Opportunities

The Manager reported on DEI Training and Education Opportunities as requested at the Long Range Planning Workshop held on March 2, 2024. The Board asked staff to bring back the on-demand webinar at a future Board meeting and give a reminder of the December webinar in November.

8. TABLE: Compliant Laterals and Pipe Replacements by Year

The Manager reported on a table and a presented a map of the pipe replacements for both sewer mains and private sewer laterals, and the changes over the last few years as requested at the Long Range Planning Workshop held on March 2, 2024.

9. Board Training Summary

The Manager reported on the Directors' training deadlines and reminded them of the upcoming training workshops.

10. Form 700 Reminder

The Manager reminded the Board to file their Form 700s by the April 1st deadline.

VII. Business

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

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

B. Sewer Rate and Connection Charge Study

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

C. Resolution No. 2235-0324 Authorizing Investment of Stege Sanitary District Monies in Accounts with Five Star Bank

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

D. Resolution No. 2236-0324 Resolution Approving the Legal Services Agreement with Redwood Public Law

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

VIII. Monthly Financial Statements

A. Monthly Investment, Cash, Receivables Report

B. Investment Options

The financial statements were reviewed by the Board.

IX. Approval of Checks

A. Checks for March 21, 2024 – Fund No. 3418 & 3423.

MOTION: By O’Keefe, seconded by Beach, to approve payment of the bills, Check Nos. 28578 through 28618 in the amount of \$103,796.21

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

NOES: None

ABSTAIN: None

ABSENT: Christian-Smith

X. Future Agenda Items

April 18, 2024

Draft Budget

Employee Benefits Package

July 4th Fair Discussion

Board Training Summary

Quarterly Financial Statements

San Pablo Avenue Specific Plan Area Status Report

Appoint Labor Negotiator

CLOSED SESSION – Quarterly Claims Report

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CLOSED SESSION – Conference with Labor Negotiator
+RESOLUTION – *Climate Change Impact Policy*
+RESOLUTION – *Strategic Plan*
+Cancellation of May 2nd Board Meeting

May 2, 2024

(none)

Director Gilbert-Snyder gave notice that he will not attend the May 16th meeting due to a scheduling conflict.

CLOSED SESSION

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

Wolter – Government Tort Claim filed: 2/25/2024

Brooks-Hutton and Peticolas – Government Tort Claim filed: 3/13/2024

The Board entered into closed session at 9:36 P.M. and returned to open session at 9:50 P.M. President Gilbert-Snyder announced the Board had taken no reportable actions.

XI. Adjournment

The meeting was adjourned at 9:51 P.M. The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on April 18, 2024 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, CA.

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
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Rex Delizo
STEGE SANITARY DISTRICT
Secretary

DRAFT



Lou Ann Texeira
Executive Officer

March 18, 2024

TO: Presiding Officer or Designated District Voting Delegate
FROM: Lou Ann Texeira, LAFCO Executive Officer
SUBJECT: **2024 Election for LAFCO Special District Seat**

Greetings,

In January 2024, LAFCO staff announced a vacancy for one Special District (Regular) seat on Contra Costa LAFCO in conjunction with the expiring term of Commissioner Michael R. McGill. At that time, LAFCO also called for nominations and the names of district voting delegates.

The deadline for submitting nominations was March 11, 2024. LAFCO received two nominations, including nominations of the incumbent Michael R. McGill (Central Contra Costa Sanitary District) and nomination of John Mackenzie (Crockett Community Services District). The attached ballot includes the two candidates.

The Independent Special District Selection Committee (ISDSC), consisting of the presiding officer (or their designee) of the legislative body of each independent special district, appoints the special district members to LAFCO. In lieu of an in person meeting to conduct the election, we are conducting the election by postal mail and email. Your district is receiving this message and ballot via postal mail and email.

Attached is the official ballot and list of presiding officers/voting delegates. If your district has not yet provided the name of your presiding officer or 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 or via postal mail to Contra Costa LAFCO, 40 Muir Road, 1st Floor, Martinez, CA 94553. In order to complete the 2024 election process, we must receive completed ballots from a majority of the districts (at least 20) no later than **April 19th**. If a majority of ballots is not received by **April 19th**, a further extension of this election will 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 questions or need additional information. Thank you for your attention to this matter.

Attachments

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

OFFICIAL BALLOT

Election of **REGULAR** Special District Member - term of office on
Contra Costa LAFCO to May 2028

VOTE FOR ONE:

- Michael R. McGill**
(Central Contra Costa Sanitary District)

- John Mackenzie**
(Crockett Community Services District)

Name of Voting District: _____

Name of Voting Member: _____

Signature of Voting Member: _____

*Please return ballot to the LAFCO office no later than **April 19, 2024**
via email to LouAnn.Texeira@lafco.cccounty.us **or** mail to Contra Costa LAFCO
40 Muir Road, 1st Floor, Martinez, CA 94553*

To: Contra Costa Independent Districts

From: Michael McGill, P.E.
BSCE, MSCE and MSE Water Resources

Date: March 19, 2024

Subject: Nominee's Statement

I respectfully ask for your continued support and vote for my re-election to the Contra Costa LAFCO Commission.

Currently I am President Pro-Tem of Central Contra Costa Sanitary District on which Board I have served for 18 years. I served previously as this Board's President three times.

During my years on LAFCO, I acquired a very good understanding of the complexities of LAFCO's empowering legislation - the Cortese-Knox-Hertzberg Act. Understanding this Act, that enables LAFCO, helps us comply with the law while making decisions.

As a Professional Civil Engineer, I understand adequate, efficient and effective infrastructure and land use. As a Contra Costa LAFCO Commissioner, I recognize the need, and responsibility, to make decisions on behalf of, and in the best interest of, the entire County. I know decisions must be made based on information and data presented.

As former Chair and current elected member of the CALAFCO Board I have a statewide perspective on decisions. CALAFCO is a professional organization representing 57 of the State's 58 LAFCOs. I am one of 16 State Board Members. My re-election to Contra Costa LAFCO will allow me to continue in this position, which brings Contra Costa's ideas and values to statewide issues. I currently serve on CALAFCO's Legislative Committee.

I am proud to represent Contra Costa County on LAFCO and CALAFCO and ask for your support to continue our important work.

Again, I ask for your vote.

Thank you.

From the Desk of
JOHN MACKENZIE

March 11, 2024

LAFCO
40 Muir Road, 1st Floor
Martinez, CA 94553

RE: Nomination for LAFCO Special District Election

Dear LAFCO Members of the Board,

Please accept this Statement of Qualifications for consideration for the role of Board Member for Contra Costa LAFCO.

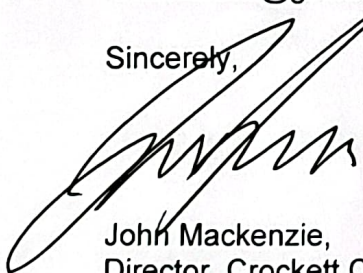
I have been on the Board of Directors with Crockett Community Services District (CCSD) since 2006 when it was first created and served on the Contra Costa SD 5 Advisory Board for 9 years before the CCSD creation. As a Port Costa resident, I felt it was my duty and honor to participate in the development of policy that affects not only me but the communities of Crockett and Port Costa that I live in and serve as a firefighter.

For almost 30 years, I have actively participated in shaping our community with important policy considerations for the aging sanitation infrastructure proposed fees, as well as the health of our communities through our recreation department. I feel my three decades of experience have prepared me to be a suitable candidate to represent the citizens of not only my communities but also the communities of West and Central Contra Costa County on the LAFCO Board.

I wish to bring my experiences and contribute to other special districts. It would be an honor to serve on the LAFCO Board.

Should you have any questions, please contact me at (510) 367-6098 or via email at 1mackbuild@gmail.com.

Sincerely,



John Mackenzie,
Director, Crockett Community Services District
Crockett Fire

Attachment 1

Gov. Code 56332. (a) The independent special district selection committee shall consist of the presiding officer of the legislative body of each independent special district. However, if the presiding officer of an independent special district is unable to participate in a meeting or election of the independent special district selection committee, the legislative body of the district may appoint one of its members as an alternate to participate in the selection committee in the presiding officer's place. Those districts shall include districts located wholly within the county and those containing territory within the county representing 50 percent or more of the assessed value of taxable property of the district, as shown on the last equalized county assessment roll. Each member of the committee shall be entitled to one vote for each independent special district of

which he or she is the presiding officer or his or her alternate as designated by the governing body. Members representing a majority of the eligible districts shall constitute a quorum.

(b) The executive officer shall call and give written notice of all meetings of the members of the selection committee. A meeting shall be called and held under one of the following circumstances:

(1) Whenever the executive officer anticipates that a vacancy will occur within the next 90 days among the members or alternate member representing independent special districts on the commission.

(2) Whenever a vacancy exists among the members or alternate member representing independent special districts upon the commission.

(3) Upon receipt of a written request by one or more members of the selection committee representing districts having 10 percent or more of the assessed value of taxable property within the county, as shown on the last equalized county assessment roll.

(4) Upon the adoption of a resolution of intention pursuant to Section 56332.5.

(5) Upon receipt of a written request by one or more members of the selection committee notifying the executive officer of the need to appoint a member representing independent special districts on an oversight board pursuant to paragraph (3) of subdivision (j) of Section 34179 of the Health and Safety Code.

(c) The selection committee shall appoint two regular members and one alternate member to the commission. The members so appointed shall be elected or appointed members of the legislative body of an independent special district residing within the county but shall not be members of the legislative body of a city or county. If one of the regular district members is absent from a commission meeting or disqualifies himself or herself from participating in a meeting, the alternate district member may serve and vote in place of the regular district member for that meeting. Service on the commission by a regular district member shall not disqualify, or be cause for disqualification of, the member from acting on proposals affecting the special district on whose legislative body the member serves. The special district selection committee may, at the time it appoints a member or alternate, provide that the member or alternate is disqualified from voting on proposals affecting the district on whose legislative body the member serves.

(1) The executive officer may prepare and deliver a call for nominations to each eligible district. The presiding officer, or his or her alternate as designated by the governing body, may respond in writing by the date specified in the call for nominations, which date shall be at least 30 days from the date on which the executive officer mailed the call for nominations to the eligible district.

(2) At the end of the nominating period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed. This paragraph shall be operative only if the written notice of the meeting provided pursuant to subdivision (b) discloses that, if nominations are received for only one candidate by the end of the nominating period, the candidate shall be deemed appointed and the meeting may be cancelled.

(d) If the office of a regular district member becomes vacant, the alternate member may serve and vote in place of the former regular district member until the appointment and qualification of a regular district member to fill the vacancy.

(e) A majority of the independent special district selection committee may determine to conduct the committee's business by mail, including holding all elections by mailed ballot, pursuant to subdivision (f).

(f) If the independent special district selection committee has determined to conduct the committee's business by mail or if the executive officer determines that a meeting of the special district selection committee is not feasible, the executive officer shall conduct the business of the committee by mail. Elections by mail shall be conducted as provided in this subdivision.

(1) The executive officer shall prepare and deliver a call for nominations to each eligible district. The presiding officer, or his or her alternate as designated by the governing body, may respond in writing by the date specified in the call for nominations, which date shall be at least 30 days from the date on which the executive officer mailed the call for nominations to the eligible district.

(2) At the end of the nominating period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed. If two or more candidates are nominated, the executive officer shall prepare and deliver one ballot and voting instructions to each eligible district. The ballot shall include the names of all nominees and the office for which each was nominated. Each presiding officer, or his or her alternate as designated by the governing body, shall return the ballot to the executive officer by the date specified in the voting instructions, which date shall be at least 30 days from the date on which the executive officer mailed the ballot to the eligible district.

(3) The call for nominations, ballots, and voting instructions shall be delivered by certified mail to each eligible district. As an alternative to the delivery by certified mail, the executive officer may transmit materials by electronic mail. All notices and election materials shall be addressed to the presiding officer, care of the clerk of the district.

(4) Nominations and ballots may be returned to the executive officer by electronic mail.

(5) Each returned nomination and ballot shall be signed by the presiding officer or his or her alternate as designated by the governing body of the eligible district.

(6) For an election to be valid, at least a quorum of the special districts must submit valid ballots. The candidate receiving the most votes shall be elected, unless another procedure has been adopted by the selection committee. Any nomination and ballot received by the executive officer after the date specified is invalid, provided, however, that if a quorum of ballots is not received by that date, the executive officer shall extend the date to submit ballots by 60 days and notify all districts of the extension. If ballots from a quorum of the districts have not been received at the end of the 60-day extension period, the executive officer shall extend the period to return ballots for a length of time at his or her discretion until a quorum is achieved, unless another procedure has been adopted by the selection committee. The executive officer shall announce the results of the election within seven days of the date specified.

(7) For a vote on special district representation to be valid, at least a quorum of the special districts must submit valid ballots to the executive officer by the date specified in the voting instructions, which date shall be at least 30 days from the date on which the executive officer mailed the ballot to the eligible district. If ballots from a quorum of the districts have not been received at the end of the 60-day extension period, the executive officer shall extend the period to return ballots for a length of time at his or her discretion until a quorum is achieved, unless another procedure has been adopted by the selection committee. By a majority vote of those district representatives voting on the issue, the selection committee shall either accept or deny representation. The executive officer shall announce the results of the election within seven days of the date specified.

(8) All election materials shall be retained by the executive officer for a period of at least six months after the announcement of the election results.

(g) For purposes of this section, "executive officer" means the executive officer or designee as authorized by the commission.

CONTRA COSTA COUNTY SPECIAL DISTRICTS Procedures for the Special District Selection Committee

The California Government Code, specifically Section 56332, sets forth requirements for the Independent Special Districts Selection Committee (“Selection Committee”). The procedures contained herein are intended to supplement the code and provide local rules relating to the selection of special district members to the Contra Costa Local Agency Formation Commission (LAFCO).

Selection Committee Purpose

The purpose of the Selection Committee is to appoint the regular and/or alternate special district members to the Contra Costa LAFCO whenever a term expires or a vacancy exists for the regular and/or alternate special district member seats. The term of office of each LAFCO member is four years and until the appointment and qualification of his or her successor (Gov. Code §56334).

Selection Committee Membership

The Selection Committee is comprised of the presiding officer of the legislative body of each independent special district. If the presiding officer is unable to participate in the Committee meeting, the district may appoint one of its other board members to attend the meeting (Gov. Code §56332).

Selection Committee Meetings

The LAFCO Executive Officer will notify all independent special districts of a vacancy or impending vacancy in the position of regular or alternate special district member and will schedule a meeting of the Selection Committee.

To the extent possible, Selection Committee meetings will be scheduled in conjunction with meetings of the Contra Costa Special Districts Association as a convenience to members and for efficiency.

The Executive Officer will provide an election schedule to all independent special districts prior to the Selection Committee meeting.

All meetings of the Selection Committee are open meetings and comply with all applicable provisions of the Ralph M. Brown Act.

Quorum

Each presiding officer (or appointed alternate board member) attending the Selection Committee meeting are required to register their attendance. Members representing a majority of the eligible districts shall constitute a quorum for the conduct of the Selection Committee business. No meeting will be convened prior to establishing a quorum. The Committee shall act by majority vote of the quorum, or if more than a quorum is present at the meeting, by majority vote of those members in attendance.

Nomination Procedures

Members of governing boards of independent special districts may be nominated to serve as a regular or alternate special district member of the Contra Costa LAFCO (Gov. Code §56332).

Each independent special district is entitled to nominate a maximum of one board member per vacancy (i.e., for each regular and each alternate seat) from any district. Districts are required to make nominations by adoption of a Board resolution.

Upon selection of a nominee, the presiding officer of the district shall provide written notification of the nomination, including a copy of the Board resolution, to the LAFCO Executive Officer.

All nominations received in sufficient time prior to a Selection Committee meeting will be copied and distributed to the presiding officer of each independent special district.

Nominations may be made from the floor at the Selection Committee meeting, but only if no prior nominations by resolution were submitted by any of the independent special districts.

Balloting Process

Each nominee will be afforded an opportunity to make a brief statement (maximum of five minutes) at the Selection Committee meeting. Following these presentations, members of the Selection Committee may discuss the appointment prior to the vote being taken.

Nominees are selected based on the following process:

- A ballot listing all known nominees will be prepared and provided to the Selection Committee members. Each ballot will have opposite the nominee's name a box to record the vote. In the event that no prior nominations by resolution are submitted, a ballot containing blank lines to vote for nominees who are put forth from the floor at the Selection Committee meeting will be distributed at the meeting.
- Each ballot will have a line for the name of the special district that is casting the vote and a line for the name of the voting delegate. The ballot will not be counted if the name of the special district and voting delegate are not included.
- After votes are tallied, each delegate's vote will be announced during the meeting.

Selection of LAFCO Members

The person selected to serve must receive a majority of the votes cast in the election.

If there are more than two nominees for a single seat and no individual receives the majority of the total votes cast in the first ballot there shall be a run-off election between the two nominees who received the greatest number of votes.

If there are only two nominees for a single seat and each receives an equal number of votes, the selection to serve on LAFCO shall be done by a "straw draw" unless one of the two candidates chooses to relinquish the position.

If, as a result of an election, the Alternate Special District member on LAFCO is chosen as a Regular Special District Member, another election shall be held at a subsequent Selection Committee meeting to fill the vacancy in the Alternate Member position.

Alternate Nominating and Balloting Process

In the event that the LAFCO Executive Officer determines that securing a quorum of Selection Committee members for a meeting is not feasible, the Executive Officer may conduct the business of the Selection Committee in writing (Gov. Code §56332).

01/16/24

2024 SPECIAL DISTRICT SELECTION COMMITTEE ELECTION SCHEDULE

<u>Date/Deadline</u>	<u>Task</u>
1/16/24	LAFCO sends letter announcing upcoming election, election schedule, and calls for nominations and names of district voting delegates (must be a Board member)
2/12/24	LAFCO sends reminder
3/11/24	District deadline for submitting names of voting delegates and nominating resolutions

IF AN ELECTION IS NEEDED, THE FOLLOWING SCHEDULE WILL APPLY:

3/18/24	LAFCO transmits list of candidates and ballots to voting delegates (email and US mail)
4/8/24	LAFCO sends reminder to return completed ballots to the LAFCO office by <u>April 19, 2024</u> .
4/19/24	Election date/deadline for returning ballots
4/26/24	LAFCO must make election results available within 7 days of election [Gov. Code §56332(f)(6)]

INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE

DISTRICT	NAME	TITLE	ALTERNATE
ALAMO-LAFAYETTE CEMETERY DIST	Mary McCosker	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	Tom Knorr, Jr.	Board President	Anthony Berzinas, VP
BYRON SANITARY DISTRICT	Danny Hamby	Chair	Mike Nisen, Vice Chair
CASTLE ROCK COUNTY WATER DISTRICT	Dan Moylan		Joe Atturio
CENTRAL CONTRA COSTA SANITARY DIST	Mariah Lauritzen	President	Mike McGill, Pres Pro Tem
CONTRA COSTA MOSQUITO & VECTOR CONTROL	Darryl Young	President	Peter Pay, Vice Pres
CONTRA COSTA RESOURCE CON DIST	Walter Pease	President	Igor Skaredoff
CONTRA COSTA WATER DISTRICT	Ernesto Avila	President	Antonio Martinez, Vice Pres
CROCKETT COMMUNITY SERVICES DISTRICT	Luigi Barassa	President	Kent Peterson
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	President	Carolyn Graham, Vice Pres
EAST CONTRA COSTA IRRIGATION DISTRICT	Glenn Stonebarger	President	Mark Dwelley, Vice Pres
GREEN VALLEY REC & PARK DIST	Adam Glimme	Board Member	Gina Glimme, Board Member
IRONHOUSE SANITARY DIST	Chris Lauritzen	President	Susan Morgan, Vice Pres
KENSINGTON FIRE PROTECTION DISTRICT	Julie Stein	President	Daniel Levine, Vice Pres
KENSINGTON POLICE PROT & CSD	David Spath	President	Alexandra Acquino-Fike, VP
MORAGA-ORINDA FIRE DIST	Mike Roemer	President	Greg Hasler, Vice Pres
MT. VIEW SANITARY DIST	Julie Halsne	President	Gregory T. Pyka, Vice Pres
PLEASANT HILL REC & PARK DISTRICT	Sandy Vinson	Chair	Quy Tran, Vice Chair
RECLAMATION DIST (RD) 799	Jim Price		Richard Kent, Vice Pres
RD 800	Robert Lyman		David Harris, Secretary
RD 830	Chad Davisson		Domenic Cianfichi
RD 2024 *			John Jackson, Thomas Robinson, Don Wagenet
	Don Wagenet		
RD 2025	David Forkel		Russell Ryan, Randall Neudeck
RD 2026*	David A. Forkel		Russell Ryan, Randall Neudeck
RD 2059	Rob Davies		William Hall
RD 2065*	Coleman Foley		Thomas Baldocchi, Sr., Thomas Baldocchi, Jr.
RD 2090*	Jake Messerli	Chair	Paul Phillips
RD 2117*	Joyce Speckman		Sandra Speckman Kiefer
RD 2122	Katherine Wadsworth		Shaun Rohrer, Emma Mendosa
RD 2137*	Randall Mager	Board member	Pamela A. Forbus, Attorney
RODEO-HERCULES FIRE PROTECTION DIST	Delano Doss	Chair	Marie Bowman, Vice Chair
RODEO SANITARY DISTRICT	Janet Callaghan	President	Maureen Brennan, Vice Pres
SAN RAMON VALLEY FIRE PROTECTION DIST	H. Jay Kerr	President	Matthew J. Stamey, Vice Pres
STEGE SANITARY DISTRICT	Paul Gilbert-Snyder	President	Beatrice O'Keefe, Vice Pres
WEST COUNTY WASTEWATER DIST	David Alvarado	President	Arto Rinteela, Vice Pres

10 Apr 24

Stege Board and Staff:

re; sewer main replacement schedule

President Paul Gilbert-Synder's question about the rate of sewer replacement at the last meeting prompted me to review where we are and how we got here regarding sewer replacement,

Currently we are replacing ca. 1.8% of our sewers per year per the consent decree (56 year cycle). We had pushed hard for a 75 year rate based on our experience about and estimates for sewer replacement. The EPA had always insisted on a 50 year replacement cycle, so a 56 year cycle was quite a victory. We have been able to work with the 1.8% quite well. For one thing, we have certainty. Previously, before the consent decree, each year we had to decide how much sewer to replace and how to finance the replacement—SRF loan, increased rates, draw-down of reserves, or some combination of these options. With the advent of CCTV examination of our sewers we can pinpoint problem sewers while deferring replacement of sewers in satisfactory condition. Although CCTV is not foolproof, we currently have less worry about replacing good sewers. At the 1.8% rate guided by CCTV we have almost eliminated SSOs due to main failures, a rate much lower than statewide averages and much lower than our sister agencies in the area. Also, at the 1.8% rate we have been able to keep the construction management in house, saving at least an extra 5%, although Arvin sometimes needs either Paul or Rex to help out. We are more than keeping up with sewer deterioration and are reducing the average age of our sewers.

The other driver for sewer replacement pushed by the EPA is I/I (inflow/infiltration of storm water), resulting in extra flows to the EBMUD treatment plant. The wet weather treatment facilities were constructed as an interim solution to treat the occasional very high flows during relatively rare storm events. EBMUD said it was not economical to expand its treatment plant to accommodate such storms and storage would also be too expensive, although many sewage systems around the country do have storage for high flows during storm events. The satellite systems meanwhile continued tightening up their systems to reduce I/I with the hope that someday the WWF would not be necessary anymore. All this changed when the EPA suddenly said the WWFs were illegal and had to be closed. (Actually, Doug Humphrey said that doing the actual negotiations resulting in the consent decree to resolve the closure of the WWFs, closure was not held out as the goal, since 10 year storms still would present an issue. Closure crept in to the EPA language, but it was never part of the negotiations, at least as far as we heard. The 5 year storm seemed to stretch into a ten year storm.) The position of the EPA has always been that complete replacement of the sewer mains will reduce I/I to manageable levels, but evidence contradicts that assumption. Salem Oregon carried out an extensive sewer main replacement program. Scuttlebutt has it that they replaced 80% of the sewers in the worst area, and only saw a 20% reduction in I/I.

The conclusion from these observations is that accelerating our spending on sewer main replacements will not address the problems of SSOs nor of I/I. If we want to reduce I/I faster, accelerated sewer main replacement probably won't help and a good way of reducing I/I is probably accelerated lateral replacement, especially if EBMUD tweaks the regional lateral ordinance to include all laterals over 50 years of age. The one fishing hook out there is that maybe complete replacement of mains will

somehow prevent transference of I/I from good lines to bad lines, but this may or may not be an important factor.

Accelerating our sewer replacement program would mean big changes to our operations. Our budget is carefully constructed based on the 1.8%/year rate, so acceleration would mean changes in our budget. We might need more staff; if not we would have to hire a construction management firm, increasing costs. Paul can draw up plans for the 1.8%, but if we were to increase it substantially, we might have to have extra engineering help, hiring someone like Black and Veach. Looking into the future, we might well run out of old sewers and problem sewers, and eventually we would be replacing good sewers which would be wasteful and increase our carbon footprint. After we ran through the entire cycle we would have only new sewers, and would have to stop our replacement program. Even at a 56 year cycle we would have twenty or more years before we would have to start up a new replacement program, if the EPA 75-100 year expected life of sewers is to be believed. If we weren't replacing sewers each year, we would lose the advantage of our unit price bid program, which allows us to add a main which becomes problematic during the year. Another point we should not overlook is that growth might require new sewer capacity. If we replace all our sewers we may find that a relatively new sewer is undersized, and we might need to replace it. Slow and steady seems to me the best approach. Previous boards took the approach that "we will replace no sewer before its time." We have a newer board, and conditions in the world have changed, so it is perfectly fine to review our program, but let's be thorough and look at the whole picture. I/I is such a hypothetical function, based on extrapolation of spotty data, it's hard to plan exactly. When the consent decree is up, we may find we have reduced I/I sufficiently, or, especially with climate change, we may need a new definition of a ten-year storm and redo all our calculations. Maybe we should be a little cautious and not blow our wad before we know what we are dealing with. I do think that it might be good to stay ahead of the consent decree timetable; if we are a full year ahead, then if our contractor bails on us, we will have a cushion and not miss our mandated targets. Paul is asking an important question, and we should take a deep dive into the issues.

Sincerely, Dwight Merrill

PS: Maybe AI will be able to spot problem laterals.

STEGE SANITARY DISTRICT MONTHLY MAINTENANCE SUMMARY REPORT

March 2024

QUARTER 1

VEHICLE	DAYS	FOOTAGE (LF)
<i>UNIT 10 COMBO</i>	<i>10</i>	<i>104,214</i>
<i>UNIT 11 RODDER</i>	<i>0</i>	
<i>UNIT 15 CCTV</i>	<i>5</i>	<i>9,819</i>
<i>UNIT 16 COMBO</i>	<i>6</i>	<i>14,311</i>
TOTAL MONTH CLEANED		118,525
TOTAL MONTH CCTV'D		9,819

QUARTERLY SUB-TOTALS

YEAR	QUARTER	TOTAL CLEANED (LF)	PLANNED TO CLEAN (LF)	Q END NOT COMPLT'D (LF)	TOTAL CCTV'D (LF)	PLANNED TO CCTV (LF)	Q END NOT COMPLT'D (LF)
2024	1	289,011	226,685		52,450	54,605	
2023	4	228,862	184,938	0	48,625	50,930	23,849
2023	3	260,224	215,376	0	64,008	65,576	27,963
2023	2	245,563	202,070	0	52,033	60,081	38,937
2023	1	262,178	204,795	0	61,882	58,488	29,188

MONTHLY SERVICE CALLS

March-2024

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS
3/1/2024 Friday 9:40 AM	101304 101503	5700 BURLINGAME AVE. RICHMOND, CA 94804 <i>Last Call: 3/18/2015</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	F				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
3/1/2024 Friday 5:11 PM	224109 224108	7247 LINCOLN AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	SD				WE FOUND THIS TO BE A CITY OF EL CERRITO PROBLEM.
3/2/2024 Saturday 12:37 PM	233225 233206	14 KINGSTON RD. KENSINGTON, CA 94707 <i>Last Call: 5/18/1999</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
3/2/2024 Saturday 6:05 PM	101322 101319	5800 BURLINGAME AVE. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	OF				WE FOUND THIS TO BE THE CUSTOMERS PROBLEM.
3/5/2024 Tuesday 3:27 PM	142301 142008-2	1301 RICHMOND ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
3/6/2024 Wednesday 10:36 PM	212116 212115	5619 COLUMBIA AVE. RICHMOND, CA 94804	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, LC				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
3/8/2024 Friday 10:53 AM	265304 265303	838 SEA VIEW DR. EL CERRITO, CA 94530 <i>Last Call: 2/15/2023</i>	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B,D, OF	MH	ML	SD	DEBRIS IN MAIN CAUSED SSO.
3/11/2024 Monday 9:30 AM	275246 275245	149 LAWSON RD. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
3/12/2024 Tuesday 9:18 AM	272518 272517	527 BELOIT AVE. KENSINGTON, CA 94707 <i>Last Call: 2/19/2004</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	E				WE FOUND THIS TO BE EBMUD PROBLEM.
3/13/2024 Wednesday 10:15 AM	231507 231524	227 AMHERST AVE. KENSINGTON, CA 94707 <i>Last Call: 4/22/2021</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				THE CONCRETE AROUND THE MANHOLE WAS CRACKED.
3/13/2024 Wednesday 2:56 PM	189016 189015	6135 BARRETT AVE. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
3/14/2024 Thursday 2:32 PM	261108 261103	635 ALBEMARLE ST. EL CERRITO, CA 94530	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
3/22/2024 Friday 5:30 AM	231808 231807	610 CANON DR. KENSINGTON, CA 94707 <i>Last Call: 11/10/2021</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				HIGH ALARM CANNON PUMP STATION. ELECTRICAL PROBLEM.
3/23/2024 Saturday 3:40 PM	231808 231807	610 CANON DR. KENSINGTON, CA 94707 <i>Last Call: 3/22/2024</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				HIGH ALARM PUMP STATION DUE TO NO MOTOR CONTROL.
3/25/2024 Monday 3:14 PM	281310 281309	7308 POMONA AVE. EL CERRITO, CA 94530 <i>Last Call: 12/1/2020</i>	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	T				CONCERNED ABOUT NEIGHBOR LATERAL ON HIS PROPERTY.
3/28/2024 Thursday 12:11 PM	212313 212308	10203 SAN PABLO AVE. EL CERRITO, CA 94530 <i>Last Call: 2/20/2024</i>	Main <input type="checkbox"/> Lateral <input checked="" type="checkbox"/> Other <input type="checkbox"/>	C, OF				WE FOUND THIS TO BE THE CUSTOMER'S PROBLEM.
3/29/2024 Friday 4:23 PM	251608 251607	12 HIGHGATE RD. KENSINGTON, CA 94707	Main <input type="checkbox"/> Lateral <input type="checkbox"/> Other <input checked="" type="checkbox"/>	SD				OUR SEWER WAS CLEAR, PROBLEM WAS IN THE STORM DRAIN.

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 Dm (SD)
 Yard (Y)
 Other (O)

MAINLINE:	1
LATERAL:	9
OTHER:	7
TOTAL SERVICE CALLS:	17
MAINLINE OVERFLOW:	1
MAINLINE SURCHARGE:	0

SANITARY SEWER OVERFLOWS (SSOs) LAST 12 MONTHS

April-2024

DATE	MH UP/DN	ADDRESS	PRBLM IN	TYPE	LOC	CAUSE	END	COMMENTS	CAT*	VOL	RCVR'D	NET
5/1/2023 Monday 2:28 PM	186304 186004	2126 JUNCTION AVE. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B	ML, O	ML	Y	SSO WAS CAUSED BY SLIPLINE MORTAR NOT SEALED AT CONNECTION.	CAT 4	5 gallons	5 gallons	0 gallons
5/5/2023 Friday 8:07 AM	102203 102003	1438 CARLSON BLVD. RICHMOND, CA 94804	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	D,OF,R, W	MH	B	ST, SD	DEBRIS, ROCKS, AND ROOTS CAUSED SSO.	CAT 3	78 gallons	78 gallons	0 gallons
3/8/2024 Friday 10:53 AM	265304 265303	838 SEA VIEW DR. EL CERRITO, CA 94530	Main <input checked="" type="checkbox"/> Lateral <input type="checkbox"/> Other <input type="checkbox"/>	B,D, OF	MH	ML	SD	DEBRIS IN MAIN CAUSED SSO.	CAT 1	765 gallons	34 gallons	731 gallons

PROBLEM TYPE:

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

SPILL LOCATION:

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

SPILL CAUSE:

- Blockage (B)
- Surcharge (S)
- Line Break (ML)
- Other (O)

SPILL END LOCATION:

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

TOTAL MAINLINE SSOs:	3
MAINLINE BREAK SSOs:	2
MAINLINE SURCHARGE SSOs:	0
CATEGORY 1 SSOs:	1
SSOs INTO BUILDINGS:	0

TOTAL SSO VOLUME (GALS):	848
TOTAL VOLUME RECOVERED (GALS):	117
TOTAL VOLUME UNRECOVERED (GALS):	731

*CATEGORY 1 SSO: Spill of any volume of sewage from or caused by a sanitary sewer system that results in a discharge to: A surface water, including a surface water body that contains no flow or volume of water; or A drainage conveyance system that discharges to surface waters when the sewage is not fully captured and returned to the sanitary sewer system or disposed of properly. Any spill volume not recovered from a drainage conveyance system is considered a discharge to surface water, unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility.

CATEGORY 2 SSO: Spill of 1,000 gallons or greater, from or caused by a sanitary sewer system that does not discharge to a surface water.

CATEGORY 3 SSO: Spill of equal to or greater than 50 gallons and less than 1,000 gallons, from or caused by a sanitary sewer system that does not discharge to a surface water.

CATEGORY 4 SSO: Spill of less than 50 gallons, from or caused by a sanitary sewer system that does not discharge to a surface water.

**STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
March 2024**

I SEWER REPLACEMENT - FY 2023-2024			
A.	BUDGET ALLOCATION		\$3,473,000
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$451,598
C.	SEWER REPLACEMENTS PAID THIS MONTH (NO RETENTION)	<u>COST</u>	
SUBTOTAL FOR THIS MONTH			\$0
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	12.35%	\$429,018
E.	TOTAL 5% RETENTION HELD		\$22,580
F.	BUDGET REMAINING	87.00%	\$3,021,402
G.	PERCENTAGE OF FISCAL YEAR REMAINING	25.00%	
H.	TOTAL REPLACEMENT FOOTAGE PAID TO DATE	2,200 (\$ 205.27 /LF)	
II SEWER REPAIRS - FY 2023-2024			
A.	BUDGET ALLOCATION		\$72,000
B.	PRIOR BUDGET EXPENDED		\$27,000
C.	SEWER REPAIRS PAID THIS MONTH	<u>REPAIR COST</u>	
SUBTOTAL FOR THIS MONTH			\$0
SUBTOTAL FOR LAST MONTH			\$27,000
D.	TOTAL BUDGET EXPENDED	37.50%	\$27,000
E.	TOTAL RETENTION HELD	0.00%	\$0
F.	BUDGET REMAINING	62.50%	\$45,000
G.	PERCENTAGE OF FISCAL YEAR REMAINING	25.00%	
H.	TOTAL NUMBER OF REPAIRS PAID TO DATE	8 (\$3,375 /REPAIR)	

**STEGE SANITARY DISTRICT
MONTHLY REPLACEMENT AND REPAIR SUMMARY
March 2024**

III SAN PABLO AVE SPECIFIC PLAN AREA (SPASPA) UPGRADE - FY 2023-2024			
A.	BUDGET ALLOCATION		\$0
B.	PRIOR BUDGET EXPENDED (WITH RETENTION)		\$0
C.	SPASPA UPGRADES PAID THIS MONTH (NO RETENTION)		
SUBTOTAL FOR THIS MONTH			\$0
D.	TOTAL BUDGET EXPENDED (NO RETENTION)	0.00%	\$0
E.	TOTAL 5% RETENTION HELD	0.00%	\$0
F.	BUDGET REMAINING	100.00%	\$0
G.	PERCENTAGE OF FISCAL YEAR REMAINING	25.00%	
H.	TOTAL SPASPA UPGRADE FOOTAGE PAID TO DATE	(\$ - /LF)	

STEGE SANITARY DISTRICT

Last Revised: 4/11/2024

BOARD OF DIRECTORS SAN PABLO AVENUE SPECIFIC PLAN STATUS REPORT

PAID PROPERTIES

Date	Property Owner	#	Street	SPASP Fee (-Credits)	Units
11/15/2017	Mr. Pickles	10810	SAN PABLO AVE.	\$ 653.67	Comm.
1/2/2018	24 Hour Fitness	10794	SAN PABLO AVE.	\$ 16,668.58	Comm.
1/29/2018	Na Na Dessert	10172	SAN PABLO AVE.	\$ 3,922.02	Comm.
2/1/2018	Burgerim	170	EL CERRITO PLAZA	\$ 11,983.95	Comm.
2/8/2018	Budget Inn (Joseph)	10621	SAN PABLO AVE.	\$ 1,089.45	Toilet addn.
2/14/2018	Safeway Shop (Tom)	11450	SAN PABLO AVE.	\$ 1,089.45	Toilet addn.
4/24/2018	Temp Senior Center	10940	SAN PABLO AVE.	\$ 2,840.58	Comm.
7/17/2018	Wang Brothers Invstm.	10963	SAN PABLO AVE.	\$ 129,644.55	51
8/20/2018	El Cerrito Apt (The Little Hill LLC.)	10300	SAN PABLO AVE.	\$ 142,717.95	32
1/22/2019	Li's America Investments LLC	10281	SAN PABLO AVE.	\$ 1,089.45	Comm.
2/6/2019	CINQUE TERRE (KEN & RONG MOU)	10530	SAN PABLO AVE.	\$ 18,738.54	5
3/22/2019	KOYOTO RAMEN & CURRY HOUSE	3050	EL CERRITO PLAZA	\$ 7,489.17	
12/18/2019	JAIMIE HITESHEW (MAYFAIR)	11600	SAN PABLO AVE.	\$ 644,503.60	156
11/20/2020	PETCO - EL CERRITO	420	EL CERRITO PLAZA	\$ 2,902.08	Comm.
3/11/2021	FOOT LOCKER	430	EL CERRITO PLAZA	\$ 2,055.64	Comm.
10/12/2021	SUPER SLICE PIZZA	10180	SAN PABLO AVE.	\$ 774.80	Comm.
3/1/2022	BANTER WINES	10368	SAN PABLO AVE.	\$ 1,627.14	Comm.
4/19/2022	PRE-SCHOOL	729	KEARNEY ST.	\$ 14,644.26	Comm.
8/9/2022	CERRITO VISTA	10963	SAN PABLO AVE.	\$ 16,301.40	4
2/24/2023	VILLAGE TOWN CTR	6530	SCHMIDT LN.	\$ 8,135.70	2
2/24/2023	VILLAGE TOWN CTR	6530	SCHMIDT LN.	\$ 4,067.85	1
2/24/2023	VILLAGE TOWN CTR	6420	SCHMIDT LN.	\$ 8,135.70	2
2/24/2023	VILLAGE TOWN CTR	6415	SCHMIDT LN.	\$ 28,474.95	7
2/24/2023	VILLAGE TOWN CTR	10810	SAN PABLO AVE.	\$ 16,271.40	4
6/7/2023	IKE'S LOVE AND SANDWICHES	350	EL CERRITO PLAZA	\$ 2,440.71	Comm.
9/15/2023	MARSHALLS	6000	EL CERRITO PLAZA	\$ 271.19	Comm.
2/28/2024	MAYFAIR MARKET	11600	SAN PABLO AVE.	\$ 8,673.28	Comm.

\$ 1,097,207.06

SPASPA CONSTRUCTION SPENT \$ 842,889.00

BUDGET REMAINING \$ 254,318.06

PLAN CHECK PROPERTIES (WAITING PAYMENT)

Date	Property Owner	#	Street	Balance Due	Units
12/20/2023	MAYFAIR AFFORDABLE DEVELOPMENT	11600	SAN PABLO AVE.	\$ 260,342.40	69
7/26/2023	THE CIVIC (BRIAN BANIQUEU)	10290	SAN PABLO AVE.	\$ 229,155.55	54
5/30/2022	PLAYLAND 2 (ABBY WHITMAN)	10919	SAN PABLO AVE.	\$ 360,140.32	90
12/7/2017	Angelo Obertello (El Cerrito Chamber of Comm)	10290	SAN PABLO AVE.	\$ 56,651.40	14
	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
				\$ 906,289.67	

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 determines 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

EXHIBIT A

STEGE SANITARY DISTRICT REVENUE SUMMARY

FISCAL YEAR 2024-2025

ITEM	as of 04/01/24 REVENUE 2023-2024	REMAINING BUDGET 2023-2024	Fiscal Year 2023-2024 Budget	Fiscal Year 2024-2025 Budget	% Change
REVENUE					
I. SEWER OPERATION FUND (3418)					
Non Operating Income:					
Interest	\$ 173,933	-1060%	\$ 15,000	\$ 110,000	633%
Miscellaneous	250	99%	\$ 21,000	\$ 30,000	43%
Operating Income:					
Permit & Inspection Fees	\$ 19,733	-64%	\$ 12,000	\$ 12,000	0%
Sewer Service Charges	2,068,342	36%	\$ 3,209,000	\$ 3,443,000	7%
Contracted Services	\$ -	0%	\$ 33,000	\$ 33,000	0%
Subtotal	\$ 2,262,259	31%	\$ 3,290,000	\$ 3,628,000	10%
II. CAPITAL FUND (3423)					
Non-Operating Income:					
Interest	\$ 22,100	-342%	\$ 5,000	\$ 16,000	220%
Operating Income:					
Property Tax	\$ 361,242	28%	\$ 500,000	\$ 585,500	17%
Capital Service Charges	2,068,342	45%	\$ 3,775,000	\$ 4,290,000	14%
Connection Fees	\$ 24,078	52%	\$ 50,000	\$ 100,000	100%
San Pablo Ave. Impact Fee	\$ -	0%	\$ 50,000	\$ 100,000	100%
Subtotal	\$ 2,475,762	43%	\$ 4,380,000	\$ 5,091,500	16%
TOTAL REVENUE	\$ 4,738,021	0% 38%	\$ 7,670,000	\$ 8,719,500	14%

DRAFT BUDGET

EXHIBIT A

STEGE SANITARY DISTRICT EXPENSE SUMMARY

FISCAL YEAR 2024-2025

ITEM	as of 04/01/24 EXPENSES 2023-2024	REMAINING BUDGET 2023-2024	Fiscal Year 2023-2024 Budget	Fiscal Year 2024-2025 Budget	% Change
EXPENSES					
I. OPERATING EXPENSES:					
Dept 41 - Maintenance/Engineering	\$ 1,348,840	40%	\$ 2,232,974	\$ 2,379,384	7%
Dept 41 - Pump Stations	\$ 29,350	27%	\$ 40,020	\$ 40,020	0%
Dept 41 - Contracted Repairs	\$ 27,000	63%	\$ 72,000	\$ 74,000	3%
Dept 45 - General & Administration	\$ 675,344	36%	\$ 1,053,273	\$ 1,162,825	10%
SUBTOTAL OPERATING EXPENSES	\$ 2,080,534	39%	\$ 3,398,267	\$ 3,656,229	8%
II. CAPITAL EXPENSES:					
Dept 41 - Capital Equipment	\$ 53,271	93%	\$ 785,000	\$ 600,000	-24%
Dept 41 - Debt Repayment (SRF)	\$ 43,939	0%	\$ 43,900	\$ 43,900	0%
Dept 41 - Sewer Rehabilitation	\$ 542,788	89%	\$ 4,884,400	\$ 5,188,810	6%
SUBTOTAL CAPITAL EXPENSES	\$ 639,997	89%	\$ 5,713,300	\$ 5,832,710	2%
TOTAL	\$ 2,720,532	70%	\$ 9,111,567	\$ 9,488,939	4%
OTHER EXPENSES:					
Transfer from Capital Fund		0%	\$ -	\$ -	0%
Retiree Medical Fund		0%	\$ -	\$ -	0%
SUBTOTAL OTHER EXPENSES		0%	\$ -	\$ -	0%
TOTAL EXPENSES	\$ 2,720,532	70%	\$ 9,111,567	\$ 9,488,939	4%

STEGE SANITARY DISTRICT TRANSFER TO/(FROM) RESERVES

FISCAL YEAR 2024-2025

ITEM			Fiscal Year 2023-2024 Budget	Fiscal Year 2024-2025 Budget	% Change
REVENUE			\$ 7,670,000	\$ 8,719,500	14%
EXPENSES			\$ (9,111,567)	\$ (9,488,939)	4%
SUBTOTAL			\$ (1,441,567)	\$ (769,439)	
TRANSFER TO/(FROM) RESERVES			\$ (1,441,567)	\$ (769,439)	

DRAFT BUDGET

EXHIBIT A

STEGE SANITARY DISTRICT BUDGET - COMPOSITE

FISCAL YEAR 2024-2025

ITEM	FISCAL YEAR 2023-2024 BUDGET	FISCAL YEAR 2024-2025 BUDGET	% Change	OPERATIONS	GENERAL & ADMIN.
OPERATING EXPENSES:					
010 Salaries & Wages	\$ 1,574,160	\$ 1,635,700	4%	\$ 1,359,260	\$ 276,440
020 Employee Benefits	\$ 715,446	\$ 736,553	3%	\$ 569,917	\$ 166,635
030 Directors' Expenses	\$ 45,478	\$ 37,449	-18%	\$ -	\$ 37,449
040 Election Expense	\$ -	\$ 40,000	0%	\$ -	\$ 40,000
060 Gasoline, Oil, Fuel	\$ 28,000	\$ 28,000	0%	\$ 28,000	\$ -
070 Insurance	\$ 320,000	\$ 385,500	20%	\$ 15,000	\$ 370,500
080 Memberships	\$ 19,100	\$ 19,100	0%	\$ 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	\$ 102,300	\$ 105,300	3%	\$ 105,300	\$ -
120 Professional Services	\$ 176,100	\$ 166,100	-6%	\$ 84,000	\$ 82,100
130 Printing & Publications	\$ 29,000	\$ 23,500	-19%	\$ -	\$ 23,500
140 Rents & Leases	\$ 1,800	\$ 1,800	0%	\$ 1,000	\$ 800
150 Repairs & Maintenance	\$ 128,370	\$ 143,520	12%	\$ 125,520	\$ 18,000
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	\$ 47,700	\$ 48,500	2%	\$ 10,000	\$ 38,500
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	\$ 72,000	\$ 74,000	3%	\$ 74,000	\$ -
410 Pump Stations	\$ 40,020	\$ 40,020	0%	\$ 40,020	\$ -
TOTAL OPERATING EXPENSES	\$ 3,470,661	\$ 3,656,229	5%	\$ 2,493,404	\$ 1,162,825
CAPITAL EXPENSES:					
650 DEBT REPAYMENT	\$ 43,900	\$ 43,900	0%	\$ 43,900	\$ -
300 CAPITAL EQUIPMENT	\$ 785,000	\$ 600,000	-24%	\$ 600,000	\$ -
400 CONSTRUCTION	\$ 4,884,400	\$ 5,188,810	6%	\$ 5,188,810	\$ -
TOTAL CAPITAL EXPENSES	\$ 5,713,300	\$ 5,832,710	2%	\$ 5,832,710	\$ -
TRANSFER TO CAPITAL FUND		\$ -		\$ -	\$ -
TOTAL BUDGET	\$ 9,183,961	\$ 9,488,939	3%	\$ 8,326,114	\$ 1,162,825

DRAFT BUDGET

EXHIBIT A

STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - OPERATIONS

FISCAL YEAR 2024-2025

ITEM	as of 04/01/24 EXPENDITURES 2023-2024	REMAINING BUDGET 2023-2024	Fiscal Year 2023-2024 Budget	Fiscal Year 2024-2025 Budget	% Change
010 SALARIES AND WAGES					
011 Engineering Salaries	\$ 362,949	41%	\$ 614,100	\$ 636,200	4%
011.6 Cell Phone (3)	1,260	42%	2,160	2,160	0%
012 Collection System Salaries	346,403	42%	600,800	622,400	4%
012.6 Cell Phone (5)	2,100	42%	3,600	3,600	0%
013 Overtime - Service Calls	6,096	60%	15,400	15,400	0%
014 Overtime - Engineering/Inspection	-	100%	500	500	0%
015 Standby	37,922	37%	60,000	67,000	12%
017 Performance Incentive	-	100%	12,000	12,000	0%
TOTAL SALARIES AND WAGES	\$ 756,730	40%	\$ 1,260,660	\$ 1,359,260	8%
020 EMPLOYEE BENEFITS					
021 Retirement	\$ 184,618	47%	\$ 345,410	\$ 354,240	3%
021a Deferred Comp Match	20,250	25%	27,000	27,000	0%
022 Health Care Premiums & Admin Fees	94,209	-15%	81,634	90,897	11%
023 Life Insurance/Dental/LTD	11,166	18%	13,680	13,680	0%
024 Workers' Compensation Insurance	19,228	9%	21,200	22,300	5%
025 Unemployment Insurance	1,440	77%	6,200	6,400	3%
026 Medicare	10,564	52%	21,800	22,500	3%
027 Cash in Lieu (Dependent Care & Medical)	10,500	56%	24,000	18,000	-25%
Retiree Medical & ARC					
'028 Retiree Medical (AnnReq'dContrib ARC)	-	100%	1,456	-	-100%
'029 Retiree Health Care Premium	9,306	22%	11,900	11,900	0%
030 Social Security (On Call Maintenance)	1,355	55%	3,000	3,000	0%
TOTAL EMPLOYEE BENEFITS	\$ 362,636	33%	\$ 537,257	\$ 569,917	6%
MAINTENANCE					
060 GAS, OIL AND FUEL	\$ 21,970	22%	\$ 28,000	\$ 28,000	0%
070 CLAIMS	908	94%	15,000	15,000	0%
080 MEMBERSHIPS	1,173	71%	4,000	4,000	0%
100 OPERATING SUPPLIES					
101 Rods and Augers		100%	5,000	5,000	0%
102 Chemicals	641	36%	1,000	1,000	0%
104 Hose and Nozzles	5,977	76%	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	3,483	46%	6,500	6,500	0%
Forward totals to next page	34,152	61%	87,000	87,000	0%

DRAFT BUDGET

EXHIBIT A

STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - OPERATIONS

FISCAL YEAR 2024-2025

ITEM	as of 04/01/24 EXPENDITURES 2023-2024	REMAINING BUDGET 2023-2024	Fiscal Year 2023-2024 Budget	Fiscal Year 2024-2025 Budget	% Change
Totals from previous page	\$ 34,152	61%	\$ 87,000	\$ 87,000	0%
110 CONTRACTUAL SERVICES					
111 Phone Service (Answering Service)	\$ 3,251	-117%	\$ 1,500	\$ 4,500	200%
112 Manhole Level Monitors	4,300	-26%	3,400	3,400	0%
115 Sewer Root Foaming	57,250	24%	75,000	75,000	0%
116 Radio and Test Equipment Maintenance		100%	500	500	0%
117 Utility Marking Service	5,600	7%	6,000	6,000	0%
118 DOT Regulatory Compliance	666	26%	900	900	0%
119 Collection System JPA	-	100%	15,000	15,000	0%
120 PROFESSIONAL SERVICES					
121 Technical/Legal Support	\$ 14,354	77%	\$ 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%
140 RENTS AND LEASES					
		100%	1,000	1,000	0%
150 REPAIRS AND MAINTENANCE					
151 Vehicle Maintenance	\$ 55,745	-11%	\$ 50,000	\$ 55,000	10%
152 Equipment and Shop Maintenance	10,213	-13%	9,000	12,000	33%
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		100%	1,800	1,800	0%
157 Janitorial Services	3,632	36%	5,700	5,700	0%
158 Yard Maintenance	1,680	33%	2,520	2,520	0%
159 Refuse Service	4,405	14%	5,100	5,100	0%
159a Refuse Service-Vactor	1,591	29%	2,250	6,400	184%
160 Video Inspection Equipment Repair	15,539	-4%	15,000	15,000	0%
170 TRAVEL AND MEETINGS					
171 Training and Testing	\$ 1,159	61%	\$ 3,000	\$ 3,000	0%
173 Travel Reimbursement	75	99%	6,000	6,000	0%
174 Meetings and Conference	218	96%	5,000	5,000	0%
Forward totals to next page	\$ 213,829	47%	\$ 401,670	\$ 416,820	4%

DRAFT BUDGET

EXHIBIT A

STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - OPERATIONS

FISCAL YEAR 2024-2025

ITEM	as of 04/01/24 EXPENDITURES 2023-2024	REMAINING BUDGET 2023-2024	Fiscal Year 2023-2024 Budget	Fiscal Year 2024-2025 Budget	% Change
Totals from previous page	\$ 213,829	47%	\$ 401,670	\$ 416,820	4%
193 WATER - HYDRO FLUSHER	\$ 7,825	22%	\$ 10,000	\$ 10,000	0%
203 FIRST AID SUPPLIES		100%	500	500	0%
204 SAFETY EQUIPMENT AND GLOVES	1,597	65%	4,500	4,500	0%
205 UNIFORMS AND BOOTS	5,517	68%	17,137	17,137	0%
206 SAFETY INCENTIVE PROGRAM	706	44%	1,250	1,250	0%
TOTAL MAINTENANCE/ENGINEERING	\$ 229,475	47%	\$ 435,057	\$ 450,207	3%
41.2 BURLINGAME PUMP STATION					
150 Repairs (Contracted)	2,400	88%	\$ 20,000	\$ 20,000	0%
150a Annual Inspection		100%	2,500	2,500	0%
151 Electricity	1,347	25%	1,800	1,800	0%
152 Telemetry		100%	350	350	0%
153 Maintenance and Landscaping	640	33%	960	960	0%
41.4 CANON PUMP STATION					
150 Repairs (Contracted)	23,627	-136%	10,000	10,000	0%
150a Annual Inspection		100%	2,500	2,500	0%
151 Electricity	1,335	14%	1,560	1,560	0%
TOTAL PUMP STATIONS	\$ 29,350	27%	\$ 40,020	\$ 40,020	0%
207 CONTRACTED REPAIRS	\$ 27,000	63%	72,000	74,000	3%
TOTAL - MAINT/ENG EMPLOYEE SALARIES	\$ 756,730	40%	\$ 1,260,660	\$ 1,359,260	8%
TOTAL - MAINT/ENG EMPLOYEE BENEFITS	362,636	33%	537,257	569,917	6%
TOTAL OTHER MAINTENANCE/ENGINEERING	229,475	47%	435,057	450,207	3%
TOTAL - PUMP STATIONS	29,350	27%	40,020	40,020	0%
TOTAL CONTRACTED REPAIRS	27,000	63%	72,000	74,000	3%
TOTAL OPERATIONS	\$ 1,405,190	40%	\$ 2,344,994	\$ 2,493,404	6%

DRAFT BUDGET

EXHIBIT A

STEGE SANITARY DISTRICT
ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL

FISCAL YEAR 2024-2025

ITEM	as of 04/01/24 EXPENDITURES 2023-2024	REMAINING BUDGET 2023-2024	Fiscal Year 2023-2024 Budget	Fiscal Year 2024-2025 Budget	% Change
010 SALARIES AND WAGES					
011 Administration Salaries	\$ 155,038	41%	\$ 262,100	\$ 271,500	4%
012 Cell Phone	840	#DIV/0!	-	1,440	0%
017 Performance Incentive	-	100%	3,500	3,500	0%
TOTAL - SALARIES & WAGES	\$ 155,878	41%	\$ 265,600	\$ 276,440	4%
020 EMPLOYEE BENEFITS					
021 Retirement	\$ 74,726	27%	\$ 102,420	\$ 104,300	2%
021a Deferred Comp Match	4,500	25%	6,000	6,000	0%
022 Health Care Premiums & Admin Fees	19,571	1%	19,800	25,249	28%
023 Life Insurance/Dental/LTD	1,607	27%	2,196	2,196	0%
024 Workers' Compensation Insurance	-	100%	4,600	4,800	4%
025 Unemployment Insurance	-	100%	500	500	0%
026 Medicare	1,955	78%	9,050	9,890	9%
Retiree Medical					
'028 Retiree Medical (AnnReq'dContrib(ARC))	-	#DIV/0!	-	-	0%
'029 Retiree Health Care Premiums	9,476	20%	11,900	11,900	0%
029a Social Security	-	100%	1,700	1,800	6%
TOTAL - EMPLOYEE BENEFITS	\$ 111,836	29%	\$ 158,166	\$ 166,635	5%
GENERAL EXPENSES					
030 DIRECTORS' EXPENSES					
031 Board Meeting Compensation	\$ 6,936	72%	\$ 24,478	\$ 16,449	-33%
032 Travel Reimbursement	3,921	61%	10,000	10,000	0%
033 Meetings & Conference	2,853	71%	10,000	10,000	0%
034 Training	-	100%	1,000	1,000	0%
TOTAL - DIRECTORS' EXPENSES	\$ 13,710	67%	\$ 41,007	\$ 37,449	-9%
040 ELECTION EXPENSES	\$ -	#DIV/0!	\$ -	\$ 40,000	100%
070 INSURANCE					
071 Liability and Property Insurance	\$ 246,990	25%	\$ 327,500	\$ 393,000	20%
072 Dividends (CREDIT)	-	100%	(22,500)	(22,500)	0%
080 MEMBERSHIPS					
081 Memberships	\$ 14,937	0%	\$ 15,000	\$ 15,000	0%
082 Memberships - Board	-	100%	100	100	0%
Forward totals to next page	275,637	24%	361,107	463,049	28%

DRAFT BUDGET

EXHIBIT A

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

FISCAL YEAR 2024-2025

ITEM	as of 04/01/24 EXPENDITURES 2023-2024	REMAINING BUDGET 2023-2024	Fiscal Year 2023-2024 Budget	Fiscal Year 2024-2025 Budget	% Change
Totals from previous page	\$ 275,637	24%	\$ 361,107	\$ 463,049	28%
090 OFFICE EXPENSES					
091 Stationery, Postage, Supplies	\$ 1,376	66%	\$ 4,000	\$ 4,000	0%
092 Subscriptions	3,599	28%	5,000	5,000	0%
094 Public Notice Postage	-	100%	400	400	0%
096 Bank Charges	396	43%	700	700	0%
120 PROFESSIONAL SERVICES					
121 Legal Services	\$ 22,713	35%	\$ 35,000	\$ 45,000	29%
123 Audit and Special Reports	28,840	28%	40,000	20,000	-50%
124 Resources Consultant	4,950	1%	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	4,054	32%	6,000	6,000	0%
130 PRINTING AND PUBLICATIONS					
131 Meetings and Hearings Notices		100%	\$ 1,000	\$ 1,000	0%
132 Newsletters	8,424	58%	20,000	20,000	0%
133 Publications (Ordinances & Notices)	707	91%	7,500	2,000	-73%
134 Job Advertising		100%	500	500	0%
140 RENTS AND LEASES	\$ 316	61%	\$ 800	\$ 800	0%
150 BUILDING REPAIRS AND MAINTENANCE					
151 Administration Offices	\$ 6,210	31%	\$ 9,000	\$ 12,000	33%
155 Office Equipment	3,808	37%	6,000	6,000	0%
Forward totals to next page	361,028	29%	508,107	597,549	18%

DRAFT BUDGET

EXHIBIT A

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

FISCAL YEAR 2024-2025

ITEM	as of 04/01/24 EXPENDITURES 2023-2024	REMAINING BUDGET 2023-2024	Fiscal Year 2023-2024 Budget	Fiscal Year 2024-2025 Budget	% Change
Totals from previous page	\$ 361,028	29%	\$ 508,107	\$ 597,549	18%
160 REVENUE COLLECTION EXPENSES					
161 EBMUD	\$ -	100%	\$ 600	\$ 600	0%
162 CCC Assessment Collection Fees	6,012	57%	14,000	14,000	0%
170 TRAVEL AND MEETINGS					
173 Travel Reimbursement	\$ 1,453	3%	\$ 1,500	\$ 1,500	0%
174 Meetings and Conferences	2,621	13%	3,000	3,000	0%
190 UTILITIES					
191 Gas and Electricity	\$ 12,728	15%	\$ 15,000	\$ 15,000	0%
192 Telephone & Computer Internet	11,165	20%	14,000	14,000	0%
193 Water	3,460	18%	4,200	5,000	19%
194 Security System	2,913	35%	4,500	4,500	0%
200 OTHER EXPENSES					
201 Miscellaneous	\$ 3,329	56%	\$ 7,500	\$ 7,500	0%
202 Property Taxes	64	36%	100	100	0%
203 LAFCO Net Cost Apportionment	2,667	33%	4,000	4,000	0%
204 Public Outreach	190	99%	18,000	18,000	0%
205 Penalties & Fines	-	100%	35,000	35,000	0%
TOTAL - GENERAL EXPENSES	\$ 407,631	35%	\$ 629,507	\$ 719,749	14%
TOTAL - ADMIN. EMPLOYEE SALARIES	\$ 155,878	41%	\$ 265,600	\$ 276,440	4%
TOTAL - ADMIN. EMPLOYEE BENEFITS	\$ 111,836	29%	\$ 158,166	\$ 166,635	5%
TOTAL - ADMINISTRATION & GENERAL	\$ 675,344	36%	\$ 1,053,273	\$ 1,162,825	10%
TOTAL OPERATIONS & ADMIN. (3418)	\$ 2,080,534	39%	\$ 3,398,267	\$ 3,656,229	8%

DRAFT BUDGET

EXHIBIT A

STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - CAPITAL EQUIPMENT EXPENSES

FISCAL YEAR 2024-2025

ITEM	as of 04/01/24 EXPENDITURES 2023-2024	REMAINING BUDGET 2023-2024	Fiscal Year 2023-2024 Budget	Fiscal Year 2024-2025 Budget	% Change
CAPITAL EQUIPMENT EXPENSES					
300 CAPITAL OPERATIONS (3421)					
315 Flow Meters		100%	\$ 175,000	\$ -	-100%
324 Vehicle Replacement	53,271	91%	610,000	600,000	-2%
Sub-Total Capital Operations	\$ 53,271	93%	\$ 785,000	\$ 600,000	-24%
TOTAL - CAPITAL EQUIPMENT EXPENSES (3421)	\$ 53,271	93%	\$ 785,000	\$ 600,000	-24%

DRAFT BUDGET

EXHIBIT A

STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - CAPITAL EXPENSES

FISCAL YEAR 2024-2025

ITEM	as of 04/01/24 EXPENDITURES 2023-2024	REMAINING BUDGET 2023-2024	Fiscal Year 2023-2024 Budget	Fiscal Year 2024-2025 Budget	% Change
411 MANHOLES					
Manhole Adjustments	\$ -	100%	\$ 25,000	\$ 50,000	100%
428 RENEWAL & REPLACEMENT					
a. Interceptor Cleaning	\$ 50,000	0%	\$ 50,000	\$ 50,000	0%
b. Pump Station Rehab	-	100%	1,000,000	1,200,000	20%
c. Admin Building	-	100%	10,000	10,000	0%
SUB TOTAL (428)	\$ 50,000	95%	\$ 1,060,000	\$ 1,260,000	19%
434 STANDARD SEWER REHABILITATION (3423)					
a. Construction Costs	\$ 451,598	87%	\$ 3,473,000	\$ 3,593,600	3%
e. San Pablo Ave. Specific Plan Upgrades		#DIV/0!	-	-	0%
f. Private Sewer Lateral Replacement Loan Program*	41,190	87%	326,400	285,210	-13%
SUB-TOTAL (434)	\$ 492,788	87%	\$ 3,799,400	\$ 3,878,810	2%
TOTAL CONSTRUCTION COSTS (400s)	\$ 542,788	89%	\$ 4,884,400	\$ 5,188,810	6%
650 DEBT REPAYMENT (SRF LOANS)					
b. Repayment Project 02203	43,939	0%	43,900	43,900	0%
TOTAL DEBT REPAYMENT (650)	\$ 43,939	0%	\$ 43,900	\$ 43,900	0%
TOTAL CAPITAL EXPENSES (400-650)	\$ 586,727	90%	\$ 5,713,300	\$ 5,832,710	2%

* Funding limited to property tax revenue.

July 4th 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
- *Tools, Pipe, & Roots Displays*

- 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
- 100th Anniversary Book

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

Schedule (11am-5pm)

Setup	[staff]
11am-12:10	
12:10-1:20	
1:20-2:30	
2:30-3:45	
3:45-5pm	
Pack up	[staff]

MESSAGES

PSL Loan Program
Proper “Flushable” Wipes Disposals
Sewer Problems? Call us first!

**SUMMARY OF BOARD OF DIRECTORS
TRAINING DUE DATES**

DUE DATES	Governance Training 6 hrs. every 5 years	AB 1234 Ethics Training 2 hrs. every 2 years	AB 1825 Harassment Prevention Training 2 hrs. every 2 years
Tessa Beach	8/2028	9/2024	9/2025
Juliet Christian-Smith	8/2025	9/2024	8/2023
Paul Gilbert-Snyder	8/2028	9/2024	9/2025
Dwight Merrill	3/2029	9/2024	9/2025
Bea O'Keefe	3/2029	9/2024	9/2025

**Highlighted dates are due now (or w/in 90 days)*

**RESOLUTION NO. 2237-0424 APPROVING THE STEGE SANITARY DISTRICT
AMENDED DISTRICT STRATEGIC PLAN**

ISSUE:

The Board will consider approval of the updated Stege Sanitary District Strategic Plan.

FISCAL IMPACT:

The cost to review and consider approval of the updated plan is minimal.

STRATEGIC PLAN:

GOAL 5: Maintain and Improve Community Outreach and Communication

WORK PLAN ITEM "a": Keep the District website updated with current information that maintains a high level of transparency for the public

BACKGROUND:

At the March 2, 2024 Long-Range Planning (LRP) Workshop, the Board reviewed and discussed the strategic plan. The Board asked staff to update the strategic plan with several suggested revisions and to bring the item back for review at a future Board meeting.

At the Board meeting held on March 21, 2024, the Manager reported on the amended Strategic Plan as requested at the Long Range Planning Workshop held on March 2, 2024. The Board asked staff to bring back a resolution to approve the updated plan

The resolution and amended plan are ready for review and approval.

RECOMMENDATION:

Approve the resolution.

ALTERNATIVES:

1. Make amendments and approve, as amended
2. Take no action.
3. Provide staff further direction.

ATTACHMENTS:

- RESOLUTION NO. 2237-0424

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RESOLUTION NO. 2237-0424

RESOLUTION APPROVING THE STEGE SANITARY DISTRICT
AMENDED DISTRICT STRATEGIC PLAN

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

- A. The District’s Strategic Plan asserts the District’s mission, vision, values, goals/objectives, and work plan, and is reviewed annually.
- B. After the latest review, the District determined the need to make some revisions and updates to the Strategic Plan.

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

- 1. The amended District Strategic Plan is hereby approved as shown in Exhibit “A.”

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 18th day of April 2024 by a X-X vote as follows:

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

PAUL GILBERT-SNYDER, President
 Stege Sanitary District

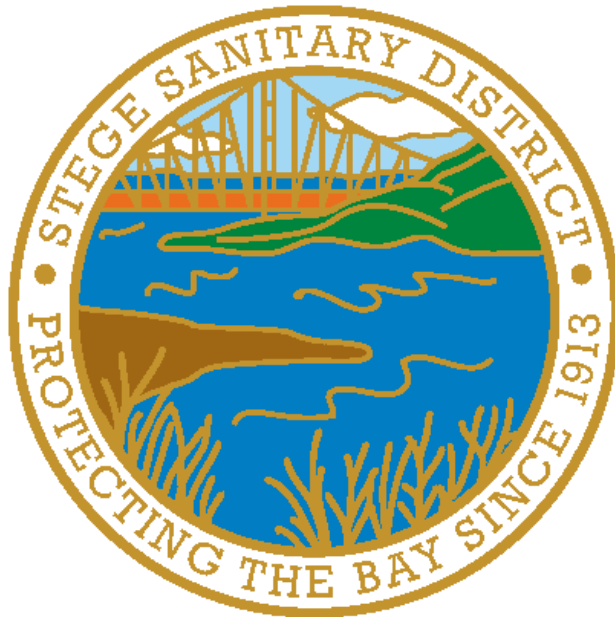
Contra Costa County, California

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

STEGE SANITARY DISTRICT

STRATEGIC PLAN



APRIL 2024

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STEGE SANITARY DISTRICT STRATEGIC PLAN

I. MISSION

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.

II. VISION

The District will continue to:

- a. Protect public health and the environment
- b. Meet all legal and regulatory requirements
- c. Work in a safe and efficient manner
- d. Provide excellent customer service
- e. Employ our proactive asset management methods to provide a sustainably reliable collection system and reduce sewer system overflows (SSOs)
- f. Utilize a Pay-as-you-go (PayGo) with existing funds rather than borrowed financial policy for maintenance and construction including prudent, justifiable reserves
- g. Manage resources to accomplish our mission while maintaining an affordable and reasonable rate structure
- h. Provide a safe, enjoyable, and rewarding work environment that recognizes the worth and value of our employees
- i. Use governance and transparency practices that qualify for the Special District Leadership Foundation District of Distinction Accreditation and the District Transparency Certificate of Excellence
- j. Anticipate and plan for future changes particularly climate change
- k. Keep customers informed through newsletters, public appearances, website, and other appropriate outreach

III. VALUES

The District will adhere to the following set of core values in all aspects of operations:

- a. Safety
- b. Fiscal Responsibility
- c. Fairness

- d. Ethical and Transparent Governance
- e. Professional Excellence
- f. Education and Training
- g. Appropriate, Safe and Secure Up-To-Date Technology and Equipment
- h. Continued Improvement
- i. Sustainable Environmental Practices (Reduce, Reuse, Recycle)

IV. GOALS/OBJECTIVES & WORK PLAN

1. Comply with State and Federal Regulations
 - a. Meet United States Environmental Protection Agency Consent Decree requirements including submittal of an Annual Report by September 30th of each year
 - b. Meet State of California Wastewater Discharge Requirements (WDR) requirements including electronic reporting of Sanitary Sewer Overflows (SSOs)
 - c. Meet Regional Water Quality Control Board (Region 2) Sewer System Management Plan (SSMP) requirements including a documented self-audit every 3 years
 - d. Complete a comprehensive legal review and update of the District's Ordinance Code by June 2028 and at least every ten (10) years thereafter
 - e. Maintain a safety sensitive commercial driver program which includes a substance abuse policy for all employees who are required to possess a class B license
 - f. Work with professional associations such as CWEA, CASA, CSDA and BACWA that monitor and advocate on behalf of wastewater agencies before state and federal regulators on pending and proposed legislation or regulations
2. Maintain and Improve Infrastructure
 - a. Perform proactive maintenance and assessment of the sewer system through cleaning, CCTV inspection, and chemical root control to eliminate "preventable" SSOs
 - b. Update and implement sewer system master plan to prioritize sewer replacement, funding, and maintain a sewer system life cycle of 60+ years by June 2025 and at least every two (2) years thereafter
 - c. Update and maintain the District's Asset Management and Data Collections Program which includes the Geographic Information System (GIS) and Computerized Maintenance Management System (CMMS)
 - d. Work with the Regional Private Sewer Lateral (PSL) and Regional Technical Support Program (RTSP) to facilitate property owner replacement of leaky laterals and elimination of cross connections including promoting participation in the District's PSL Loan Program
 - e. Conduct risk assessments for ~~cyber security and~~ natural disasters by June 2025 and

at least every five (5) years thereafter

f. Conduct risk assessments for cyber security by June 2025 and at least every five (5) years thereafter

f.g. Conduct risk assessments for pump stations, force mains, and siphon by June 2025 and at least every five (5) years thereafter

g.h. Work with local agencies to develop growth strategies that ensure necessary sewer collection infrastructure is prudently funded and installed

h.i. Annually review the District's Emergency Management Plan

3. Ensure Financial Stability and Efficiency

a. Annually review the Sewer Service Charge

b. Conduct a Financial Plan and Rate Study by June 2024 and at least every five (5) years thereafter

c. Annually develop and implement a financial budget by June of each year

d. Annually undertake an independent financial audit by December of each year

e. Change auditors by June 2023 and at least every five (5) years thereafter

f. Annually review the District's Connection Charge by January of each year

g. Annually review the District's Long Term Financial Plan by June of each year

h. Annually review the District's Working Capital and Reserve Policy by June of each year

i. Annually review the District's Investment Policy by July of each year

j. Conduct a retiree medical actuarial evaluation by March of every even year

k. Annually compare service rates with East Bay agencies by January of each year

l. Monthly Board review of financial statements

m. Annually review the District's San Pablo Avenue Specific Plan Impact Fee by June of each year

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

a. Provide employees with the proper tools, resources, and technology necessary to perform their duties safely, effectively, and efficiently

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

c. Encourage employee participation in professional organizations

d. Provide effective training, professional development, and quality educational opportunities at District expense to promote professional development and certification

e. Provide a flexible work schedule as a benefit for employees to support employee

- morale, retention, and recruitment
 - f. Provide an incentive award program and safety awards to recognize employee achievements
 - g. Maintain a succession plan that will identify and cross-train back-up staff to mitigate the extended absence, loss, or retirement of key employees and maintain institutional and technical knowledge
 - h. Provide a safety and wellness program that promotes a safe work environment and good health
5. Maintain and Improve Community Outreach and Communication
- a. Keep the District website updated with current information that maintains a high level of transparency and accessibility for the public
 - b. Publish the Endeavor Newsletter twice a year, mail to every District resident, and provide copies to service area libraries, community centers, senior centers, cafés, coffee shops, donut shops, & waiting rooms
 - c. Maintain a 24-hour “live” person contact phone number
 - d. Send a customer service satisfaction survey after each service call to track fulfillment of expectations
 - e. Participate in community events such as the 4th of July Fair
 - f. Provide educational pamphlets, door hangers, and notices, such as Proposition 218 notices, to inform the public of rate changes, proper disposal of “flushable” wipes & other non-flushables, Fats, Oils & Grease (FOG) disposal, Underground Service Alert (USA) damage prevention services, backflow prevention device (BPD) installation and maintenance, actions that can help prevent SSOs, construction notices, new owner information packets, and the Private Sewer Lateral (PSL) Replacement Loan Program-
 - g. Work cooperatively with other agencies within and around our service area
 - h. Maintain a presence on social media and online communities such as Facebook, Twitter, Nextdoor, and Yelp
 - i. Maintain governance and transparency practices that qualify for the Special District Leadership Foundation District of Distinction Accreditation and the District Transparency Certificate of Excellence
6. Improve Environmental Stewardship
- a. Consider environmental factors in product and service acquisitions, such as electric vehicles, as prescribed in the District’s Environmentally Preferable Procurement Policy
 - b. Consider energy efficient products when planning administrative building retrofits such as solar panels, localized energy microgrids, LED lights, and HVAC heat pump

technology

b.c. Consider the impacts of climate change and take appropriate action to understand, mitigate, and adapt to those impacts through sustainable activities that manage long-term economic, environmental, and human resource benefits

**RESOLUTION NO. 2238-0424 ADOPTING THE STEGE SANITARY DISTRICT
CLIMATE CHANGE IMPACT POLICY**

ISSUE:

The Board will consider a resolution to adopt a Climate Change Impact Policy.

FISCAL IMPACT:

The fiscal impact to discuss and consider the policy is minimal. Future fiscal impacts of the policy are difficult to estimate.

STRATEGIC PLAN:

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

BACKGROUND:

At the March 2, 2024 Long-Range Planning (LRP) Workshop, the Board asked staff to provide a draft Climate Change Impact Policy for the Board to consider at a future Board Meeting.

At the Board meeting held on March 21, 2024, the Manager provided a draft policy as requested at the Long Range Planning Workshop held on March 2, 2024. The Board had a minor amendment and asked staff to bring back a resolution to approve the amended policy.

The resolution and amended policy are ready for review and approval.

RECOMMENDATION:

Approve the resolution.

ALTERNATIVES:

1. Make amendments and approve, as amended
2. Take no action.
3. Provide staff further direction.

ATTACHMENTS:

- RESOLUTION NO. 2238-0424

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RESOLUTION NO. 2238-00424

RESOLUTION ADOPTING THE STEGE SANITARY DISTRICT
CLIMATE CHANGE IMPACT POLICY

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

- A. The District recognizes that climate change will result in increased climate variability and intensity as well as groundwater and sea level rise within the District service area.
- B. The District recognizes that these changes impact District infrastructure, operations, and the community
- C. The District seeks to establish a Climate Change Impact Policy to consider the impacts of climate change in District policies, procedures, projects, and work practices by taking appropriate action to understand, mitigate, and adapt to the impacts through sustainable activities that manage long-term economic, environmental, and human resource benefits.

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

- 1. The Directors hereby establish and adopt the District’s Climate Change Impact Policy as set forth in Exhibit “A”.

* * * * *

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 18th day of April 2024 by a X-X vote as follows:

AYES: BOARD MEMBERS:
NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:
ABSTAIN: BOARD MEMBERS:

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

ATTEST:

REX DELIZO, Secretary
Stege Sanitary District

STEGE SANITARY DISTRICT
CLIMATE CHANGE IMPACT POLICY
APRIL 2024

The Stege Sanitary District (District) recognizes that climate change will result in increased climate variability and intensity as well as groundwater and sea level rise within the District service area. Furthermore, the District recognizes that these changes impact District infrastructure, operations, and the community.

POLICY

To consider the impacts of climate change in District policies, procedures, projects, and work practices by taking appropriate action to understand, mitigate, and adapt to the impacts through sustainable activities that manage long-term economic, environmental, and human resource benefits, as follows:

- Monitor climate science and identify the potential impacts to the District
- Plan for climate change by applying the best available science to understand climate risks and implement adaptation and mitigation strategies to improve resilience
- Integrate climate science into planning, design, construction, operations, and maintenance activities
- Reduce greenhouse gas (GHG) emissions consistent with the District's Environmental Preferable Procurement Policy and other means, as appropriate
- Support global, federal, state, and regional action to respond to the impacts of climate change
- Support appropriate legislation and regulations to fund and mitigate climate change impacts and promote collaborative adaptation measures
- Collaborate with other public agencies, utilities, regulators, and communities to develop sustainable solutions in support of addressing climate change
- Educate communities and employees on the impacts of climate change
- Recognize the authority to consider environmental, social, and governance factors in the portfolio management of the District's investments to address sustainability and evaluate climate change exposure
- Consider climate solutions that address disproportionate impacts in historically marginalized neighborhoods or populations

CANCELLATION OF THE MAY 2, 2024 REGULAR BOARD MEETING

ISSUE:

The Board will consider cancellation of the upcoming regular Board meeting on May 2, 2024 since there are no pressing agenda items to consider.

FISCAL IMPACT:

By cancelling the meeting, the District will save from paying the Directors' meeting compensation fee total of around \$1,000.

STRATEGIC PLAN:

GOAL 3: Ensure Financial Stability and Efficiency

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

BACKGROUND:

There are no pressing agenda items scheduled for the upcoming regular Board meeting on May 2, 2024. Unless new time sensitive issues come up that would necessitate a meeting, the meeting can be cancelled.

RECOMMENDATION:

Approve the cancellation of the May 2, 2024 Board Meeting and have staff post a Notice of Meeting Cancellation on the District website and bulletin board outside the District office.

ALTERNATIVES:

1. Take no action and continue with the scheduled Board meeting on May 2, 2024.

ATTACHMENTS:

Notice of Meeting Cancellation

STEGE SANITARY DISTRICT

NOTICE OF MEETING CANCELLATION

NOTICE IS HEREBY GIVEN as follows:

The regular board meeting of the Stege Sanitary District Board of Directors scheduled for May 2, 2024 has been cancelled.

The next meeting of the Stege Sanitary District Board of Directors will be held on May 16, 2024 at 7:00 P.M. at the District office, 7500 Schmidt Lane, El Cerrito, California.

Dated: April 18, 2024



Rex Delizo
STEGE SANITARY DISTRICT
Secretary

STEGE SANITARY DISTRICT
Investment, Cash & Receivables Report
As of March 31, 2024

12:39:18 PM
04/15/2024

	<u>March 31, 2024</u>	<u>February 29, 2024</u>	<u>\$ Change</u>	<u>Deposits</u>	<u>Checks</u>	<u>Transfers</u>
ASSETS						
Current Assets						
Checking/Savings						
TVI & LAIF Investment Accts						
11012 · Sewer Operations- 3418	8,972,789	9,195,789	-223,000	0	0	-223,000
11014 · System Rehab- 3423	1,061,876	1,061,876	0	0	0	0
11020 · TVI Investments	2,036,019	2,033,846	2,173	2,173	0	0
Total TVI & LAIF Investment Accts	<u>12,070,685</u>	<u>12,291,511</u>	<u>-220,827</u>	<u>2,173</u>	<u>0</u>	<u>-223,000</u>
Checking Accts						
100 · Mechanics Bank	67,437	67,059	377	18,098	-240,720	223,000
100 · County Cash Acct #3418	-9,420	-9,420	0 *	0 *	0	0
Total Checking Accts	<u>58,017</u>	<u>57,639</u>	<u>377</u>	<u>18,098</u>	<u>-240,720</u>	<u>223,000</u>
11021 · Petty Cash	250	250	0	0	0	0
Total Checking/Savings	<u>12,128,952</u>	<u>12,349,401</u>	<u>-220,449</u>	<u>20,271</u>	<u>-240,720</u>	<u>0</u>
301 · Ca Employer's Retiree Benefit Trust	304,696	294,176	10,520	10,520	0	0
Total CA Employer's Retiree Benefit Trust	<u>304,696</u>	<u>294,176</u>	<u>10,520</u>	<u>0</u>	<u>0</u>	<u>0</u>
Accounts Receivable						
11072 · Accounts Receivable/Notes Payable	220,638	220,638	0			
Total Accounts Receivable	<u>220,638</u>	<u>220,638</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

04/15/2024

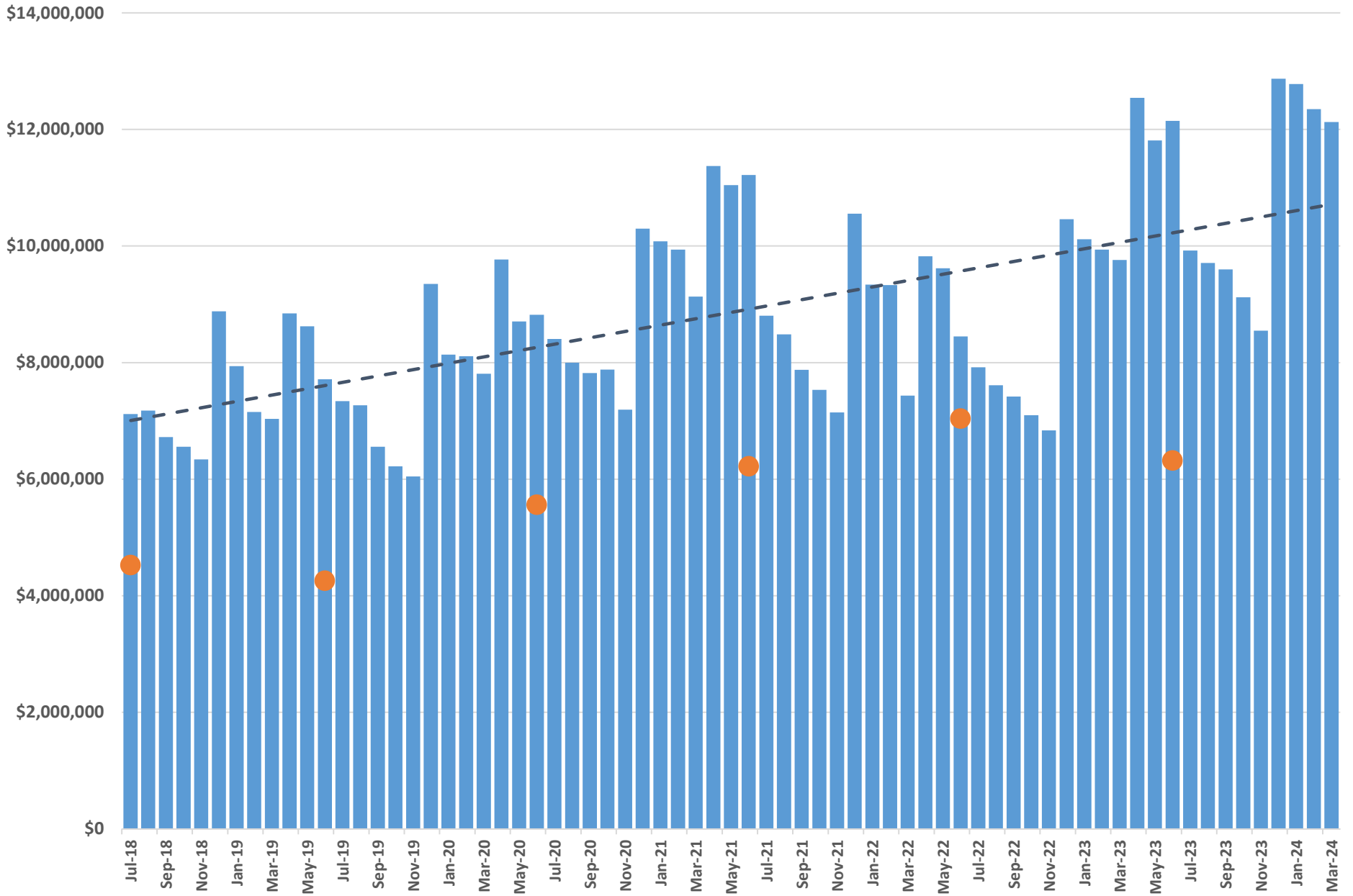
March 2024

72.40% of Fiscal year Completed

	July - March 2024	Annual Budget	% of Annual Budget
Income			
31 - OPERATING REVENUE			
31010 - Sewer Service Charges	2,068,342	3,443,000	60%
31020 - Permit & Insp. Fees	19,733	12,000	164%
31030 - Connection Fees	24,078	50,000	48%
31040 - San Pablo Impact Fee	-	50,000	0%
31080 - Contracted Services	-	33,000	0%
31010a - Capital Service Charges	2,068,342	4,290,000	48%
Total 31 - OPERATING REVENUE	4,180,497	7,878,000	53%
32 - NON-OPERATING REVENUE			
32050 - Interest - 3418	140,087	15,000	934%
32052 - Interest - 3423	22,100	5,000	442%
32057 - TVI Interest	37,961	-	#DIV/0!
32080 - Property Taxes	361,242	500,000	72%
32085 - Insurance Dividend	-	-	0%
32090 - Miscellaneous	250	21,000	1%
Total 32 - NON-OPERATING REVENUE	561,640	541,000	104%
Transfer (to)/from Reserves	-	764,961	0%
Total Income	4,742,136	9,183,961	52%
Expense			
OPERATING EXPENSES			
Administration/General			
45-010 - Salaries & Wages	191,878	265,600	72%
45-020 - Employee Benefits	103,295	144,566	71%
45-029 - Retiree Health	8,541	13,600	63%
45-030 - Directors Expenses	14,210	45,478	31%
45-070 - Insurance	246,990	305,000	81%
Administration - Other	154,448	283,500	54%
Total Administration	719,362	1,057,744	68%
Maintenance/Engineering			
41-010 - Salaries & Wages	906,730	1,308,560	69%
41-020 - Employee Benefits	354,244	543,924	65%
41-029 - Retiree Health	8,392	13,356	63%
41-100 - Operating Supplies	10,101	40,000	25%
41-110 - Contractual Services	71,066	102,300	69%
41-207 - Contracted Repairs	27,000	72,000	38%
Maintenance- Other	159,687	332,777	48%
Total Maintenance/Engineering	1,537,219	2,372,897	65%
Pump Stations	34,045	40,020	85%
Total OPERATING EXPENSES	2,290,626	3,470,661	66%
CAPITAL			
41-650 - Debt Repayment (SRF Loans)	43,939	43,900	100%
Construction Projects	492,788	4,884,400	10%
Outlay(Maintenance/Engineering)	103,271	785,000	13%
Total CAPITAL	639,997	5,713,300	11%
Total Expense	2,930,623	9,183,961	32%
Net	1,811,513	0	

Monthly Cash on Hand vs. Target Balance

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





Market Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Balance	\$294,176.41	\$276,659.69
Contribution	0.00	2,852.08
Disbursement	0.00	0.00
Transfer In	0.00	0.00
Transfer Out	0.00	0.00
Investment Earnings	10,582.44	28,216.51
Administrative Expenses	(35.99)	(103.78)
Investment Expense	(26.37)	(75.93)
Other	0.00	0.00
Ending Balance	\$304,696.49	\$307,548.57
FY End Contrib per GASB 74 Para 22	0.00	(2,852.08)
FY End Disbursement Accrual	0.00	0.00
Grand Total	\$304,696.49	\$304,696.49

Unit Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Units	13,521.649	13,382.297
Unit Purchases from Contributions	0.000	139.352
Unit Sales for Withdrawals	0.000	0.000
Unit Transfer In	0.000	0.000
Unit Transfer Out	0.000	0.000
Ending Units	13,521.649	13,521.649
Period Beginning Unit Value	21.755976	20.460451
Period Ending Unit Value	22.533991	22.533991

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 03/31/2024

Stege Sanitary District

Entity #: SKB0-2595946637



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



MALIA M. COHEN

California State Controller

LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE

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

As of 04/15/2024, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 03/31/2024.

Earnings Ratio		.00011755619077389
Interest Rate		4.30%
Dollar Day Total	\$	905,157,344.83
Quarter End Principal Balance	\$	10,034,665.54
Quarterly Interest Earned	\$	106,406.85

Private Sewer Lateral (PSL) Replacement Loan Program Quarterly Report

<u>DATE</u>	<u>ADDRESS</u>	<u>CITY</u>	<u>AMOUNT</u>	<u>YEARS</u>	<u>RATE</u>	<u>PAYMENT</u>	<u>FIRST</u>	<u>LAST</u>	<u>PAID IN FULL</u>
3/18/2022	5435 ROSALIND AVE.	EL CERRITO, CA 94530	\$6,950	10	0.0%	\$695.00	2022	2031	<input type="checkbox"/>
4/30/2022	5821 BURLINGAME AVE.	RICHMOND, CA 94804	\$3,900	10	0.0%	\$390.00	2022	2031	<input type="checkbox"/>
6/13/2022	422 COLUSA AVE.	KENSINGTON, CA 94707	\$10,000	10	0.0%	\$1,000.00	2022	2031	<input type="checkbox"/>
6/17/2022	1121 BREWSTER DR.	EL CERRITO, CA 94530	\$5,350	10	0.0%	\$535.00	2022	2031	<input type="checkbox"/>
6/17/2022	12 ANSON WAY	KENSINGTON, CA 94707	\$5,500	10	0.0%	\$550.00	2022	2031	<input type="checkbox"/>
6/20/2022	5355 POINSETT AVE.	EL CERRITO, CA 94530	\$5,800	10	0.0%	\$580.00	2022	2031	<input type="checkbox"/>
6/23/2022	39 HIGHGATE RD.	KENSINGTON, CA 94707	\$6,200	10	0.0%	\$620.00	2022	2031	<input type="checkbox"/>
6/24/2022	2321 MIRA VISTA DR.	EL CERRITO, CA 94530	\$6,500	10	0.0%	\$650.00	2022	2031	<input type="checkbox"/>
6/27/2022	1436 SAN JOAQUIN ST.	RICHMOND, CA 94804	\$7,100	10	0.0%	\$710.00	2022	2031	<input type="checkbox"/>
7/18/2022	850 LEXINGTON AVE.	EL CERRITO, CA 94530	\$8,500	10	0.0%	\$850.00	2022	2031	<input type="checkbox"/>
8/2/2022	7221 CUTTING BLVD.	EL CERRITO, CA 94530	\$7,900	10	0.0%	\$790.00	2022	2031	<input type="checkbox"/>
8/4/2022	712 NORVELL ST.	EL CERRITO, CA 94530	\$7,500	10	0.0%	\$750.00	2023	2032	<input type="checkbox"/>
9/20/2022	1312 NOBLE CT.	EL CERRITO, CA 94530	\$5,000	10	0.0%	\$500.00	2023	2032	<input type="checkbox"/>
9/21/2022	1531 ELM ST.	EL CERRITO, CA 94530	\$7,500	10	0.0%	\$750.00	2023	2032	<input type="checkbox"/>
9/23/2022	8355 KENT CT.	EL CERRITO, CA 94530	\$7,000	10	0.0%	\$700.00	2023	2032	<input type="checkbox"/>
10/21/2022	521 BALRA DR.	EL CERRITO, CA 94530	\$5,500	10	0.0%	\$550.00	2023	2032	<input type="checkbox"/>
10/26/2022	317 RUGBY AVE.	KENSINGTON, CA 94707	\$6,500	10	0.0%	\$650.00	2023	2032	<input type="checkbox"/>
11/5/2022	1018 EVERETT ST.	EL CERRITO, CA 94530	\$7,300	10	0.0%	\$730.00	2023	2032	<input type="checkbox"/>
11/18/2022	7927 TERRACE DR.	EL CERRITO, CA 94530	\$6,600	10	0.0%	\$660.00	2023	2032	<input type="checkbox"/>
11/29/2022	868 BATES AVE.	EL CERRITO, CA 94530	\$8,000	10	0.0%	\$800.00	2023	2032	<input type="checkbox"/>
12/12/2022	10 KENSINGTON CT.	KENSINGTON, CA 94707	\$6,300	10	0.0%	\$630.00	2023	2032	<input type="checkbox"/>
12/16/2022	262 LOS ALTOS DR.	KENSINGTON, CA 94707	\$6,000	10	0.0%	\$600.00	2023	2032	<input type="checkbox"/>
1/6/2023	1440 MARIPOSA ST.	RICHMOND, CA 94804	\$3,500	10	0.0%	\$350.00	2023	2032	<input type="checkbox"/>
1/17/2023	6615 HAGEN BLVD.	EL CERRITO, CA 94530	\$7,300	10	0.0%	\$730.00	2023	2032	<input type="checkbox"/>

<u>DATE</u>	<u>ADDRESS</u>	<u>CITY</u>	<u>AMOUNT</u>	<u>YEARS</u>	<u>RATE</u>	<u>PAYMENT</u>	<u>FIRST</u>	<u>LAST</u>	<u>PAID IN FULL</u>
2/15/2023	7003 POTRERO AVE.	EL CERRITO, CA 94530	\$8,900	10	0.0%	\$890.00	2023	2032	<input type="checkbox"/>
2/20/2023	511 OAK ST.	EL CERRITO, CA 94530	\$10,000	10	0.0%	\$1,000.00	2023	2032	<input type="checkbox"/>
3/22/2023	6114 HUNTINGTON AVE.	RICHMOND, CA 94804	\$7,000	10	0.0%	\$700.00	2023	2032	<input checked="" type="checkbox"/>
3/27/2023	101 WINDSOR AVE.	KENSINGTON, CA 94707	\$5,500	10	0.0%	\$550.00	2023	2032	<input type="checkbox"/>
5/24/2023	7109 B ST.	EL CERRITO, CA 94530	\$5,000	10	0.0%	\$500.00	2023	2032	<input type="checkbox"/>
7/26/2023	754 POMONA AVE.	EL CERRITO, CA 94530	\$7,315	10	0.0%	\$731.53	2024	2033	<input type="checkbox"/>
9/5/2023	1347 NAVELLIER ST.	EL CERRITO, CA 94530	\$8,700	10	0.0%	\$870.00	2024	2033	<input type="checkbox"/>
9/12/2023	1734 MENDOCINO ST.	RICHMOND, CA 94804	\$6,800	10	0.0%	\$680.00	2024	2033	<input type="checkbox"/>
9/27/2023	1438 EVERETT ST.	EL CERRITO, CA 94530	\$6,500	10	0.0%	\$650.00	2024	2033	<input type="checkbox"/>
1/3/2024	1733 LEXINGTON AVE.	EL CERRITO, CA 94530	\$7,815	10	0.0%	\$781.50	2024	2033	<input type="checkbox"/>
1/22/2024	233 CAMBRIDGE AVE.	KENSINGTON, CA 94707	\$3,860	10	0.0%	\$386.00	2024	2033	<input type="checkbox"/>
3/20/2024	635 ALBEMARLE ST.	EL CERRITO, CA 94530	\$9,000	10	0.0%	\$900.00	2024	2033	<input type="checkbox"/>
3/25/2024	255 COLUSA AVE.	KENSINGTON, CA 94707	\$6,300	10	0.0%	\$630.00	2024	2033	<input type="checkbox"/>

23 IN EL CERRITO
9 IN KENSINGTON
5 IN RICHMOND

Total Number of Loans: 37
Total Amount of Loans: \$250,390
Average Loan Amount: \$6,767

TVI Investments Summary

CD Issuer	Amount	Yield	Purchase Date	Maturity Date	Term	Potential Earnings	Received Earnings TD	Remaining Interest	Status
TCT Federal Credit Union	248,000	5.50%	6/28/2023	12/28/2023	6 months	6,838.68	6,838.71	(0.03)	Matured
Jefferson Federal Credit Union	248,000	5.45%	6/28/2023	6/28/2024	12 months	13,553.03	11,294.15	2,258.88	
Blupeak Credit Union	248,000	5.75%	9/19/2023	9/19/2024	12 months	14,299.07	8,321.57	5,977.50	
CME Federal Credit Union	248,000	5.60%	9/27/2023	9/29/2025	24 months	27,890.15	7,115.23	20,774.92	
Flagstar Bank NA	244,000	4.70%	1/17/2024	7/17/2025	18 months	17,186.29	-	17,186.29	
GE Credit Union	249,000	4.50%	1/26/2024	1/26/2026	24 months	22,440.70	1,841.92	20,598.78	
Hughes Federal Credit Union	249,000	4.60%	1/29/2024	1/29/2026	24 months	22,939.38	972.81	21,966.57	
Technology Credit Union	249,000	5.00%	2/9/2024	2/10/2025	12 months	12,518.22	716.30	11,801.92	
Mauch Chunk Trust Co.	249,000	4.35%	2/15/2024	5/15/2026	24 months	24,333.78	860.58	23,473.20	

STEGE SANITARY DISTRICT
ATTN KARY RICHARDSON
7500 SCHMIDT LN
EL CERRITO CA 94530-2401

March 1, 2024 - March 31, 2024
Account Number: 5EQ-944865

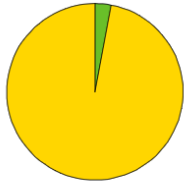
Your Investment Representative:
AARON BONCK
(206) 365-3003

Portfolio at a Glance

	This Period
BEGINNING ACCOUNT VALUE	\$2,034,140.84
Dividends, Interest and Other Income	5,998.90
Net Change in Portfolio ¹	-4,120.55
ENDING ACCOUNT VALUE	\$2,036,019.19
Estimated Annual Income	\$101,688.26

¹ Net Change in Portfolio is the difference between the ending account value and beginning account value after activity.

Asset Summary



Asset Type	Percent	Last Period	This Period
Cash, Money Funds, and Bank Deposits	3%	50,138.04	56,136.94
Fixed Income	97%	1,984,002.80	1,979,882.25
Account Total (Pie Chart)	100%	\$2,034,140.84	\$2,036,019.19

Please review your allocation periodically with your Investment Representative.

Client Service Information

Your Investment Representative: J2Y
AARON BONCK
9725 3RD AVE NE
SUITE 610
SEATTLE WA 98115

Contact Information
Business: (206) 365-3003
Fax: (206) 417-6000

Your Account Information

TAX LOT DEFAULT DISPOSITION METHOD

Default Method for Mutual Funds:	Average Cost (Using First In First Out)
Default Method for Stocks in a Dividend Reinvestment Plan:	Average Cost (Using First In First Out)
Default Method for all Other Securities:	First In First Out

BOND AMORTIZATION ELECTIONS

Amortize premium on taxable bonds based on Constant Yield Method:	Yes
Accrual market discount method for all other bond types:	Constant Yield Method
Include market discount in income annually:	No

ELECTRONIC DELIVERY

Your electronic delivery selections for account communications are listed below:

Enrolled	Not Enrolled
Statements and Reports	Tax Documents
Trade Confirmations	
Notifications	
Prospectus*	
Proxy/Shareholder Communications*	

E-mail notifications are delivered to the following e-mail address(es):

k###@steges.com
r###@steges.com

*r###@steges.com is on file for these documents

The above e-mail address is partially masked for your security. Please log in to your account to review the full e-mail address.

Please log in to your account or contact your Investment Representative to make any changes to your electronic delivery preferences.

Messages

Although a money market mutual fund (money fund) seeks to preserve the value of your investment at \$1 per share, it is possible to lose money by investing in a money fund. Shares of a money fund or the balance of a bank deposit product held in your brokerage account may be liquidated upon request with the proceeds credited to your brokerage account. Please see the money fund's prospectus or the bank deposit product's disclosure document or contact your advisor for additional information. Pursuant to SEC Rule 10b-10(b)(1) confirmations are not sent for purchases into money funds processed on the sweep platform. Pursuant to applicable regulation, account statements will be produced monthly or quarterly. Balances in Federal Deposit Insurance Corporation (FDIC)-insured bank deposit sweep products are not protected by Securities Investor Protection Corporation (SIPC).

Transition to Trade Date plus One (T1) Settlements

The U.S. will adopt a shortened settlement timeframe beginning with trade date May 28, 2024, for equities, corporate, municipal bonds and unit investment trusts. Moving from a T2 to a T1 settlement cycle will provide faster access to sale proceeds, but it also means that funds will be due on purchase transactions earlier.

Go Paperless by Selecting eDelivery

Eliminate paper and save natural resources with digital adoption. Electronic delivery (eDelivery) is faster, convenient and more secure. We offer eDelivery for account statements, prospectus documents, proxy or shareholder communications, tax documents, trade confirmations and more.

To enroll, log in to your brokerage account and look for the one-click eDelivery pop-up or simply select 'Go Paperless' at the top of any page and follow the on-screen prompts to set-up your preferences. Enrollment can be activated as quickly as the day you register, and you will be notified when documents are available in an online, password-protected portal.

Contact your financial professional if you have any questions about any of our digital tools.

Messages (continued)

PERSHING LLC ANNUAL DISCLOSURE OF IMPORTANT INFORMATION

TRADING ACTIVITY DISCLOSURES

PAYMENT FOR ORDER FLOW PRACTICES

Pershing sends equity orders to exchanges or broker-dealers for execution. Some of these market centers provide payments to Pershing or charge access fees depending upon the characteristics of the order and execution. Orders executed on one or more exchange(s) will either earn a rebate or be assessed an access fee based on each exchange's published fee schedule, which can typically be found on each exchange's web site. Exchange listed equity orders routed to an OTC market maker typically earn a cash payment per share for or per executed order with certain exclusions for OTC securities. The details of these payments and fees are available upon written request. Pershing receives payments for directing U.S. exchange listed options order flow to broker-dealers using Smart Order Routing technology, which allows Pershing to access price improvement auctions on the various options exchanges. Generally, Pershing receives a per-option contract cash payment. This disclosure only applies to orders routed to Pershing, for further routing and handling, by your firm. For a list of organizations that pay Pershing for nondirected order flow, please visit www.orderroutingdisclosure.com. Pershing executes certain equity orders with a fractional share component as principal. All orders with a fractional share component will be treated as "Not Held", which allows Pershing to execute the order without being held to the current national best bid and offer. Pershing also routes orders in preferred securities Pershing Preferred Market Making desk, which they may also execute as principal while facilitating the trade as a market maker.

BEST EXECUTION

Pershing selects certain market centers for routing non-directed orders that provide automated execution of substantially all electronically transmitted orders in OTC and exchange-listed equity securities. In the case of U.S. listed options Pershing selects certain wholesale brokers for routing non directed orders that provide access to option exchange price improvement auctions. The designated market centers and wholesale brokers to which orders are routed are selected based on the following:

- The consistent high quality of their executions in one or more market segments
- Their ability to provide opportunities for executions at prices superior to the national best bid of offer (NBBO)
- Service, technology reliability, accessibility speed of execution
- Cost and counterparty credit worthiness

Pershing regularly reviews reports for execution quality and other factors.

PERSHING LLC ANNUAL DISCLOSURE OF IMPORTANT INFORMATION

ACCOUNT-RELATED ACTIVITY DISCLOSURES

MARGIN DISCLOSURE

Securities held in your margin account will be used as collateral for margin loans made to you. Some firms increase the rate of interest Pershing charges on margin loans and in those cases, Pershing and your firm share in the interest you pay. If the securities in your margin account decline in value, your financial organization or Pershing can take action, such as issuing a margin call and/or selling securities or other assets in any of your accounts held with Pershing to maintain the required equity in the margin account. It is important that you fully understand the risks involved in purchasing securities on margin. These risks include:

- You may lose more funds or securities than you deposited in your margin account.

Messages (continued)

- Your financial organization or Pershing may force the sale of securities or other assets in your account(s).
- Your financial organization or Pershing can sell your securities or other assets in your account(s) without contacting you.
- You are not entitled to choose which securities or other assets in your account(s) are to be liquidated or sold to meet a margin call.
- Your financial organization or Pershing can increase its maintenance margin requirements at any time without advance written notice to you.
- You are not entitled to an extension of time on a margin call.

Your Margin Agreement with Pershing and your firm outlines your important obligations. The Margin Agreement is a legally binding contract, and it cannot be modified by conduct. The failure on the part of Pershing or your firm at any time to enforce its rights under the Margin Agreement will not, in any way, be deemed to waive, modify or relax any of the rights granted to Pershing or your firm to deal with the collateral on all loans advanced to you.

COVERED AGENCY TRANSACTIONS

Covered Agency Transactions include (1) To Be Announced Transactions, inclusive of adjustable-rate mortgage transactions, (2) Specified Pool Transactions and (3) transactions in Collateralized Mortgage Obligations (CMO), issued in conformity with a program of an agency or Government-Sponsored Enterprise, with a forward settlement dates. If your financial institution transacts in one of these securities with a Non-Netting FICC member, Pershing LLC (Pershing), a BNY Mellon company is not a party to these transactions and cannot guarantee settlement. If your financial institution were to encounter financial difficulty prior to the security converting to an industry (street) CUSIP Pershing will not be obligated to clear and settle those transactions.

SUBSTITUTE PAYMENT REIMBURSEMENT

As permitted under your Margin Agreement, Pershing may lend securities in your account when there is a debit balance. You are not entitled to receive a dividend when your securities are on loan over an ex-dividend date. Pershing may issue a substitute payment in lieu of the dividend and compensate you for the tax difference. A substitute payment received in lieu of a dividend may be eligible for a reimbursement to your account only if the account is open on the reimbursement date. Please note that these reimbursements are: (1) credited at Pershing's discretion; (2) subject to change; and (3) may be eliminated without advance notification. Pershing suggests that you contact your tax advisor to discuss the treatment of substitute payments.

SUBSTITUTE PAYMENT ON MUNICIPAL BOND INTEREST

Due to operational or other technical issues that Pershing, or your introducing firm may be experiencing, one or more of the municipal securities reflected in your account may not be in Pershing's possession and/or control. If the municipal security is not in Pershing's possession and/or control by the next regularly scheduled interest payment, a taxable substitute payment in lieu of tax-exempt municipal bond interest may have been paid. Pershing suggests that you contact your tax advisor to discuss the treatment of substitute payments.

CASH BALANCE/ "FLOAT" DISCLOSURE

Pershing obtains a financial benefit attributable to the cash balances in any account (including Employee Retirement Income Security Act accounts that are held by Pershing), for the exclusive benefit of clients. Client cash balances are segregated and Pershing's financial benefit is in the form of either interest on such balances and/or reductions in expenses that Pershing would otherwise pay to such banks. These cash balances result from: (1) cash awaiting investment; or (2) cash pending distribution. With respect to cash awaiting investment (e.g., new contributions), Pershing obtains such financial benefit until the funds are automatically invested into a money market fund or bank deposit sweep product ("Sweep Product") or are used for other purposes, such as to purchase securities. If an account agreement provides for the automatic investment into a Sweep Product, such investment will take place on the day after the receipt of cash (and the financial benefit will be one day), unless timely instructions are received to manually purchase the Sweep Product on the same day that cash is received, which may be accommodated in certain cases. If the account agreement does not provide for automatic investment into a Sweep Product, no automatic investment will occur until the day after the appropriate instructions are added to your account by your firm. When Pershing receives a request for a distribution by check, the account is charged (debited) on the date the check is written. Pershing mails disbursement checks on the same day that they are written. Pershing may obtain the financial benefit described above from the date the check is written until the date the check is presented for payment, the timing of which is beyond Pershing's control. When a distribution is requested using an Automated Clearing House instruction, Pershing receives a one-day financial benefit in connection with the distribution. If the distribution is made using the Federal Reserve wire system, Pershing receives no financial benefit in connection with the distribution.

Messages (continued)

FEDERAL AND STATE TAX WITHHOLDING FOR RETIREMENT ACCOUNTS

You may, at any time, by contacting your firm, designate or change the federal and state income tax withholding election for distributions from your individual retirement account, 403(b)(7) custodial account or qualified retirement plan. If you do not have enough federal or state income tax withheld, you may be responsible for payment of estimated taxes. Penalties and interest may also apply.

SPECIAL NOTE FOR NON-U.S. ACCOUNTS

With respect to assets custodied by Pershing on your behalf, income and capital gains or distributions to you from your account may be taxable in your home jurisdiction and/or country of tax residence. Please consult your tax advisor for the appropriate tax treatment of your transactions.

Negative Interest Rates

In response to certain extraordinary economic conditions, some foreign countries have implemented a negative interest rate policy to stabilize their economies. Under such a policy, a central bank charges banks a fee to hold reserves, and, as a result, the banks then charge depositors a fee to maintain their deposits. Historically, the U.S. has not adopted policies resulting in negative interest rates, and there is no indication that the Federal Reserve Board plans to adopt such a policy in the future. If, however, such a policy is adopted in the U.S., banks may begin to charge fees to maintain deposits, which could result in fees being applied to certain balances such as those held through products like bank deposit sweep products. In such an event, a fee could be charged for maintaining deposits in certain scenarios.

PERSHING LLC ANNUAL DISCLOSURE OF IMPORTANT INFORMATION

Pershing LLC (Pershing), as the custodian for your accounts, is required to disclose certain information to you on an annual basis. This document contains those disclosures.

GENERAL DISCLOSURES

STATEMENT OF FINANCIAL CONDITION DATED DECEMBER 31, 2023

On December 31, 2023, Pershing regulatory net capital of \$2.50 billion was 17.17% of aggregate debit items and \$2.21 billion in excess of the minimum requirement. A complete copy of the December 31, 2023 Statement of Financial Condition is available at www.pershing.com/statement-of-financial-condition. You may request a free printed copy by calling (888) 860-8510.

RESPONSIBILITIES OF PERSHING

Pershing is a clearing broker that provides clearing, custody and execution services and other financial solutions to registered broker-dealers that introduce clients to us. Your firm has the primary responsibility for contact and communication with you and is also responsible for account opening document review and approval and investment advice.

ANTI-MONEY LAUNDERING AND FIGHTING TERRORISM

To help the government fight the funding of terrorism and money laundering activities, financial organizations are required by federal law to obtain, verify and record information that

identifies each individual or entity that opens an account or requests credit. What this means for individuals: When an individual opens an account or requests credit, we will ask for that person's name, residence address, date of birth, tax identification number and other information that allows us to identify them. We may also ask for a driver's license, passport or other identifying documents. What this means for legal entities: When a corporation, partnership, trust or other legal entity opens an account or requests credit, we will ask for the entity's name, physical address, tax identification number and other information that will allow us to identify the entity. If applicable, the same information will be collected about the beneficial owner(s) of the entity. We may also ask for certain identifying documents, such as certified articles of incorporation, partnership agreements or a trust instrument.

The Department of Treasury's Office of Foreign Assets Control (OFAC) administers and enforces economic sanctions programs implemented by the government. Pershing is required to comply with all OFAC sanctions. This may include blocking or rejecting transactions or funds of certain individuals and entities if it reasonably believes violates any of the OFAC sanctions programs.

SECURITIES INVESTOR PROTECTION CORPORATION® (SIPC®) INFORMATION

Information regarding SIPC, including a SIPC brochure, may be obtained by contacting SIPC via its website at www.sipc.org or by telephone at (202) 371-8300. An investment in a bank deposit program insured by the Federal Deposit Insurance Corporation (FDIC) is covered by FDIC insurance (up to allowable limits), but not eligible for SIPC coverage. Please review your statement for additional information on the sweep product in your brokerage account.

FINANCIAL INDUSTRY REGULATORY AUTHORITY® (FINRA®) INVESTOR EDUCATION AND PROTECTION

A brochure that includes information describing FINRA BrokerCheck® may be obtained from FINRA at www.finra.org. The FINRA BrokerCheck hotline number is (800) 289-9999.

MUNICIPAL SECURITIES RULEMAKING BOARD® (MSRB®) RULE G-10 INVESTOR AND MUNICIPAL ADVISORY CLIENT EDUCATION AND PROTECTION

An investor brochure that describes the protections available under MSRB rules and instructions on how to file a complaint with an appropriate regulatory authority can be found on the MSRB website at www.msrb.org. Pershing is registered with the Securities and Exchange Commission (SEC) and MSRB and is a member of FINRA and the New York Stock Exchange (NYSE).

BUSINESS CONTINUITY

Pershing maintains a business continuity plan that includes geographically dispersed data centers and processing facilities. The plan is annually reviewed and updated as necessary. The plan outlines the actions Pershing will take in the event of an incident, including:

- Continuous processing support by personnel located in unaffected facilities.
- Relocating technology or operational personnel to alternate regional facilities.
- Switching of technology processing to an alternate regional data center.

All Pershing operational facilities are equipped for resumption of business and are tested. In circumstances within Pershing's control, it is Pershing's objective to resume business within four (4) hours or less, depending upon the availability of external resources. If your firm experiences a significant business interruption, you may contact Pershing directly to process limited trade-related transactions, cash disbursements and security transfers. Instructions to Pershing must be in writing to general.customer.service@bnymellon.com or by postal service to Pershing LLC, P.O. Box 2065, Jersey City, NJ 07303-2065. For additional information about how to request funds and securities when your firm cannot be contacted due to a significant business interruption, please access the information located in the Business Continuity and Other Disclosures link on the Pershing website at www.pershing.com. You may also call (201) 413-3635 for recorded instructions.

PROHIBITION AGAINST UNLAWFUL INTERNET GAMBLING

In accordance with the Unlawful Internet Gambling Enforcement Act (Act), transactions associated with unlawful internet gambling are prohibited. Specifically, the Act "prohibits any person engaged in the business of betting or wagering from knowingly accepting payments in connection with the participation of another person in unlawful internet gambling." Accordingly, you must not initiate or receive wire transfers, checks, drafts or other debit / credit transactions that are restricted by the Act. For more information, please refer to

Messages (continued)

<https://www.federalreserve.gov/newsevents/pressreleases/bcreg20081112b.htm>.

IMPORTANT NOTICE FOR CALIFORNIA RESIDENTS

Pursuant to California state law (Part 3, Title 10 Chapter 7), as custodian of your assets, Pershing may be required to transfer your assets to the state of California if no activity occurs within the statutorily defined time period. The State law defines the time period to be 36 months, during which time there is no activity within the account or communication between the account owner and the financial organization.

Concourse Financial Group Securities, Inc. ("CFGs") is a municipal advisor registered with the U.S. Securities and Exchange Commission ("SEC") and the Municipal Securities Rulemaking Board ("MSRB"). As such, CFGS is subject to the regulations and rules on municipal advisory activities established by the SEC and MSRB. For more information about the Municipal Securities Rulemaking Board please visit their website at www.msrb.org. Additionally, customers may access the MSRB Investor Brochure, which describes the protections that may be provided by the Municipal Securities Rulemaking Board rules and how to file a complaint with an appropriate regulatory authority, by accessing the following web page: <http://msrb.org/msrb1/pdfs/MSRB-Investor-Brochure.pdf>

Activity Summary (All amounts shown are in base currency)

	Credits This Period	Debits This Period	Net This Period	Credits Year-to-Date	Debits Year-to-Date	Net Year-to-Date
Securities						
Securities Bought	0.00	0.00	0.00	0.00	-1,240,000.00	-1,240,000.00
Total Securities	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,240,000.00	-\$1,240,000.00
Dividends and Interest	\$5,998.90	\$0.00	\$5,998.90	\$17,394.82	\$0.00	\$17,394.82
Cash						
Deposits	0.00	0.00	0.00	999,000.00	0.00	999,000.00
Total Cash	\$0.00	\$0.00	\$0.00	\$999,000.00	\$0.00	\$999,000.00
Totals	\$5,998.90	\$0.00	\$5,998.90	\$1,016,394.82	-\$1,240,000.00	-\$223,605.18

Transactions in Date Sequence

Process/ Settlement Date	Activity Type	Description	Quantity	Price	Accrued Interest	Amount	Currency
03/01/24	BOND INTEREST RECEIVED 12574EAD2	248000 CME FCU COLUMBUS OHIO SH CTF 5.600% 09/29/25 DTD 09/27/23 RD 02/29 PD 03/01/24				1,103.43	USD

Transactions in Date Sequence (continued)

Process/ Settlement Date	Activity Type	Description	Quantity	Price	Accrued Interest	Amount	Currency
03/01/24	BOND INTEREST RECEIVED 87868YAU7	249000 TECHNOLOGY CR UN SAN JOSE CALIF SH CTF 5.000% 02/10/25 DTD 02/09/24 RD 02/29 PD 03/01/24				716.30	USD
03/15/24	BOND INTEREST RECEIVED 577234CT2	249000 MAUCH CHUNK TR CO JIM THORPE PA CTF DEP 4.350% 05/15/26 DTD 02/15/24 RD 03/14 PD 03/15/24				860.58	USD
03/19/24	BOND INTEREST RECEIVED 09644EAL6	248000 BLUPEAK CR UN SAN DIEGO CALIF SH CTF 5.750% 09/19/24 DTD 09/19/23 RD 03/18 PD 03/19/24				1,132.99	USD
03/26/24	BOND INTEREST RECEIVED 369674CN4	249000 GENERAL ELEC CR UN CINCINATI OHIO SH CTF 4.500% 01/26/26 DTD 01/26/24 RD 03/25 PD 03/26/24				890.26	USD
03/28/24	MONEY MARKET FUND INCOME RECEIVED PER999775	DREYFUS GOVT CASH MT				221.47	USD
03/28/24	BOND INTEREST RECEIVED 474067CG8	248000 JEFFERSON FINL FCU METAIRIE LA SH CTF 5.450% 06/28/24 DTD 06/28/23 RD 03/27 PD 03/28/24				1,073.87	USD
Total Value of Transactions					\$0.00	\$5,998.90	USD

The price and quantity displayed may have been rounded.

Cash Not Yet Received

Security	Record Date	Payable Date	Quantity Held	Rate	Dividend Option	Amount of Payment
Interest						
CME FCU COLUMBUS OHIO SH CTF 5.600% 09/29/25	03/29/24	04/01/24	248,000.0000	4.756164	Cash	1,179.53
HUGHES FED CR UN TUCSON ARIZ SH CTF 4.600% 01/29/26	03/28/24	03/29/24	249,000.0000	3.654794	Cash	910.04
TECHNOLOGY CR UN SAN JOSE CALIF SH CTF 5.000% 02/10/25	03/29/24	04/01/24	249,000.0000	4.246575	Cash	1,057.40
Total Cash Not Yet Received						\$3,146.97

Assets shown here are not reflected in your account. This information has been received from sources we believe to be reliable. Pershing does not guarantee the accuracy of the information.

Income and Expense Summary

	Current Period		Year-to-Date	
	Taxable	Non Taxable	Taxable	Non Taxable
Dividend Income				
Money Market	221.47	0.00	2,615.76	0.00
Interest Income				
Bond Interest	5,777.43	0.00	14,779.06	0.00
Total Income	\$5,998.90	\$0.00	\$17,394.82	\$0.00

Money Market Fund Detail

Date	Activity Type	Description	Amount	Balance
Sweep Money Market Fund				
DREYFUS GOVT CASH MNGT INV SH				
Current Yield: 4.94% Activity Ending: 03/28/24				
03/01/24	Opening Balance		49,165.23	49,165.23
03/01/24	Deposit	MONEY FUND PURCHASE	972.81	50,138.04
03/04/24	Deposit	MONEY FUND PURCHASE	1,819.73	51,957.77
03/18/24	Deposit	MONEY FUND PURCHASE	860.58	52,818.35
03/20/24	Deposit	MONEY FUND PURCHASE	1,132.99	53,951.34
03/27/24	Deposit	MONEY FUND PURCHASE	890.26	54,841.60
03/28/24	Deposit	INCOME REINVEST	221.47	55,063.07
03/28/24	Closing Balance			\$55,063.07
Total All Money Market Funds				\$55,063.07

Portfolio Holdings

Description	Quantity	Opening Balance	Closing Balance	Accrued Income	Income This Year	30-Day Yield
CASH, MONEY FUNDS AND BANK DEPOSITS 3.00% of Portfolio						
Cash Balance		972.81	1,073.87			
Money Market						
DREYFUS GOVT CASH MNGT INV SH	55,063.0700	49,165.23	55,063.07	0.00	2,615.76	4.94%
Total Money Market		\$49,165.23	\$55,063.07	\$0.00	\$2,615.76	

Portfolio Holdings (continued)

Description	Quantity	Opening Balance	Closing Balance	Accrued Income	Income This Year	30-Day Yield
CASH, MONEY FUNDS AND BANK DEPOSITS (continued)						
TOTAL CASH, MONEY FUNDS AND BANK DEPOSITS		\$50,138.04	\$56,136.94	\$0.00	\$2,615.76	
Description	Quantity	Market Price	Market Value	Accrued Interest	Estimated Annual Income	Estimated Yield
FIXED INCOME 97.00% of Portfolio (In CUSIP Sequence)						
Certificates of Deposit						
BLUPEAK CR UN SAN DIEGO CALIF SH CTF 5.750% 09/19/24 DTD 09/19/23 Security Identifier: 09644EAL6	248,000.0000	100.1350	248,334.80	468.82	14,260.00	5.74%
CME FCU COLUMBUS OHIO SH CTF 5.600% 09/29/25 DTD 09/27/23 Security Identifier: 12574EAD2	248,000.0000	100.9130	250,264.24	1,141.48	13,888.00	5.54%
FLAGSTAR BK NATL ASSN HICKSVILLE NEW YORK CTF DEP 4.700% 07/17/25 DTD 01/17/24 ACT/365 1ST CPN DTE 07/17/24 CPN PMT SEMI ANNUAL ON JAN 17 AND JUL 17 Security Identifier: 33847GCF7	244,000.0000	99.5830	242,982.52	2,325.02	11,468.00	4.71%
GENERAL ELEC CR UN CINCINATI OHIO SH CTF 4.500% 01/26/26 DTD 01/26/24 Security Identifier: 369674CN4	249,000.0000	99.3230	247,314.27	153.49	11,205.00	4.53%
HUGHES FED CR UN TUCSON ARIZ SH CTF 4.600% 01/29/26 DTD 01/29/24 Security Identifier: 444425AK8	249,000.0000	99.5110	247,782.39	62.76	11,454.00	4.62%
JEFFERSON FINL FCU METAIRIE LA SH CTF 5.450% 06/28/24 DTD 06/28/23 Security Identifier: 474067CG8	248,000.0000	99.9700	247,925.60	111.09	13,516.00	5.45%
MAUCH CHUNK TR CO JIM THORPE PA CTF DEP 4.350% 05/15/26 DTD 02/15/24 ACT/365 1ST CPN DTE 03/15/24 CPN PMT MONTHLY ON 15 Security Identifier: 577234CT2	249,000.0000	99.0520	246,639.48	474.81	10,831.50	4.39%
TECHNOLOGY CR UN SAN JOSE CALIF SH CTF 5.000% 02/10/25 DTD 02/09/24 Security Identifier: 87868YAU7	249,000.0000	99.8550	248,638.95	1,023.29	12,450.00	5.00%
Total Certificates of Deposit	1,984,000.0000		\$1,979,882.25	\$5,760.76	\$99,072.50	
TOTAL FIXED INCOME	1,984,000.0000		\$1,979,882.25	\$5,760.76	\$99,072.50	
			Market Value	Accrued Interest	Estimated Annual Income	
Total Portfolio Holdings			\$2,036,019.19	\$5,760.76	\$101,688.26	

Portfolio Holdings Disclosures

Pricing

This section includes the net market value of the securities in your account on a settlement date basis, including short positions, at the close of the statement period. The market prices, unless otherwise noted, have been obtained from independent vendor services, which we believe to be reliable. In some cases the pricing vendor may provide prices quoted by a single broker or market maker. Market prices do not constitute a bid or an offer, and may differ from the actual sale price. Securities for which a price is not available are marked "N/A" and are omitted from the Total.

THE AS OF PRICE DATE ONLY APPEARS WHEN THE PRICE DATE DOES NOT EQUAL THE STATEMENT DATE.

Estimated Annual Figures

The estimated annual income (EAI) and estimated annual yield (EAY) figures are estimates and for informational purposes only. These figures are not considered to be a forecast or guarantee of future results. These figures are computed using information from providers believed to be reliable; however, no assurance can be made as to the accuracy. Since interest and dividend rates are subject to change at any time, and may be affected by current and future economic, political, and business conditions, they should not be relied on for making investment, trading, or tax decisions. These figures assume that the position quantities, interest and dividend rates, and prices remain constant. A capital gain or return of principal may be included in the figures for certain securities, thereby overstating them. Refer to www.pershing.com/disclosures for specific details as to formulas used to calculate the figures. Accrued interest represents interest earned but not yet received.

Reinvestment

The dollar amount of Mutual Fund distributions, Money Market Fund dividend income, Bank Deposit interest income, or dividends for other securities shown on your statement may have been reinvested. You will not receive confirmation of these reinvestments. Upon written request to your financial institution, information pertaining to these transactions, including the time of execution and the name of the person from whom your security was purchased, may be obtained. In dividend reinvestment transactions, Pershing acts as your agent and receives payment for order flow.

Option Disclosure

Information with respect to commissions and other charges incurred in connection with the execution of option transactions has been included in confirmations previously furnished to you. A summary of this information is available to you promptly upon your written request directed to your introducing firm. In order to assist your introducing firm in maintaining current background and financial information concerning your option accounts, please promptly advise them in writing of any material change in your investment objectives or financial situation. Expiring options which are valuable are exercised automatically pursuant to the exercise by exception procedure of the Options Clearing Corporation. Additional information regarding this procedure is available upon written request to your introducing firm.

Certificates of Deposit

Certificates of Deposit acquired through the Certificate of Deposit Account Registry Service ("CDARS") and held in your brokerage account are subject to Securities Investor Protection Corporation (SIPC) coverage. Please see additional information about SIPC under Important Information and Disclosures on this statement.

Please be advised that the secondary market for CDs is generally illiquid; the actual value of CDs may be different from their purchase price; and a significant loss of principal could result if your CDs are sold prior to maturity. In the event that the CDs listed above do not indicate a market valuation, an accurate market value could not be determined. In the event that a price is listed above for your CDs, Pershing has obtained a price from sources deemed to be reliable or has priced your CDs using a matrix formula. Prices are estimates and the actual value you may obtain for your CD may be different if you elect to sell your CD in the secondary market.

Foreign Currency Transactions

Pershing will execute foreign currency transactions as principal for your account. Pershing may automatically convert foreign currency to or from U.S. dollars for dividends and similar corporate action transactions unless you instruct your financial organization otherwise. Pershing's currency conversion rate will not exceed the highest interbank conversion rate

Foreign Currency Transactions (continued)

identified from customary banking sources on the conversion date or the prior business day, increased by up to 1%, unless a particular rate is required by applicable law. Your financial organization may also increase the currency conversion rate. This conversion rate may differ from rates in effect on the date you executed a transaction, incurred a charge, or received a credit. Transactions converted by agents (such as depositories) will be billed at the rates such agents use.

Proxy Vote

Securities not fully paid for in your margin account may be lent by Pershing to itself or others in accordance with the terms outlined in the Margin Agreement. The right to vote your shares held on margin may be reduced by the amount of shares on loan. The Proxy Voting Instruction Form sent to you may reflect a smaller number of shares entitled to vote than the number of shares in your margin account.

Variable Rate Securities

Interest rate data for certain complex and/or variable rate securities is provided to Pershing by third-party data service providers pursuant to contractual arrangements. Although we seek to use reliable sources of information, the accuracy, reliability, timeliness, and completeness of interest rate data may vary sometimes, particularly for complex and/or variable rate securities and those with limited or no secondary market. As a result, we can offer no assurance as to the accuracy, reliability, timeliness, or completeness of interest rate data for such securities. Pershing may also occasionally make interest rate updates and adjustments based on its reasonable efforts to obtain accurate, reliable, timely, and/or complete interest rate data from other data sources, but we can similarly provide no assurance that those rates or adjustments will be accurate, reliable, timely, or complete.

When updated interest rate data is received from a third-party data service provider or adjusted by Pershing, the updated data will be reflected in various sources where interest rate data is used or viewed, including both paper and electronic communications and data sources. Prior use or communication of interest rate-related data will not be revised. Since variable interest rates may be subject to change at any time and are only as accurate as the data received from third-party data service providers or otherwise obtained by Pershing, interest rate data should not be relied on for making investment, trading, or tax decisions. All interest rate data and other information derived from and/or calculated using interest rates are not warranted as to accuracy, reliability, timeliness, or completeness and are subject to change without notice. Pershing disclaims any responsibility or liability to the fullest extent permitted by applicable law for any loss or damage arising from any reliance on or use of the interest rate data or other information derived from and/or calculated using interest rates in any way. You should request a current valuation for your securities from your financial adviser or broker prior to making a financial decision or placing an order or requesting a transaction in these securities.

Structured Products

Structured products in this section are complex products and may be subject to special risks, which may include, but are not limited to: loss of initial investment; issuer credit risk; limited or no appreciation; risks associated with the underlying reference asset(s); no periodic payments; call prior to maturity (a redemption could affect the yield represented); early redemption fees or other applicable fees; price volatility resulting from issuer's and/or guarantor's credit quality; lower interest rates and/or yield compared to conventional debt with a comparable maturity; unique tax implications; concentration risk of owning the related security; limited or no secondary market; restrictions on transferability; conflicts of interest; and limits on participation in appreciation of underlying asset(s). To review a complete list of risks, please refer to the offering documents for the structured product. For more information about the risks specific to your structured products, you should contact your financial institution or advisor. Certain structured products are designed to make periodic distributions to you and any such structured product distributions you receive will be listed in the Transactions section of your statement. Structured product distributions may be listed there as "Bond Interest Received"; however, this description is not intended to reflect a determination as to either the asset classification of the product or the U.S. tax treatment of such distributions.

Fixed Income Analysis

Bond Quality

Bond Quality	Market Value	% of Bond Market Value
Not Rated	1,979,882.25	100%
Total	1,979,882.25	100%

Bond Maturity Schedule



Bond Maturity	Market Value	% of Bond Market Value
1 to 6 months	496,260.40	25%
7 to 12 months	248,638.95	13%
1 to 5 years	1,234,982.90	62%
Total	1,979,882.25	100%

Percentages of bond market values are rounded to the nearest whole percentage.

Bond quality ratings reflect Moody's or Standard and Poor's ratings. Bonds may be rated by other services. Bonds that are in default are not included. Please refer to your Portfolio Holdings section.

You are 100% invested in bonds with a bond quality of Not Rated.

Important Information and Disclosures

The Role of Pershing

- Pershing LLC, member FINRA, NYSE, carries your account as clearing broker pursuant to a clearing agreement with your financial institution. Pershing is not responsible or liable for any acts or omissions of your financial institution or its employees and it does not supervise them. Pershing provides no investment advice nor does it assess the suitability of any transaction or order. Pershing acts as the agent of your financial institution and you agree that you will not hold Pershing or any person controlling or under common control with it liable for any investment losses incurred by you.
- Pershing performs several key functions at the direction of your financial institution. It acts as custodian for funds and securities you may deposit with it directly or through your financial institution or that it receives as the result of securities transactions it processes.
- Your financial institution is responsible for adherence to the securities laws, regulations and rules which apply to it regarding its own operations and the supervision of your account, its sales representatives and other personnel. Your financial institution is also responsible for approving the opening of accounts and obtaining account documents; the acceptance and, in certain instances, execution of securities orders; the assessment of the suitability of those transactions, where applicable; the rendering of investment advice, if any, to you and in general, for the ongoing relationship that it has with you.
- Inquiries concerning the positions and balances in your account may be directed to the Pershing Customer Service Department at (201) 413-3333. All other inquiries regarding your account or activity should be directed to your financial institution. Your financial organization's contact information can be found on the first page of this statement.
- For a description of other functions performed by Pershing please consult the Disclosure Statement provided to you upon the opening of your account. This notice is not meant as a definitive enumeration of every possible circumstance, but as a general disclosure. If you have any questions regarding this notice or if you would like additional copies of the Disclosure Statement, please contact your financial institution.
- Pershing is a member of the Securities Investor Protection Corporation (SIPC®). Please note that SIPC does not protect against loss due to market fluctuation. In addition to SIPC protection, Pershing provides coverage in excess of SIPC limits. For more detailed information please visit: www.pershing.com/about/strength-and-stability.
- This statement will be deemed conclusive. You are advised to report any inaccuracy or discrepancy (including unauthorized trading) promptly, but no later than ten days after receipt of this statement, to your financial organization and Pershing. Please be advised that any oral communication should be re-confirmed in writing to further protect your rights, including your rights under the Securities Investor Protection Act.
- Your financial organization's contact information can be found on the first page of this statement. Pershing's contact information is as follows: Pershing LLC, Legal Department,

Important Information and Disclosures (continued)

The Role of Pershing (continued)

One Pershing Plaza, Jersey City, New Jersey 07399; (201) 413-3330. Errors and Omissions excepted.

Important Arbitration Disclosures

- All parties to this agreement are giving up the right to sue each other in court, including the right to a trial by jury, except as provided by the rules of the arbitration forum in which a claim is filed.
- Arbitration awards are generally final and binding; a party's ability to have a court reverse or modify an arbitration award is very limited.
- The ability of the parties to obtain documents, witness statements and other discovery is generally more limited in arbitration than in court proceedings.
- The arbitrators do not have to explain the reason(s) for their award, unless, in an eligible case, a joint request for an explained decision has been submitted by all parties to the panel at least 20 days prior to the first scheduled hearing date.
- The panel of arbitrators will typically include a minority of arbitrators who were or are affiliated with the securities industry.
- The rules of some arbitration forums may impose time limits for bringing a claim in arbitration. In some cases, a claim that is ineligible for arbitration may be brought in court.
- The rules of the arbitration forum in which the claim is filed, and any amendments thereto, shall be incorporated into this agreement.

Important Arbitration Agreement

Any controversy between you and Pershing LLC shall be submitted to arbitration before the Financial Industry Regulatory Authority. No person shall bring a putative or certified class action to arbitration, nor seek to enforce any predispute arbitration agreement against any person who has initiated in court a putative class action, who is a member of a putative class who has not opted out of the class with respect to any claims encompassed by the putative class action until; (I) the class certification is denied; (II) the class is decertified; or (III) the client is excluded from the class by the court. Such forbearance to enforce an agreement to arbitrate shall not constitute a waiver of any rights under this agreement except to the extent stated herein. The laws of the State of New York govern.

Pershing's contact information is as follows: Pershing LLC, Legal Department, One Pershing Plaza, Jersey City, New Jersey 07399; (201) 413-3330.

TERMS AND CONDITIONS

TRANSACTIONS

- ALL ORDERS AND TRANSACTIONS SHALL BE SOLELY FOR YOUR ACCOUNT AND RISK SHALL BE SUBJECT TO THE CONSTITUTION, RULES, REGULATIONS, CUSTOMS, USAGES, RULINGS AND INTERPRETATIONS OF THE EXCHANGE OR MARKET AND THE CLEARING FACILITY, IF ANY, WHERE THE TRANSACTIONS ARE EXECUTED AND/OR SETTLED, OR IF APPLICABLE, OF THE FINANCIAL INDUSTRY REGULATORY AUTHORITY AND TO ALL APPLICABLE LAWS AND REGULATIONS.
- TITLE TO SECURITIES SOLD TO YOU, WHERE PERSHING HAS ACTED AS PRINCIPAL, SHALL REMAIN WITH PERSHING UNTIL THE ENTIRE PURCHASE PRICE IS RECEIVED OR UNTIL THE SETTLEMENT DATE, WHICHEVER IS LATER.
- YOU MAY HAVE RECEIVED CONFIRMATIONS FOR TRANSACTIONS WHICH DO NOT APPEAR ON YOUR STATEMENT. IF SO, THE TRANSACTIONS WILL APPEAR ON YOUR NEXT PERIODIC STATEMENT. SUCH TRANSACTIONS MUST BE CONSIDERED BY YOU WHEN COMPUTING THE VALUE OF YOUR ACCOUNT. THIS IS ESPECIALLY TRUE IF YOU HAVE WRITTEN OPTIONS WHICH HAVE BEEN EXERCISED.

FREE CREDIT BALANCES: ANY FREE CREDIT BALANCE CARRIED FOR YOUR ACCOUNT REPRESENTS FUNDS PAYABLE UPON DEMAND WHICH, ALTHOUGH PROPERLY ACCOUNTED FOR ON PERSHING'S BOOKS OF RECORD, ARE NOT SEGREGATED AND MAY BE USED IN THE CONDUCT OF ITS BUSINESS.

DEBIT BALANCES: INTEREST CHARGED ON DEBIT BALANCES IN YOUR ACCOUNT APPEARS ON THE STATEMENT. THE RATE OF INTEREST AND PERIOD COVERED ARE INDICATED. THE RATE MAY CHANGE FROM TIME TO TIME DUE TO FLUCTUATIONS IN MONEY RATES OR OTHER REASONS. INTEREST IS COMPUTED AS DESCRIBED IN MATERIAL PREVIOUSLY FURNISHED TO YOU. PLEASE CONTACT YOUR FINANCIAL INSTITUTION IF YOU DESIRE ADDITIONAL COPIES.

MARGIN INFORMATION: IF YOU MAINTAIN A MARGIN ACCOUNT, THIS IS A COMBINED STATEMENT OF YOUR GENERAL ACCOUNT AND A SPECIAL MEMORANDUM ACCOUNT MAINTAINED FOR YOU UNDER REGULATION T OF THE BOARD OF GOVERNORS OF THE FEDERAL RESERVE SYSTEM. THE PERMANENT RECORD OF THE SEPARATE ACCOUNT AS REQUIRED BY REGULATION T IS AVAILABLE FOR YOUR INSPECTION UPON REQUEST.

TAX INFORMATION

- AFTER YEAR END, PERSHING IS REQUIRED TO PROVIDE TAX INFORMATION TO THE INTERNAL REVENUE SERVICE AND OTHER GOVERNMENTAL AUTHORITIES. AT THAT TIME PERSHING WILL PROVIDE THAT INFORMATION ON THE ANNUAL TAX INFORMATION STATEMENT TO YOU; USE THAT STATEMENT TO PREPARE YOUR TAX FILINGS. THE TAX STATEMENT ALSO INCLUDES OTHER USEFUL INFORMATION TO ASSIST IN ACCUMULATING THE DATA TO PREPARE YOUR TAX RETURNS.
- DIVIDENDS, INTEREST AND OTHER DISTRIBUTIONS SHOWN ON THIS STATEMENT WERE CLASSIFIED AS TAXABLE OR NONTAXABLE BASED ON CERTAIN INFORMATION KNOWN AS OF THE DISTRIBUTION DATE. THIS CLASSIFICATION IS SUBJECT TO CHANGE AND IS SOLELY INTENDED FOR USE AS GENERAL INFORMATION.
- PERSHING DOES NOT PROVIDE TAX, INVESTMENT OR LEGAL ADVISORY SERVICES AND NO ONE ASSOCIATED WITH PERSHING IS AUTHORIZED TO RENDER SUCH ADVICE. DO NOT RELY UPON ANY SUCH ADVICE. IF GIVEN, INVESTORS ARE ENCOURAGED TO CONSULT THEIR TAX ADVISORS TO DETERMINE THE APPROPRIATE TAX TREATMENT OF THEIR BUSINESS.

GENERAL INFORMATION

- WHENEVER YOU ARE INDEBTED TO PERSHING LLC ("PERSHING") FOR ANY AMOUNT, ALL SECURITIES HELD BY IT FOR YOU IN ANY ACCOUNT IN WHICH YOU HAVE ANY INTEREST SHALL SECURE ALL YOUR LIABILITIES TO PERSHING, AND PERSHING MAY IN ITS DISCRETION AT ANY TIME, WITHOUT TENDER, DEMAND OR NOTICE TO YOU, CLOSE OR REDUCE ANY OR ALL OF YOUR ACCOUNTS BY PUBLIC OR PRIVATE SALE OR PURCHASE OR BOTH OF ALL OR ANY SECURITIES CARRIED IN SUCH ACCOUNTS; ANY BALANCE REMAINING DUE PERSHING TO BE PROMPTLY PAID BY YOU.
- WHENEVER YOU ARE INDEBTED TO PERSHING FOR ANY AMOUNT, ALL SECURITIES CARRIED FOR YOUR ACCOUNT ARE OR MAY BE, WITHOUT FURTHER NOTICE TO YOU, LOANED OR PLEDGED BY PERSHING, EITHER SEPARATELY OR UNDER CIRCUMSTANCES WHICH WILL PERMIT THE COMMINGLING THEREOF,

- WITH OTHER SECURITIES FOR ANY AMOUNT LESS THAN, EQUAL TO OR GREATER THAN YOUR LIABILITIES TO PERSHING, BUT NOT UNDER CIRCUMSTANCES FOR AN AMOUNT PROHIBITED BY LAW.
- PERSHING MAY TRADE FOR ITS OWN ACCOUNT AS A MARKET MAKER, SPECIALIST, ODD LOT DEALER, BLOCK POSITIONER, ARBITRAGEUR OR INVESTOR. CONSEQUENTLY, AT THE TIME OF ANY TRANSACTION YOU MAY MAKE, PERSHING MAY HAVE A POSITION IN SUCH SECURITIES, WHICH POSITION MAY BE PARTIALLY OR COMPLETELY HEDGED.
- IF AVERAGE PRICE TRANSACTION IS INDICATED ON THE FRONT OF THIS STATEMENT YOUR FINANCIAL INSTITUTION OR PERSHING MAY HAVE ACTED AS PRINCIPAL, AGENT OR BOTH. DETAILS AVAILABLE UPON REQUEST.
- A FINANCIAL STATEMENT OF PERSHING IS AVAILABLE FOR YOUR PERSONAL INSPECTION AT PERSHING'S OFFICES. A COPY OF IT WILL BE MAILED UPON YOUR WRITTEN REQUEST OR YOU CAN VIEW IT ONLINE AT WWW.PERSHING.COM.
- FOR BUSINESS CONTINUITY AND ADDITIONAL DISCLOSURES: WWW.PERSHING.COM/us/en/disclosures.html
- THIS STATEMENT SHOULD BE RETAINED FOR YOUR RECORDS.

PAYMENT FOR ORDER FLOW AND ORDER ROUTING POLICY DISCLOSURES (REGULATION NMS - RULE 607 (A) (1) - (2))

PERSHING SENDS EQUITY AND OPTION ORDERS TO EXCHANGES, OR BROKER-DEALERS AS MARKET MAKERS OR AUTOMATED TRADING SYSTEMS (ATSS). CERTAIN OF THESE VENUES PROVIDE PAYMENTS TO PERSHING OR CHARGE ACCESS FEES TO PERSHING DEPENDING UPON THE CHARACTERISTICS OF THE ORDER AND ANY SUBSEQUENT EXECUTION. THE DETAILS OF THESE PAYMENTS AND FEES ARE AVAILABLE UPON WRITTEN REQUEST. COMPENSATION IS GENERALLY IN THE FORM OF A PER SHARE OR PER OPTION CONTRACT CASH PAYMENT. IN ADDITION, PERSHING EXECUTES CERTAIN TRANSACTIONS IN EQUITY PREFERRED SECURITIES AND FRACTIONAL SHARES AS PRINCIPAL. PERSHING ALSO ROUTES CERTAIN EQUITY ORDERS TO ITS AFFILIATE, BNY MELLON CAPITAL MARKETS, LLC, FOR EXECUTION AS PRINCIPAL.

BEST EXECUTION: NOTWITHSTANDING THE PREVIOUS PARAGRAPH REGARDING PAYMENT FOR ORDER FLOW, PERSHING SELECTS CERTAIN MARKET CENTERS TO PROVIDE EXECUTION OF OVER-THE-COUNTER AND EXCHANGE-LISTED SECURITIES TRANSACTIONS WHICH AGREE TO ACCEPT ORDERS, TRANSMITTED ELECTRONICALLY UP TO A SPECIFIED SIZE, AND TO EXECUTE THEM AT OR BETTER THAN THE NATIONAL BEST BID OR OFFER (NBBO). IN CERTAIN SECURITIES THAT ARE NOT ELECTRONICALLY QUOTED, PERSHING DIRECTLY CONTACTS MARKET CENTERS TO OBTAIN AN EXECUTION. THE DESIGNATED MARKET CENTERS TO WHICH ORDERS ARE AUTOMATICALLY ROUTED ARE SELECTED BASED ON THE CONSISTENT HIGH QUALITY OF THEIR EXECUTIONS AND THEIR ABILITY TO PROVIDE OPPORTUNITIES FOR EXECUTIONS AT PRICES SUPERIOR TO THE NBBO. PERSHING ALSO REGULARLY REVIEWS REPORTS FOR QUALITY OF EXECUTION PURPOSES.

IF ANY OF THE ABOVE TERMS AND CONDITIONS ARE UNACCEPTABLE TO YOU, PLEASE NOTIFY PERSHING IMMEDIATELY IN WRITING BY CERTIFIED MAIL TO ONE PERSHING PLAZA, JERSEY CITY, NJ 07399, ATTN: LEGAL DEPT

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Account Number: 5EQ-944865
8014844/CSF30065-SD



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11:32 AM	STEGE SANITARY DISTRICT			
04/15/2024	Check Report			
Accrual Basis	April 18, 2024			
	Name	Memo	Amount	Num
Apr 18, 24				
	Aramark Uniform Services	Uniform Services	-300.87	28619
	Bay Alarm Company	Garage Alarm #21743120	-317.49	28620
	County Clerk	635 Albemarle St	-26.00	28621
	DATCO	Apr-Jun 2024	-146.25	28622
	DEK Electric	Canon Pumpstation	-4,375.00	28623
	Ditch Witch West	Camera Repair	-509.77	28624
	Dormatech Mechanical Systems, INC	HVAC Maintenance	-915.20	28625
	EAST BAY MUNICIPAL UTILILITY DISTRICT	EBMUD Water Use Data	-156.00	28626
	East Bay Times	Newspaper Subscription	-780.07	28627
	Everest Plumbing.	PSL Loan Program 635 Albemarle St	-9,000.00	28628
	Lechowicz & Tseng Municpal Consultants	Sewer Rate & Connection Charge Study	-5,130.00	28629
	Meyers Nave	Legal Service	-576.80	28630
	Municipal Maintenance Equipment	Vehicle Maintenance	-1,218.09	28631
	Nakano Landscape	Landscaping Mar 2024	-290.00	28632
	Pastime Hardware	Maintenance Supplies	-6.59	28633
	Peninsula Truck Repair, Inc.	Vaccon Repair	-8,538.89	28634
	County Clerk	255 Colusa Ave	-26.00	28635
	PG&E- #0103467151-9	Burlingame Pump Station	-239.57	28636
	PG&E- #0607499583-5	Canon Pump Station	-140.37	28637
	PG&E- #6675831511-4	Office/Shop	-2,150.89	28638
	Redwood Public Law, LLP	Legal Services	-2,264.46	28639
	Sewer Works, Inc..	PSL Loan Program 255 Colusa Ave	-6,300.00	28640
	Streamline	Website 4/1-5/1/24	-249.00	28641
	TelePacific Communications	Office Phones	-1,266.62	28642
	Universal Building Services	Janitorial Service Mar	-469.00	28643
	WECO Industries, Inc.	Manhole Proctective Rings	-843.14	28644

	Name		Memo		Amount	Num
Apr 18, 24					-46,236.07	

STEGE SANITARY DISTRICT 2024 BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JANUARY	FEBUARY	MARCH	APRIL	MAY	JUNE
1/1 & 1/15 HOLIDAY	2/19 HOLIDAY			5/27 HOLIDAY	6/19 HOLIDAY
CASA Winter Conf. Jan 24-26, Palm Springs	CASA Policy Forum Feb 26-27, Wash, DC				
1/18/2024 – 7:00 P.M.	2/1/2024 – 7:00 P.M.	3/2/2024 – 9:00 A.M.	4/18/2024 – 7:00 P.M.	5/2/2024 – 7:00 P.M.	6/6/2024 – 7:00 P.M.
<ul style="list-style-type: none"> • Board Governance Manual Review • Service Rate Discussion • Long Range Planning Workshop Agenda • Director’s Contact Info • Board Training Summ. • CASA/CSDA Conf. • Quarterly Financial Statements • SPASPA Status Report • CLOSED SESSION <ul style="list-style-type: none"> – Quarterly Claims Rpt. – Manager Perf. Eval. 	<ul style="list-style-type: none"> • (none) 	<p style="text-align: center;"><u>9AM MEETING TIME</u></p> <ul style="list-style-type: none"> • Long Range Planning Workshop <ul style="list-style-type: none"> – Past 5 yrs. – Expenditures Review – Self-Assessment of Governance – Strategic Plan Review 	<ul style="list-style-type: none"> • Draft Budget • Employee Benefit Package Review • Service Rate Discussion/Approval • July 4th Fair Discussion • Board Training Summ. • Quarterly Financial Statements • SPASPA Status Report • Appoint Labor Negot. • CLOSED SESSION <ul style="list-style-type: none"> – Quarterly Claims Rpt. – Conf. Labor Negot. 	<ul style="list-style-type: none"> • (none) 	<ul style="list-style-type: none"> • Draft Budget • Review Directors’ Meeting Compensation • District Working Capital and Reserve Policy • Approve Project Plans and Specs (+CEQA) • July 4th Fair Discussion • CASA/CSDA Conf.
	2/15/2024 – 7:00 P.M.	3/21/2024 – 7:00 P.M.		5/16/2024 – 7:00 P.M.	6/20/2024 – 7:00 P.M.
	<ul style="list-style-type: none"> • Board Governance Manual Approval • Actuarial Analysis of Retiree Health Benefits Report (even years) • Performance Report • District of Distinction (every 3 years) • Service Rate Discussion • Long Range Planning Workshop Agenda • Board Training Summ. • CASA/CSDA Conf. • CASA Conference Attendee Reports • Form 700 	<ul style="list-style-type: none"> • Auditor – RFP • California Employer’s Retiree Benefit Trust (CERBT) • Service Rate Discussion • Action Plan • Board Training Summ. • Consent Decree Quarterly Report • CASA Conference Attendee Reports • Form 700 		<ul style="list-style-type: none"> • Resolution Ordering Board Election (even years) • Draft Budget • Board Training Summ. • July 4th Fair Discussion • Review of Comparable Agencies • Service Rate Discussion/Approval • CLOSED SESSION <ul style="list-style-type: none"> – Manager Perf. Eval. – Conf. Labor Negot. 	<ul style="list-style-type: none"> • Resolution Salary of District Manager • Resolution Employee Salary Ranges • Resolution Approve/Adopt Budget • Review and Approve Incentive Award • Adopt Incentive Award Goals & Objectives • July 4th Fair Discussion • CD Quarterly Report • CASA/CSDA Conf. • CLOSED SESSION <ul style="list-style-type: none"> – Counsel Perf. Eval.

STEGE SANITARY DISTRICT

2024 BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
7/4 HOLIDAY 4 th of July Fair Booth CASA Annual Conf. Jul 31- Aug 2, Monterey		9/2 HOLIDAY CSDA Annual Conf. Sep 9-12, Indian Wells Board Training AB 1234 (even years) AB 1661 (odd years)		11/28-29 HOLIDAY	12/12 HOLIDAY LUNCHEON 12/25 HOLIDAY
7/18/2024 – 7:00 P.M.	8/8/2024 – 7:00 P.M.	9/5/2024 – 7:00 P.M.	10/3/2024 – 7:00 P.M.	11/7/2024 – 7:00 P.M.	12/12/2024 – 2:00 P.M.
<ul style="list-style-type: none"> • Hearing +Res./Ord. – Establish and Collect Sewer Service Charges – Director Meeting Compensation • Resolution Filing Notice of Completion • District Investment Policy • Reimb. Report per Gov. Code 53065.5 • Candidate filing period (even years) • CASA/CSDA Conf. • Form 470 • July 4th Fair Debrief • Quarterly Financial Statements • SPASPA Status Report • CLOSED SESSION – Quarterly Claims Rpt. 	<ul style="list-style-type: none"> • (none) 	<ul style="list-style-type: none"> • (none) 	<ul style="list-style-type: none"> • (none) 	<ul style="list-style-type: none"> • Proposed Meeting Calendar • Board Officer Succession Plan • CASA/CSDA Conf. 	<u>2PM MEETING TIME</u> <ul style="list-style-type: none"> • Fiscal Year Financial Audit • Resolution Certifying Election Results (even years) • Connection Charge Review • Emergency Contact Update • Meeting Calendar • Consent Decree Quarterly Report • CASA/CSDA Conf. • Pension + OPEB UAL Reports • Nomination & Election of Officers
	8/22/2024 – 7:00 P.M.	9/19/2024 – 7:00 P.M.	10/17/2024 – 7:00 P.M.		