

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA
JUNE 1, 2023 @7:00 P.M.
www.stegesan.org • staff@stegesan.org

***** AGENDA *****

Items on the agenda may be taken out of order.

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

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

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

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

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

I. Call To Order

II. Roll Call

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

III. Public Comment

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

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA
JUNE 1, 2023 @7:00 P.M.

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- Motion: **IV. Approval of Minutes**
- A. Approval of May 18, 2023 Board Meeting Minutes
(The Board will consider approval of the minutes of May 18, 2023 Board Meeting)
- 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. Email- Contra Costa LAFCO Election Results
- Info/Motion: **VI. Reports of Staff and Officers**
- A. Manager's Report
1. Draft Budget
 2. July 4th Fair Discussion
 3. 2023 California Association of Sanitation Agencies (CASA) Conferences
 - August 9-11, 2023 – 68th Annual Conference, San Diego, CA
 4. 2023 California Special Districts Association (CSDA) Conference
 - August 28-31, 2023 – Annual Conference, Monterey, CA
- Info/Motion: **VII. Business**
- A. Review of Director's Meeting Compensation
(The Board will review the meeting compensation rate)
- B. District Working Capital and Reserve Fund Policy
(The Board will review and consider amendments to the Policy)
- Info/Motion: **VIII. Approval of Checks**
- A. Checks for June 1, 2023 - Fund No. 3418 & 3423
(The Board will be asked to approve the June 1, 2023 checks)
- Info: **IX. Future Agenda Items**
- June 15, 2022**
Approve Employee Salary Ranges

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA
JUNE 1, 2023 @7:00 P.M.

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Approve and Adopt Final Budget
Review and Approve Incentive Award
Adopt Employee Incentive Award Goals & Objectives
July 4th Fair Discussion
Consent Decree Quarterly Report
CASA Conference
CLOSED SESSION – Counsel Performance Evaluation

July 6, 2022

July 4th Fair Debrief
CASA Conference
CSDA Conference

CLOSED SESSION

Public Employment Performance Evaluation

Gov. Code § 54957

Title: District Manager

Conference with Labor Negotiator

Gov. Code § 54957.6

Agency Designated Representative: Board President Christian-Smith

Unrepresented Employee: District Manager

X. Adjournment

(The next meeting of the Stege Sanitary District Board of Directors is scheduled to be held on June 15, 2023 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California.)

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF MAY 18, 2023
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

*****MINUTES*****

I. Call To Order: Vice President Gilbert-Snyder called the meeting to order at 7:25 P.M.

II. Roll Call: Present: Merrill, O’Keefe (arrived 7:25 P.M), Gilbert-Snyder
 Absent: Beach, Christian-Smith
 Others Present: Rex Delizo, District Manager
 Kristopher Kokotaylo, District Counsel
 Tessa Beach*, Board Member (*attending remotely
 as a member of the public*)
 Thomas Troy*, Resident
 *via remote conference

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

III. Public Comment: Resident Thomas Troy gave public comment via remote conferencing on a past closed session item regarding his Government Tort Claim filed on 5/2/2022. There was no other public comment.

IV. Approval of Minutes

A. Approval of May 4, 2023 Board Meeting Minutes

MOTION: By Merrill, seconded by O’Keefe, to approve the minutes of the May 4, 2023 Board Meeting

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

V. Communications

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
MEETING OF MAY 18, 2023
TIME OF MEETING: 7:00 P.M.
DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

A. Oral/Written Communications

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

There were no items to consider.

VI. Reports of Staff and Officers

A. Attorney's Report:

Kokotaylo reported on an update to AB 557 that would extend authorization of emergency remote meetings.

B. Manager's Report

1. Monthly Maintenance Summary Report

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

2. Monthly Report of Sewer Replacements and Repairs

The Manager reported on the invoices paid in April.

3. Draft Budget

The Manager reported on the updated draft budget.

4. Draft Newsletter

The Manager reported on the latest draft of the newsletter.

5. Draft Informational Letter Re: AB 1337 (Wicks)

The Manager reported on a draft letter explaining the essential use of water for sewer maintenance purposes.

6. 4th of July Fair

The Manager reported on the plans for the upcoming fair.

VII. Business

- A. Resolution No. 2225-0523 Approving and Authorizing Consulting Services Agreement between the Stege Sanitary District on Behalf of the Collection System Technical Advisory Committee and Humphrey Consulting

The Board approved the resolution.

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF MAY 18, 2023
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

MOTION: By Merrill, seconded by O’Keefe, to approve Resolution No. 2225-0523 Approving and Authorizing Consulting Services Agreement between the Stege Sanitary District on Behalf of the Collection System Technical Advisory Committee and Humphrey Consulting

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

VIII. Financial Statements – May 2022

- A. Monthly Investment, Cash, Receivables Report
- B. Monthly Operating Statement
- C. Time Value Investments – Certificate of Deposits
- D. Projected Available Cash Report

The financial items were reviewed by the Board.

IX. Approval of Checks

- A. Checks for May 18, 2023 - Fund No. 3418 & 3423

MOTION: By Merrill, seconded by O’Keefe, to pay the bills, Check Nos. 28154 through 28183 in the amount of \$1,106,439.49

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

X. Future Agenda Items

June 1, 2023

Draft Budget

Review Directors Meeting Compensation

STEGE SANITARY DISTRICT BOARD OF DIRECTORS
 MEETING OF MAY 18, 2023
 TIME OF MEETING: 7:00 P.M.
 DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

District Working Capital and Reserve Policy

July 4th Fair Discussion

CASA Conference

+*CLOSED SESSION – Manager Performance Evaluation*

+*CLOSED SESSION – Conference with Labor Negotiator*

June 15, 2023

Approve Employee Salary Ranges

Approve and Adopt Final Budget

Review and Approve Incentive Award

Adopt Employee Incentive Award Goals & Objectives

July 4th Fair Discussion

Consent Decree Quarterly Report

CASA Conference

CLOSED SESSION – Counsel Performance Evaluation

CLOSED SESSION

Public Employment Performance Evaluation

Gov. Code § 54957

Title: District Manager

Conference with Labor Negotiator

Gov. Code § 54957.6

Agency Designated Representative: Board President Christian-Smith

Unrepresented Employee: District Manager

The Board entered into closed session at 8:02 P.M. and returned to open session at 8:30 P.M. Vice President Gilbert-Snyder announced the Board had taken no reportable actions.

XI. Adjournment

STEGE SANITARY DISTRICT BOARD OF DIRECTORS

MEETING OF MAY 18, 2023

TIME OF MEETING: 7:00 P.M.

DISTRICT BOARD ROOM, 7500 SCHMIDT LANE, EL CERRITO, CA

The meeting was adjourned at 8:31 P.M. The next meeting of the District Board of Directors will be held on Thursday, June 1, 2023 at 7:00 P.M. at the District Board Room, 7500 Schmidt Lane, El Cerrito, California

Rex Delizo
STEGE SANITARY DISTRICT
Secretary

DRAFT

From: Lou Ann Texeira <LouAnn.Teixeira@lafco.cccounty.us>
Sent: Monday, May 22, 2023 11:04 AM
Subject: Contra Costa LAFCO Election Results

Greetings,

Thank you for your participation in the recent election for the Special District (Alternate) seat on Contra Costa LAFCO.

In early February 2023, Contra Costa LAFCO announced a Commissioner vacancy for the *Alternate Special District* seat.

LAFCO received seven nominations.

The *Independent Special District Selection Committee*, consisting of the presiding officer (or Board Member designee) of the legislative body of each of the 40 independent special districts appoints the special district members to LAFCO. In lieu of an in-person meeting to conduct the election, we conducted the election by email and postal mail. Ballots were emailed and mailed to each district in early April 2023. The deadline to vote was May 19th.

The results of the election are in and Scott Pastor, Board Member, Diablo Water District, was elected to the LAFCO seat.

Please join us in congratulating Scott.

Lou Ann Texeira, Executive Officer
Contra Costa LAFCO
40 Muir Road, 1st Floor
Martinez, CA 94553
925-313-7133

LouAnn.Teixeira@lafco.cccounty.us



STEGE SANITARY DISTRICT

District Manager/Engineer:
Rex Delizo, P.E.

District Counsel:
Kristopher Kokotaylo

Board of Directors:
Tessa Beach
Juliet Christian-Smith
Paul Gilbert-Snyder
Dwight Merrill
Beatrice R. O'Keefe

Memorandum

To: Board of Directors

From: Rex Delizo, District Manager

Date: June 15, 2023

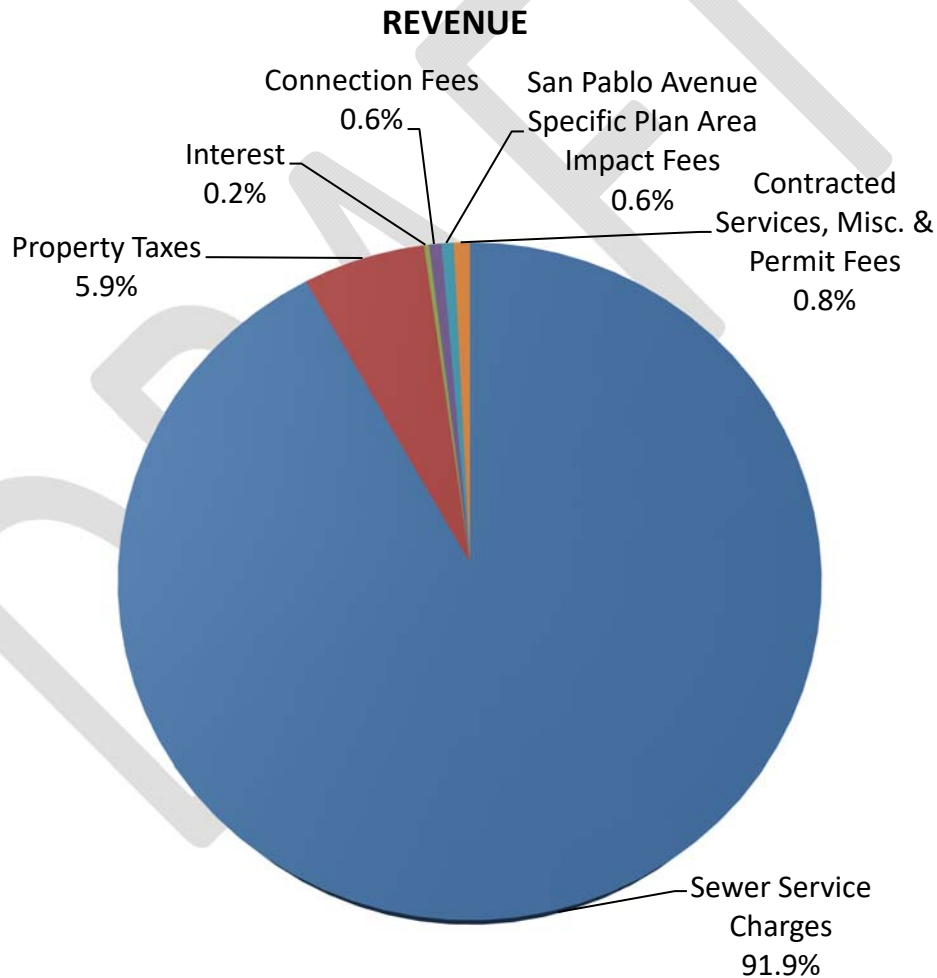
Re: Budget for Fiscal Year 2023-24

The Fiscal Year (FY) 2023-24 budget is presented for review and consideration by the Board of Directors. The budget includes all revenue and expenses for FY 2023-24 including supplemental data regarding fund target levels.

BUDGET OVERVIEW

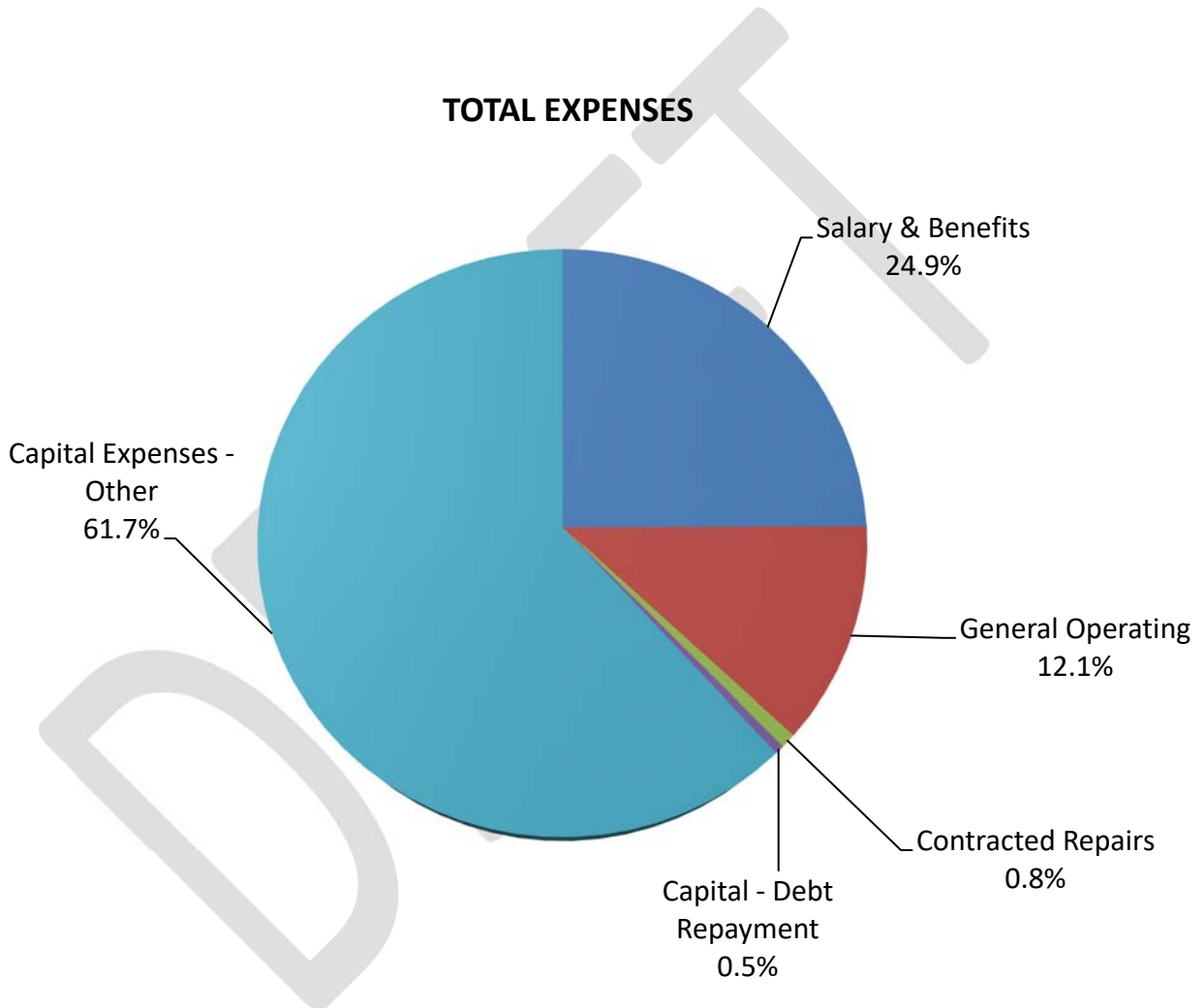
Revenue

The FY 2023-24 budget includes \$8,419,000 in revenue, exclusive of the transfer of funds. The budget estimates service charge revenue at \$7,733,000 (91.9% of total revenue), property tax at \$500,000 (5.9%), interest income at \$20,000 (0.2%), connection fees at \$50,000 (0.6%), San Pablo Avenue Specific Plan Area Impact Fees at \$50,000 (0.6%), and contracted services, miscellaneous income and permit fees at \$66,000 (0.8%).



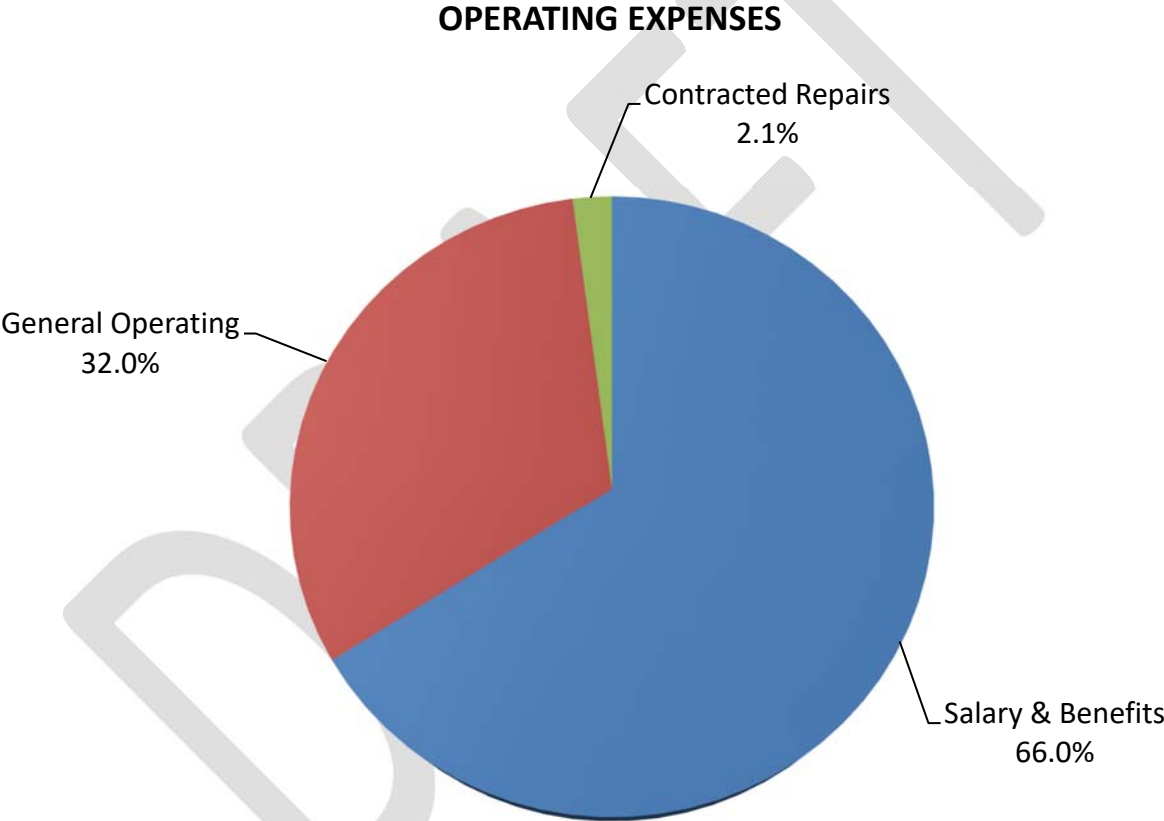
Expenses

The Total Operating and Capital Expenses for FY 2023-24 amounts to \$9,183,961. Salary and benefit expenses are budgeted at \$2,289,606 (24.9% of total expenses), operating and general expenses at \$1,109,055 (12.1%), debt repayment at \$43,900 (0.5%), repairs at \$72,000 (0.8%), and capital expenses (excluding debt) at \$5,669,400 (61.7%).

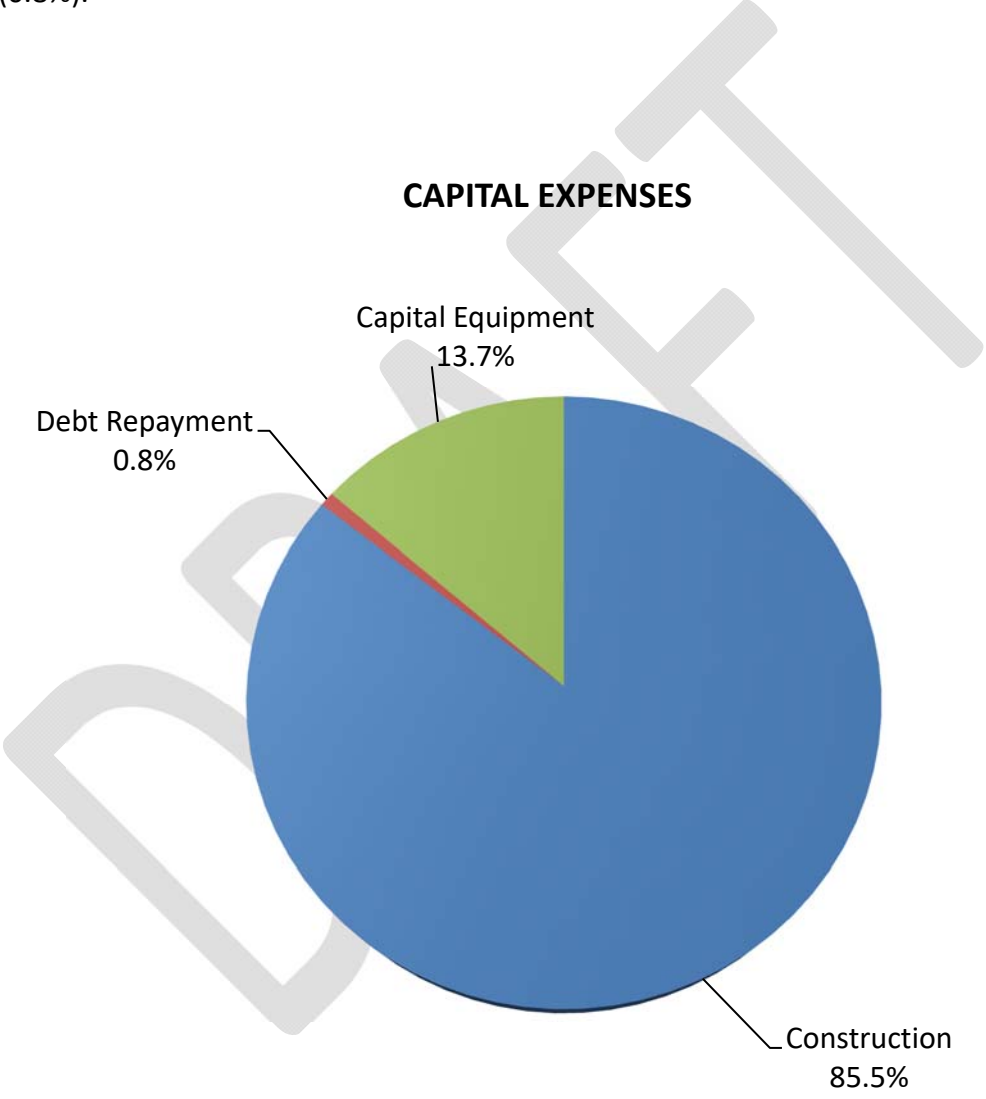


The budget estimates a deficit of \$764,961 which will transfer from the Working Capital and Reserve Fund.

The Operating Expenses for FY 2023-24 total \$3,470,661. The budget includes all operations, maintenance, and administrative expenses. The budget also includes the funding of the annual required contribution for “other post-employment benefits” or retiree health care funding. No additional staff is requested in this budget. Salary and benefit expenses are budgeted at \$2,289,606 (66.0%) of the operating budget. The operating and general expenses are budgeted at \$1,109,055 (32.0%) and contracted repairs at \$72,000 (2.1%).



The Capital Expenses for FY 2023-24 total \$5,713,300. Construction costs total \$4,884,400 (85.5%) which includes \$3,473,000 for the annual sewer rehabilitation project, \$324,400 for the Private Sewer Lateral Replacement Loan Program (funding limited to property tax revenue), \$50,000 for interceptor cleaning, \$25,000 for manhole adjustments, and \$10,000 for capital work on the administration building (funded by the Building Reserve Fund). The capital equipment expenses total \$785,000 (13.7%) and the annual debt service payment for an outstanding State Revolving Fund (SRF) loan is \$43,900 (0.8%).



BUDGET CONTENTS

The budget detail sheets are similar to those used in previous years and show the budget amounts for the previous and upcoming fiscal year. A brief description of the exhibits attached to the budget detail sheets is as follows:

1. Revenue and Expenses Summary (Exhibits A & B). This information shows current sources of revenue, expenses, and compares them with the forecasts for proposed revenue and expenses for the upcoming fiscal year.
2. Budget Composite (Exhibit C). This item shows the allocation of expenses by the two District departments (Operations and Administration).
3. Reconciliation of Fund Balances (Exhibit D). This table shows the allocation of revenue to and expenses from the various funds of the District as well as internal fund transfers necessary to meet the targeted balances established by the Board.
4. 10 Year Financial Model. The spreadsheet and graph indicate the estimated operating and capital expenses, and how the financial state of the District is affected. Planned sewer service charge rates to support District expenses and target balances are also projected for the period shown.

FISCAL YEAR BUDGET

(Ref: Exhibits A-D & Detail Sheets)

Revenue

The District's principal revenue source is the annual sewer service charge which is allocated into both the Operation Fund (\$3,524,000) and the Capital Fund (\$4,895,000). The sewer service charge rate is based on the April 2019 Sewer Rate Study prepared by public finance consulting firm, Lechowicz & Tseng Municipal Consultants, and approved by the Board on April 25, 2019.

The total amount of conservatively projected interest revenue of \$20,000 is split between both the Operation Fund and the Capital Fund. Expected revenue from miscellaneous income is set at \$21,000, permit and inspection fees at \$12,000, and contracted services at \$33,000, all of which are the average amounts over the last several years. Property tax revenue remains at \$500,000 based on recent trends exclusive of unpredictable redevelopment assessment pass-through payments. District wide connection fee revenue is projected to be \$50,000 and the San Pablo Avenue Specific Plan Area Impact Fee revenue is estimated at \$50,000 in anticipation of proposed developments as outlined in the City of El Cerrito San Pablo Avenue Corridor - Major Projects Report.

Operating Expenses

The proposed operating budget for FY 2023-24 of \$3,470,661 represents an 4% increase versus last year's budget. Salary (\$1,574,160) and benefits (\$715,446) combined are 66% of the operating budget which is similar to past fiscal years as shown in the following table.

Salary and Benefits as Percentage of Operating Budget

Fiscal Year	Operating Budget (\$)	Salary (\$)	%	Benefits (\$)	%	Salary & Benefits (\$)	%
2023-24	3,470,661	1,574,160	45%	715,446	21%	2,289,606	66%
2022-23	3,328,307	1,515,960	46%	692,363	21%	2,208,323	66%
2021-22	3,138,636	1,429,460	46%	668,561	21%	2,098,021	67%
2020-21	3,063,711	1,247,160	41%	790,810	26%	2,037,970	67%
2019-20	2,955,871	1,209,460	41%	779,670	26%	1,989,130	67%

The retiree health “contribution” to fully fund the annual required contribution (ARC) as determined by the latest Actuarial Analysis of Retiree Health Benefits as of June 30, 2022 is \$25,256. Actual payments to retirees are anticipated to be about \$27,272, including administrative fees.

Contracted main line repair expenses are included as part of the operating expenses and increased slightly to \$72,000 which is consistent with the projections from the Sewer Rate Study.

Operating budget items notably different from the previous budget include:

- adding 4% to salaries which is a cost-of-living adjustment based on the latest April CPI-W figures,
- adding \$20,000 to hire a financial rate consultant to conduct a Connection Charge and San Pablo Avenue Specific Plan Area (SPASPA) Impact Fee Study and a Sewer Rate Study, and
- adding \$54,600 (20%) for liability and property insurance premiums as recommended by California Sanitation Risk Management Authority (CSRMA) due to market pressure created by wildfires, storms, civil disorders, and ‘social inflation’ (more litigation, more plaintiff-friendly judgements, and larger jury awards reflecting public sentiment more than actual damage).

Capital Expenses

The capital equipment expense of \$785,000 includes \$175,000 to fund flow meters at each sub-basin to assess the system’s response to rehabilitation work completed since the inception of the Consent decree in 2011. Also included is \$560,000 to replace a combination water jetting and vacuum system sewer cleaning truck which is at the end of its useful life and \$50,000 to replace a work truck that was deemed a “total loss” due to a recent accident.

A full rehabilitation of the Canon Pump Station is included at a budget amount of \$1,000,000. Also included is \$25,000 for manhole adjustments based on anticipated paving projects in El Cerrito, Richmond, and Kensington, \$50,000 for large interceptor cleaning by way of a professional services contract, and \$10,000 to spend the Building Reserve Fund for any needed capital work on the Administration Building.

The Standard Sewer Rehabilitation (pipe-bursting) Project, at a budget amount of \$3,473,000, continues to be the primary means of flexible and efficient main line replacement. This amount has been increased by 7% (\$214,000) over last year’s budget, based on the projection of the Sewer Rate Study, to adequately fund the aggressive schedule of collection system rehabilitation required by the USEPA Consent Decree. Also included is \$326,400 to continue funding the Private Sewer Lateral Replacement Loan Program from property tax revenue.

Fund Balances (Ref: Exhibit D)

Exhibit D presents the reconciliation of fund balances for FY 2023-24, based on the projected ending balances estimated for June 30, 2023. The table shows the allocation of revenue and expenses to and from the respective funds, produces the year-end balance of each fund, and compares each fund balance to its target balance.

The Operating Target Balance is equal to 60% of budgeted operating and maintenance costs. This is the District's rough costs from May to December to reflect the lag in the collection of tax revenue and also provides a built-in mechanism to adjust for inflationary increases. The Operating Target Balance for FY 2023-24 is calculated to be \$2,082,397.

The Capital Target Balance is equal to the 3-year rolling average of the annual capital cost (i.e. average of the previous, current, and future year capital cost) plus the annual debt service cost. This is to ensure that the District will have adequate funds available on an annual basis to conduct sewer pipeline replacements or in case of an emergency such as an earthquake, and also provides a built-in mechanism to adjust for inflationary increases. The Capital Target Balance for FY 2023-24 is calculated to be \$4,235,943.

Based on the budgeted figures as shown, the total fund balance at the end of FY 2023-24 is projected to be about \$3.3M more than the total target balance. Note that this amount is based on estimated expenditures for FY 2022-23. Actual expenditures will not be finalized until after July. But as shown, the information gives indication that the District continues to be in a solid financial position.

FY 2022-23 BUDGET PERFORMANCE

The final expenses for FY 2022-23 have not been settled, but staff is confident that the total operating expenses should be less than the budgeted amount. Several significant unencumbered balances which will not be fully expended include operating supplies (rods, augers, hoses, and nozzles), sewer materials (pipe, fittings, manholes, and castings), professional services (technical/legal support, litigation expenses, labor relations, and flow monitoring modeling), and penalties & fines. No other operating expenses are expected to be of material variance to the budgeted amounts.

Similarly, total capital expenses are expected to be less than the budgeted amount since some capital expenses will not be expended in FY 2022-23. The budget amounts for flow meters (\$175,000) and the

Private Sewer Lateral Replacement Loan Program (\$489,150) will not be fully expended and both carried over into FY 2023-24. Manhole adjustments (\$25,000) were not expended due to the lack of paving projects by the City of El Cerrito, City of Richmond, and Kensington requiring this level of work. No other capital expenses are expected to be of material variance to the budgeted amounts.

FUTURE COSTS

The operating expenses included in this budget are similar to what can be expected in the near future. The capital expense to fund collection system rehabilitation will continue to gradually rise over the next ten years to reflect inflation and fund the gradual ramp up of work as required by the USEPA Consent Decree and as projected in the Sewer Rate Study.

DRAFT BUDGET

EXHIBIT A

STEGE SANITARY DISTRICT REVENUE SUMMARY

FISCAL YEAR 2023-2024

ITEM	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change
REVENUE			
I. SEWER OPERATION FUND (3418)			
Non Operating Income:			
Interest	\$ 15,000	\$ 15,000	0%
Miscellaneous	\$ 21,000	\$ 21,000	0%
Operating Income:			
Permit & Inspection Fees	\$ 12,000	\$ 12,000	0%
Sewer Service Charges	\$ 3,209,000	\$ 3,443,000	7%
Contracted Services	\$ 33,000	\$ 33,000	0%
Subtotal	\$ 3,290,000	\$ 3,524,000	7%
II. CAPITAL FUND (3423)			
Non-Operating Income:			
Interest	\$ 5,000	\$ 5,000	0%
Operating Income:			
Property Tax	\$ 500,000	\$ 500,000	0%
Capital Service Charges	\$ 3,775,000	\$ 4,290,000	14%
Connection Fees	\$ 50,000	\$ 50,000	0%
San Pablo Ave. Impact Fee	\$ 50,000	\$ 50,000	0%
Subtotal	\$ 4,380,000	\$ 4,895,000	12%
TOTAL REVENUE	\$ 7,670,000	\$ 8,419,000	10%

DRAFT BUDGET

EXHIBIT B

STEGE SANITARY DISTRICT EXPENSE SUMMARY

FISCAL YEAR 2023-2024

ITEM	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change
EXPENSES			
I. OPERATING EXPENSES:			
Dept 41 - Maintenance/Engineering	\$ 2,225,474	\$ 2,300,897	3%
Dept 41 - Pump Stations	\$ 40,020	\$ 40,020	0%
Dept 41 - Contracted Repairs	\$ 70,000	\$ 72,000	3%
Dept 45 - General & Administration	\$ 992,813	\$ 1,057,744	7%
SUBTOTAL OPERATING EXPENSES	\$ 3,328,307	\$ 3,470,661	4%
II. CAPITAL EXPENSES:			
Dept 41 - Capital Equipment	\$ 436,767	\$ 785,000	80%
Dept 41 - Debt Repayment (SRF)	\$ 43,900	\$ 43,900	0%
Dept 41 - Sewer Rehabilitation	\$ 3,833,150	\$ 4,884,400	27%
SUBTOTAL CAPITAL EXPENSES	\$ 4,313,817	\$ 5,713,300	32%
TOTAL	\$ 7,642,124	\$ 9,183,961	20%
OTHER EXPENSES:			
Transfer from Capital Fund	\$ -	\$ -	0%
Retiree Medical Fund	\$ -	\$ -	0%
SUBTOTAL OTHER EXPENSES	\$ -	\$ -	0%
TOTAL EXPENSES	\$ 7,642,124	\$ 9,183,961	20%

STEGE SANITARY DISTRICT TRANSFER TO/(FROM) RESERVES

FISCAL YEAR 2023-2024

ITEM	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change
REVENUE	\$ 7,670,000	\$ 8,419,000	10%
EXPENSES	\$ (7,642,124)	\$ (9,183,961)	20%
SUBTOTAL	\$ 27,876	\$ (764,961)	
TRANSFER TO/(FROM) RESERVES	\$ 27,876	\$ (764,961)	

DRAFT BUDGET

EXHIBIT C

STEGE SANITARY DISTRICT BUDGET - COMPOSITE

FISCAL YEAR 2023-2024

ITEM	FISCAL YEAR 2022-2023 BUDGET	FISCAL YEAR 2023-2024 BUDGET	% Change	OPERATIONS	GENERAL & ADMIN.
OPERATING EXPENSES:					
010 Salaries & Wages	\$ 1,515,960	\$ 1,574,160	4%	\$ 1,308,560	\$ 265,600
020 Employee Benefits	\$ 692,363	\$ 715,446	3%	\$ 557,280	\$ 158,166
030 Directors' Expenses	\$ 41,007	\$ 45,478	11%	\$ -	\$ 45,478
040 Election Expense	\$ 30,000	\$ -	-100%	\$ -	\$ -
060 Gasoline, Oil, Fuel	\$ 22,000	\$ 28,000	27%	\$ 28,000	\$ -
070 Insurance	\$ 265,400	\$ 320,000	21%	\$ 15,000	\$ 305,000
080 Memberships	\$ 18,600	\$ 19,100	3%	\$ 4,000	\$ 15,100
090 Office Expense	\$ 10,100	\$ 10,100	0%	\$ -	\$ 10,100
100 Operating Supplies	\$ 40,000	\$ 40,000	0%	\$ 40,000	\$ -
110 Contractual Services	\$ 101,300	\$ 102,300	1%	\$ 102,300	\$ -
120 Professional Services	\$ 156,100	\$ 176,100	13%	\$ 84,000	\$ 92,100
130 Printing & Publications	\$ 29,000	\$ 29,000	0%	\$ -	\$ 29,000
140 Rents & Leases	\$ 1,800	\$ 1,800	0%	\$ 1,000	\$ 800
150 Repairs & Maintenance	\$ 128,370	\$ 128,370	0%	\$ 113,370	\$ 15,000
160 Revenue Collection Expenses	\$ 14,600	\$ 14,600	0%	\$ -	\$ 14,600
170 Travel & Meetings	\$ 18,500	\$ 18,500	0%	\$ 14,000	\$ 4,500
190 Utilities	\$ 45,200	\$ 47,700	6%	\$ 10,000	\$ 37,700
200 Other Expenses	\$ 64,600	\$ 64,600	0%	\$ -	\$ 64,600
203 First Aid Supplies	\$ 500	\$ 500	0%	\$ 500	\$ -
204 Safety Equipment and Gloves	\$ 4,500	\$ 4,500	0%	\$ 4,500	\$ -
205 Uniforms and Boots	\$ 17,137	\$ 17,137	0%	\$ 17,137	\$ -
206 Safety Incentive Program	\$ 1,250	\$ 1,250	0%	\$ 1,250	\$ -
207 Contracted Repairs	\$ 70,000	\$ 72,000	3%	\$ 72,000	\$ -
410 Pump Stations	\$ 40,020	\$ 40,020	0%	\$ 40,020	\$ -
TOTAL OPERATING EXPENSES	\$ 3,328,307	\$ 3,470,661	4%	\$ 2,412,917	\$ 1,057,744
CAPITAL EXPENSES:					
650 DEBT REPAYMENT	\$ 43,900	\$ 43,900	0%	\$ 43,900	\$ -
300 CAPITAL EQUIPMENT	\$ 436,767	\$ 785,000	80%	\$ 785,000	\$ -
400 CONSTRUCTION	\$ 3,833,150	\$ 4,884,400	27%	\$ 4,884,400	\$ -
TOTAL CAPITAL EXPENSES	\$ 4,313,817	\$ 5,713,300	32%	\$ 5,713,300	\$ -
TRANSFER TO CAPITAL FUND		\$ -		\$ -	\$ -
TOTAL BUDGET	\$ 7,642,124	\$ 9,183,961	20%	\$ 8,126,217	\$ 1,057,744

DRAFT BUDGET

DETAIL SHEET

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

FISCAL YEAR 2023-2024

ITEM	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change
010 SALARIES AND WAGES			
011 Engineering Salaries	\$ 589,900	\$ 614,100	4%
011.6 Cell Phone (3)	2,160	2,160	0%
012 Collection System Salaries	577,100	600,800	4%
012.6 Cell Phone (5)	3,600	3,600	0%
013 Overtime - Service Calls	15,400	15,400	0%
014 Overtime - Engineering/Inspection	500	500	0%
015 Standby	60,000	60,000	0%
017 Performance Incentive	12,000	12,000	0%
TOTAL SALARIES AND WAGES	\$ 1,260,660	\$ 1,308,560	4%
020 EMPLOYEE BENEFITS			
021 Retirement	\$ 335,730	\$ 345,410	3%
021a Deferred Comp Match	27,000	27,000	0%
022 Health Care Premiums & Admin Fees	72,581	81,634	12%
023 Life Insurance/Dental/LTD	13,680	13,680	0%
024 Workers' Compensation Insurance	20,200	21,200	5%
025 Unemployment Insurance	6,000	6,200	3%
026 Medicare	21,200	21,800	3%
027 Cash in Lieu (Dependent Care & Medical) Retiree Medical & ARC	24,000	24,000	0%
'028 Retiree Medical (AnnReq'dContrib ARC)	3,656	1,456	-60%
'029 Retiree Health Care Premium	11,900	11,900	0%
030 Social Security (On Call Maintenance)	1,310	3,000	129%
TOTAL EMPLOYEE BENEFITS	\$ 537,257	\$ 557,280	4%
MAINTENANCE			
060 GAS, OIL AND FUEL	\$ 22,000	\$ 28,000	27%
070 CLAIMS	15,000	15,000	0%
080 MEMBERSHIPS	3,500	4,000	14%
100 OPERATING SUPPLIES			
101 Rods and Augers	5,000	5,000	0%
102 Chemicals	1,000	1,000	0%
104 Hose and Nozzles	25,000	25,000	0%
105 Emergency Readiness	500	500	0%
107 Engineering and Inspection Supplies	2,000	2,000	0%
108 Computer/Supplies	6,500	6,500	0%
Forward totals to next page	80,500	87,000	8%

DRAFT BUDGET

DETAIL SHEET

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

FISCAL YEAR 2023-2024

ITEM	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change
Totals from previous page	\$ 80,500	\$ 87,000	8%
110 CONTRACTUAL SERVICES			
111 Phone Service (Answering Service)	\$ 1,500	\$ 1,500	0%
112 Manhole Level Monitors	3,400	3,400	0%
115 Sewer Root Foaming	75,000	75,000	0%
116 Radio and Test Equipment Maintenance	500	500	0%
117 Utility Marking Service	5,000	6,000	20%
118 DOT Regulatory Compliance	900	900	0%
119 Collection System JPA	15,000	15,000	0%
120 Smoke Testing	-	-	
120 PROFESSIONAL SERVICES			
121 Technical/Legal Support	\$ 62,000	\$ 62,000	0%
122 Safety Consultant	1,000	1,000	0%
123 Flow Monitoring Modeling	15,000	15,000	0%
124 Enforcement	6,000	6,000	0%
140 RENTS AND LEASES	1,000	1,000	0%
150 REPAIRS AND MAINTENANCE			
151 Vehicle Maintenance	\$ 50,000	\$ 50,000	0%
152 Equipment and Shop Maintenance	9,000	9,000	0%
153 Sewer Materials			
a. Pipe and Fittings	4,000	4,000	0%
b. Manholes	4,500	4,500	0%
c. Castings	1,000	1,000	0%
154 Emergency Sewer Replacement	12,500	12,500	0%
156 Building Maintenance	1,800	1,800	0%
157 Janitorial Services	5,700	5,700	0%
158 Yard Maintenance	2,520	2,520	0%
159 Refuse Service	5,100	5,100	0%
159a Refuse Service-Vactor	2,250	2,250	0%
160 Video Inspection Equipment Repair	15,000	15,000	0%
170 TRAVEL AND MEETINGS			
171 Training and Testing	\$ 3,000	\$ 3,000	0%
173 Travel Reimbursement	6,000	6,000	0%
174 Meetings and Conference	5,000	5,000	0%
Forward totals to next page	\$ 394,170	\$ 401,670	2%

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - OPERATIONS

FISCAL YEAR 2023-2024

ITEM	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change
Totals from previous page	\$ 394,170	\$ 401,670	2%
193 WATER - HYDRO FLUSHER	\$ 10,000	\$ 10,000	0%
203 FIRST AID SUPPLIES	500	500	0%
204 SAFETY EQUIPMENT AND GLOVES	4,500	4,500	0%
205 UNIFORMS AND BOOTS	17,137	17,137	0%
206 SAFETY INCENTIVE PROGRAM	1,250	1,250	0%
TOTAL MAINTENANCE/ENGINEERING	\$ 427,557	\$ 435,057	2%
41.2 BURLINGAME PUMP STATION			
150 Repairs (Contracted)	\$ 20,000	\$ 20,000	0%
150a Annual Inspection	2,500	2,500	0%
151 Electricity	1,800	1,800	0%
152 Telemetry	350	350	0%
153 Maintenance and Landscaping	960	960	0%
41.4 CANON PUMP STATION			
150 Repairs (Contracted)	10,000	10,000	0%
150a Annual Inspection	2,500	2,500	0%
151 Electricity	1,560	1,560	0%
TOTAL PUMP STATIONS	\$ 40,020	\$ 40,020	0%
207 CONTRACTED REPAIRS	70,000	72,000	3%
TOTAL - MAINT/ENG EMPLOYEE SALARIES	\$ 1,260,660	\$ 1,308,560	4%
TOTAL - MAINT/ENG EMPLOYEE BENEFITS	537,257	557,280	4%
TOTAL OTHER MAINTENANCE/ENGINEERING	427,557	435,057	2%
TOTAL - PUMP STATIONS	40,020	40,020	0%
TOTAL CONTRACTED REPAIRS	70,000	72,000	3%
TOTAL OPERATIONS	\$ 2,335,494	\$ 2,412,917	3%

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT

ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL

FISCAL YEAR 2023-2024

ITEM	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change
010 SALARIES AND WAGES			
011 Administration Salaries	\$ 251,800	\$ 262,100	4%
017 Performance Incentive	3,500	3,500	0%
TOTAL - SALARIES & WAGES	\$ 255,300	\$ 265,600	4%
020 EMPLOYEE BENEFITS			
021 Retirement	\$ 100,360	\$ 102,420	2%
021a Deferred Comp Match	6,000	6,000	0%
022 Health Care Premiums & Admin Fees	19,800	19,800	0%
023 Life Insurance/Dental/LTD	2,196	2,196	0%
024 Workers' Compensation Insurance	4,400	4,600	5%
025 Unemployment Insurance	500	500	0%
026 Medicare	8,250	9,050	10%
Retiree Medical			
'028 Retiree Medical (AnnReq'dContrib(ARC))	-	-	0%
'029 Retiree Health Care Premiums	11,900	11,900	0%
029a Social Security	1,700	1,700	0%
TOTAL - EMPLOYEE BENEFITS	\$ 155,106	\$ 158,166	2%
GENERAL EXPENSES			
030 DIRECTORS' EXPENSES			
031 Board Meeting Compensation	\$ 23,507	\$ 24,478	4%
032 Travel Reimbursement	10,000	10,000	0%
033 Meetings & Conference	6,500	10,000	54%
034 Training	1,000	1,000	0%
TOTAL - DIRECTORS' EXPENSES	\$ 41,007	\$ 45,478	11%
040 ELECTION EXPENSES	\$ 30,000	\$ -	-100%
070 INSURANCE			
071 Liability and Property Insurance	\$ 272,900	\$ 327,500	20%
072 Dividends (CREDIT)	(22,500)	(22,500)	0%
080 MEMBERSHIPS			
081 Memberships	\$ 15,000	\$ 15,000	0%
082 Memberships - Board	100	100	0%
Forward totals to next page	336,507	365,578	9%

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT

ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL

FISCAL YEAR 2023-2024

ITEM	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change
Totals from previous page	\$ 336,507	\$ 365,578	9%
090 OFFICE EXPENSES			
091 Stationery, Postage, Supplies	\$ 4,000	\$ 4,000	0%
092 Subscriptions	5,000	5,000	0%
094 Public Notice Postage	400	400	0%
096 Bank Charges	700	700	0%
120 PROFESSIONAL SERVICES			
121 Legal Services	\$ 35,000	\$ 35,000	0%
122 Engineering Services	-	-	0%
123 Audit and Special Reports	20,000	40,000	100%
124 Resources Consultant	5,000	5,000	0%
125 Administrative Support	1,000	1,000	0%
126 Labor Relations/HR Training	100	100	0%
127 Litigation Expenses	5,000	5,000	0%
129 ADP Payroll Expenses	6,000	6,000	0%
130 PRINTING AND PUBLICATIONS			
131 Meetings and Hearings Notices	\$ 1,000	\$ 1,000	0%
132 Newsletters	20,000	20,000	0%
133 Publications (Ordinances & Notices)	7,500	7,500	0%
134 Job Advertising	500	500	0%
140 RENTS AND LEASES			
	\$ 800	\$ 800	0%
150 BUILDING REPAIRS AND MAINTENANCE			
151 Administration Offices	\$ 9,000	\$ 9,000	0%
155 Office Equipment	6,000	6,000	0%
Forward totals to next page	463,507	512,578	11%

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT

ACCOUNT NO. 45 - ADMINISTRATIVE AND GENERAL

FISCAL YEAR 2023-2024

ITEM	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change
Totals from previous page	\$ 463,507	\$ 512,578	11%
160 REVENUE COLLECTION EXPENSES			
161 EBMUD	\$ 600	\$ 600	0%
162 CCC Assessment Collection Fees	14,000	14,000	0%
170 TRAVEL AND MEETINGS			
173 Travel Reimbursement	\$ 1,500	\$ 1,500	0%
174 Meetings and Conferences	3,000	3,000	0%
190 UTILITIES			
191 Gas and Electricity	\$ 13,500	\$ 15,000	11%
192 Telephone & Computer Internet	13,000	14,000	8%
193 Water	4,200	4,200	0%
194 Security System	4,500	4,500	0%
200 OTHER EXPENSES			
201 Miscellaneous	\$ 7,500	\$ 7,500	0%
202 Property Taxes	100	100	0%
203 LAFCO Net Cost Apportionment	4,000	4,000	0%
204 Public Outreach	18,000	18,000	0%
205 Penalties & Fines	35,000	35,000	0%
TOTAL - GENERAL EXPENSES	\$ 582,407	\$ 633,978	9%
TOTAL - ADMIN. EMPLOYEE SALARIES	\$ 255,300	\$ 265,600	4%
TOTAL - ADMIN. EMPLOYEE BENEFITS	\$ 155,106	\$ 158,166	2%
TOTAL - ADMINISTRATION & GENERAL	\$ 992,813	\$ 1,057,744	7%
TOTAL OPERATIONS & ADMIN. (3418)	\$ 3,328,307	\$ 3,470,661	4%

DRAFT BUDGET

DETAIL SHEET

STEGE SANITARY DISTRICT

ACCOUNT NO. 41 - CAPITAL EQUIPMENT EXPENSES

FISCAL YEAR 2023-2024

ITEM	Fiscal Year 2022-2023 Budget	Fiscal Year 2023-2024 Budget	% Change
CAPITAL EQUIPMENT EXPENSES			
300 CAPITAL OPERATIONS (3421)			
315 Flow Meters	\$ 175,000	\$ 175,000	0%
324 Vehicle Replacement	180,000	610,000	239%
331 By-pass Pump	81,767	-	-100%
Sub-Total Capital Operations	\$ 436,767	\$ 785,000	80%
TOTAL - CAPITAL EQUIPMENT EXPENSES (3421)	\$ 436,767	\$ 785,000	80%

DRAFT BUDGET

DETAIL SHEET

**STEGE SANITARY DISTRICT
ACCOUNT NO. 41 - CAPITAL EXPENSES**

FISCAL YEAR 2023-2024

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

* Funding limited to property tax revenue.

DRAFT BUDGET

EXHIBIT D

STEGE SANITARY DISTRICT FISCAL YEAR 2023-2024 RECONCILIATION OF FUND BALANCES

	FISCAL YEAR 2023-2024 BUDGET	3418 OPERATIONS FUND	3423 CAPITAL FUND
Total Fund Balances As of 6/30/2023 (est.)	\$ 10,378,348	\$ 2,500,000	\$ 7,878,348
OPERATING FUND			
REVENUE			
Contracted Services	\$ 33,000	\$ 33,000	
Interest Income	\$ 15,000	\$ 15,000	
Permit, Inspection Fees	\$ 12,000	\$ 12,000	
Sewer Service Charges	\$ 3,443,000	\$ 3,443,000	
Miscellaneous	\$ 21,000	\$ 21,000	
Subtotal	\$ 3,524,000	\$ 3,524,000	
EXPENSES			
General & Administration	\$ (1,057,744)	\$ (1,057,744)	
Operating/Pump Stations	\$ (2,412,917)	\$ (2,412,917)	
Subtotal	\$ (3,470,661)	\$ (3,470,661)	
Net Gain (Loss)*	\$ 53,339	\$ 53,339	
CAPITAL FUND			
REVENUE			
Property Tax Collection	\$ 500,000		\$ 500,000
Capital Service Charges	\$ 4,290,000		\$ 4,290,000
San Pablo Impact Fee	\$ 50,000		\$ 50,000
Interest Income	\$ 5,000		\$ 5,000
Connection Fees	\$ 50,000		\$ 50,000
Subtotal	\$ 4,895,000		\$ 4,895,000
EXPENSES			
Capital Equipment	\$ (785,000)		\$ (785,000)
Construction	\$ (4,884,400)		\$ (4,884,400)
Debt Repayment (SRF Loan)	\$ (43,900)		\$ (43,900)
Subtotal	\$ (5,713,300)		\$ (5,713,300)
Net Gain (Loss)*	\$ (818,300)		\$ (818,300)
Fund Balances			
Before transfers	\$ 9,613,387	\$ 2,553,339	\$ 7,060,048
Transfers between Reserves		\$ (470,942)	\$ 470,942
*Used from Reserves			
Fund Balances As of 6/30/2024 (est.)	\$ 9,613,387	\$ 2,082,397	\$ 7,530,991
TARGET BALANCE	\$ 6,318,339	\$ 2,082,397	\$ 4,235,943

(60% of annual O&M)

(3Yr Avg. of Capital Costs)

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
- Zip Ties
- Scissors
- #3 Slot Head Screwdriver
- Channel Lock Pliers
- Tissue
- Tape
- Waste Can
- Small cooler w/ bottled water for Directors
- Large SSD Banner
- Canopy “window” banner
- Large District Map w/ map page blocks
- District Sewer Map book
- Toilet Paper vs. Wipes Interactive Display
- “Flushable” Wipes Banner/Poster
- 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-12:30	O’Keefe
12:30-2:00	Beach
2:00-3:30	Gilbert-Snyder
3:30-5pm	Merrill
Pack up	[staff]


MESSAGES

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

THE NEW WATER ERA

2023 ANNUAL CONFERENCE

August 9-11 | Manchester Grand Hyatt | San Diego, CA

CASAweb.org  @CASACleanWater  @CASA_CleanWater



Preliminary Program

Subject to Change

Wednesday, August 9

7:30 a.m. – 12:00 p.m.	CSRMA Training/Breakfast
9:00 a.m. – 5:00 p.m.	Registration
10:00 a.m. – 11:30 a.m.	CASA Board of Directors Meeting
11:30 a.m. – 1:00 p.m.	Associates Committee Meeting
12:00 p.m. – 1:30 p.m.	Lunch on Your Own
1:00 p.m. – 3:30 p.m.	Concurrent Sessions
1:00 p.m. – 2:00 p.m.	Track 1A: Regulatory Hot Topics and Workgroup Updates <ul style="list-style-type: none">• Sarah Deslauriers, CASA• Greg Kester, CASA• Jared Voskuhl, CASA
1:00 p.m. – 2:00 p.m.	Track 2A: Optimizing Your Agency's Financing Options <ul style="list-style-type: none">• Dmitry Semenov, Ridgeline Municipal Strategies• Lora Nichols, Fieldman / Union Sanitary District
2:00 p.m. – 2:30 p.m.	Break
2:30 p.m. – 3:30 p.m.	Track 1B: Advanced Treatment in the Decade Ahead <ul style="list-style-type: none">• Mike Falk, HDR• PureWater San Diego Update
2:30 p.m. – 3:30 p.m.	Track 2B: Wastewater Based Epidemiology: What Comes Next? <ul style="list-style-type: none">• Alex Yu, CDPH (<i>Invited</i>)• Anna Mehrotra, Water Environment Federation• Naoko Munakata, LACSD
3:45 p.m. – 4:45 p.m.	Federal Legislative Committee Meeting
3:45 p.m. – 4:45 p.m.	Communications Committee Meeting
4:00 p.m. – 5:00 p.m.	CASA Engineering & Research Group Meeting

4:00 p.m. – 5:00 p.m. CSRMA Executive Board Meeting

5:30 p.m. – 6:30 p.m. Welcome Reception

Thursday, August 10

7:30 a.m. – 9:00 a.m. Breakfast

7:30 a.m. – 4:30 p.m. Registration

8:00 a.m. – 9:00 a.m. CASA Education Foundation Board Meeting

8:00 a.m. – 9:00 a.m. CSRMA Board of Directors Meeting

9:15 a.m. – 11:45 a.m. **Morning Sessions & Business Meeting**
Vice President Roland Williams, Presiding

9:15 a.m. – 10:15 a.m. **Keynote: Tani Cantil-Sakauye, President, Public Policy Institute of California**

10:15 a.m. – 11:15 a.m. **A Conversation with Biosolids Experts**
Moderator: Greg Kester, CASA

- Jimmy Slaughter, Beveridge and Diamond
- Ryan Batjiaka, SFPUC
- David Tobias, USEPA

11:15 a.m. – 11:30 a.m. **Annual Business Meeting**
Adam Link, CASA, Executive Director

11:30 a.m. – 12:00 p.m. Networking Break

12:00 p.m. – 1:30 p.m. **Luncheon**

- 2023 Awards of Excellence Presentation
- CASA Education Foundation 2023 Scholarship Recipients
- Inaugural Michael F. Dillon Service Award
- Remembering Dave Williams

1:30 p.m. – 2:00 p.m. **Networking Break**

2:00 p.m. – 4:00 p.m. **Afternoon Sessions**

2:00 p.m. – 2:45 p.m. **Mitigating System Disruptions**

- Eric Lovering, PE, Lee & Ro
- Jimmy Dang, Oro Loma Sanitary District

2:45 p.m. – 3:45 p.m. **Recruiting New Workers to the Water Sector**

- Maurice Chaney, City of Roseville
- Robert Sainz/Greg Burks, High Road Training Partnership Program

4:00 p.m. – 5:00 p.m. Statewide Biosolids Meeting

4:30 p.m. – 5:00 p.m. LEAD Mentor/Mentee Meetup

5:30 p.m. – 6:30 p.m. Associates Reception

Friday, August 11

- | | |
|-------------------------|--|
| 8:00 a.m. – 9:30 a.m. | Breakfast |
| 8:00 a.m. – 11:15 a.m. | Registration |
| 8:00 a.m. – 9:00 a.m. | State Legislative Committee Meeting |
| 9:15 a.m. – 11:00 a.m. | Closing Session
President Georgan Vonheeder-Leopold, Presiding |
| 9:15 a.m. – 9:45 a.m. | Federal and State Legislative Updates <ul style="list-style-type: none">• Jessica Gauger, CASA• Eric Sapirstein, CASA |
| 9:45 a.m. – 10:00 a.m. | Closing Speaker <ul style="list-style-type: none">• San Diego Area Congressional Representative |
| 10:00 a.m. – 10:30 a.m. | Closing Keynote Speaker <ul style="list-style-type: none">• Yana Garcia, Secretary for CalEPA (<i>Invited</i>) |
| 10:30 a.m. – 11:00 a.m. | Closing Business Session <ul style="list-style-type: none">• 2023-2024 Board of Director Elections Results• Passing of the Gavel• President’s Closing Remarks |
| 11:00 a.m. – 3:00 p.m. | Attorneys Committee Meeting |

**California Association of Sanitation Agencies (CASA)
2023 Annual Conference
August 9 -11, 2023
San Diego, CA**

**Manchester Grand Hyatt
Hotel Reservations**

	<u>Arrival Date</u>	<u>Departure Date</u>	<u>CSRMA</u>
Tessa Beach	8/8/2023	8/11/2023	Yes
Juliet Christian-Smith	8/8/2023	8/11/2023	Yes
Paul Gilbert-Snyder	Not Attending		
Dwight Merrill	8/9/2023	8/11/2023	No
Beatrice O'Keefe	Not Attending		

REVIEW OF DIRECTORS’ COMPENSATION RATE

ISSUE:

The Board annually reviews the compensation that Directors receive for their attendance at District-related meetings.

FISCAL IMPACT:

The fiscal impact would depend on the amount of the change, if any, to the compensation rate. A cost-of-living increase applied to meeting fees since the last increase in April 2022 would increase expenses by 3.56% (April CPI-W) or about \$870 total for one year.

STRATEGIC PLAN:

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

BACKGROUND:

Meeting fees for Directors are based on amendments to the Sanitary District Act that became effective in 2001. At that time, the Board increased the meeting fees paid to Directors by taking the doubly conservative approach that the 5% allowable increase per year was not compounded and based the calculation on the 1986 fee of \$100 per meeting day. This resulted in a fee of \$165 per meeting day in 2001.

The Board’s history of meeting fees is as follows:

YEAR	RATE	APR CPI-W	% CHANGE	RATE ADJUSTED TO 2023
1986	\$100	109.4	-	\$294.35
2001	\$165	184.9	69.0%	\$297.59
2004	\$190	194.7	5.3%	\$325.43
2008	\$196	217.913	11.9%	\$299.94
2012	\$200	236.626	8.6%	\$281.86
2015	\$205	252.875	6.9%	\$270.34
2017	\$215	268.896	6.3%	\$266.64
2018	\$222.31	278.039	3.4%	\$266.64
2020	\$223.88	290.304	0.7%	\$257.17
2021	\$233.12	302.294	4.1%	\$257.17
2022	\$244.78	322.021	6.5%	<u>\$253.49</u>
2023		333.478	3.6%	

A comparison of meeting fees for comparable agencies is as follows:

COMPARABLE AGENCY	CURRENT RATE
Ross Valley SD	\$314.00
West Valley SD	\$300.00
West County SD	\$265.32
Oro Loma SD	\$260.00
West Bay SD	\$260.00
Las Gallinas Valley SD	\$252.70
Napa SD	\$250.00
Mt. View SD	\$243.00
Castro Valley SD	\$250.00
Central Marin SA	\$225.00
Novato SD	\$225.00
Rodeo SD	\$187.48
Ironhouse SD	\$170.00
AVERAGE	\$246.35
MEDIAN	\$250.00
STEGE SD (CURRENT)	\$244.78
STEGE SD (APR CPI-W)	\$253.49

The cost-of-living increase for the past year is 3.56% (April CPI-W) which would increase the Directors' compensation rate from \$244.78 to \$253.49 per meeting day and would increase total District expenses by about \$870 total for one year.

RECOMMENDATION:

Direct staff to prepare an ordinance to increase the Directors' compensation rate to \$253.49 based on the cost-of-living increase for the past year of 3.56% (April CPI-W).

ALTERNATIVES:

1. Direct staff to prepare an ordinance for a different Directors' compensation rate.
2. Take no action and keep the existing Directors' compensation rate the same.

ATTACHMENTS:

None

WORKING CAPITAL AND RESERVE FUND POLICY

ISSUE:

The District's Working Capital and Reserve Fund Policy shall be reviewed by the Board annually.

FISCAL IMPACT:

The cost to review the policy is minimal.

STRATEGIC PLAN:

GOAL 3: Ensure Financial Stability and Efficiency

WORK PLAN ITEM "h": Annually review the District's Reserve Policy by June of each year

BACKGROUND:

The District's Reserve Fund Policy is reviewed and approved by the Board annually. Last year, only a few minor amendments were made after review by the Board. The last major amendment was made in June 2019 based on the recommendations of the latest Rate Study completed by Lechowicz & Tseng Municipal Consultants.

RECOMMENDATION:

No changes are recommended.

ALTERNATIVES:

1. Make amendments and approve as amended.

ATTACHMENT:

Working Capital and Reserve Fund Policy Fund Policy – June 2022

STEGE SANITARY DISTRICT

Working Capital and Reserve Fund Policy

June 2022

The approved policy of the Board is for the Working Capital and Reserve Fund to consist of an Operating Working Capital, a Capital Improvement Working Capital, and a Capital Reserve.

The Operating Working Capital shall be equal to 60% of operating and maintenance costs. This level of funding adjusts annually to equal the District's actual costs from April 15 to December 15, reflecting the lag in the collection of sewer service charges from the County property tax roll.

The Capital Improvement Working Capital shall be a 3-year average of the annual capital cost (i.e. average of the previous, current, and future year capital cost) plus the annual debt service cost. The goal is to ensure that the District will have adequate funds available on an annual basis to conduct sewer pipeline replacements or in case of an emergency or natural disaster such as an earthquake.

The Capital Reserve is a reserve, or set-aside, established in 2019 that will be accumulated over time and used every five to ten years for major improvements. Annual funding of \$45,000 will accumulate \$225,000 (plus interest earnings) over five years, which could fund retrofits of the Administration Building such as HVAC improvements, roof repairs, repaving the parking lot, etc. This reserve could also provide funding following a natural disaster such as a fire or earthquake.

12:47 PM	STEGE SANITARY DISTRICT				
05/25/2023	Check Report				
Accrual Basis	June 1, 2023				
	Name		Memo	Amount	Num
Jun 1, 23					
	Aramark Uniform Services		Uniform Service	-267.46	28184
	CASA		CASA Conf Reg Merrill, Christian-Smith & Beach	-2,025.00	28185
	East Bay Times		Newspaper Subscription	-667.10	28186
	Meyers Nave		Legal Services	-3,414.45	28187
	WECO Industries, Inc.		Rodder Assembly	-59,747.33	28188
	Xerox Financial Services		Copier Lease Payment 05/03-06/02	-272.73	28189
Jun 1, 23				-66,394.07	

STEGE SANITARY DISTRICT BOARD OF DIRECTORS MEETING AGENDA CALENDAR

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

STEGE SANITARY DISTRICT

BOARD OF DIRECTORS MEETING AGENDA CALENDAR

JULY 2023	AUGUST 2023	SEPTEMBER 2023	OCTOBER 2023	NOVEMBER 2023	DECEMBER 2023
7/4 HOLIDAY 4 th of July Fair Booth	CASA Annual Conf. Aug 9-11, San Diego CSDA Annual Conf. Aug 28-31, Monterey	9/4 HOLIDAY Board Training AB 1234 (even years) AB 1661 (odd years)		11/23-24 HOLIDAY	12/7 HOLIDAY LUNCHEON 12/25 HOLIDAY
7/6/2023 – 7:00 P.M.	8/17/2023 – 7:00 P.M.	9/7/2023 – 7:00 P.M.	10/5/2023 – 7:00 P.M.	11/9/2023 – 7:00 P.M.	12/7/2023 – 2:00 P.M.
<ul style="list-style-type: none"> • July 4th Fair Debrief • CASA/CSDA Conf. 	<ul style="list-style-type: none"> • Select Actuary for Analysis of Retiree Health Benefits (odd years) • Quarterly (FY End) Financial Statements • Conn. Charge Report per Gov. Code 66013 • CASA/CSDA Conf. 	<ul style="list-style-type: none"> • CASA/CSDA Conf. Attendee Reports 	<ul style="list-style-type: none"> • Regional PSL Program Update • Regional FOG Program Update 	<ul style="list-style-type: none"> • Proposed Meeting Calendar • Board Officer Succession Plan • CASA Conference 	<p><u>2PM MEETING TIME</u></p> <ul style="list-style-type: none"> • Fiscal Year Financial Audit • Resolution Certifying Election Results (even years) • Connection Charge Review • Emergency Contact Update • Meeting Calendar • Consent Decree Quarterly Report • CASA Conference • Pension + OPEB UAL Reports • Nomination & Election of Officers
7/20/2023 – 7:00 P.M.		9/21/2023 – 7:00 P.M.	10/19/2023 – 7:00 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) • Quarterly Financial Statements • SPASPA Status Report • CASA/CSDA Conf. • Form 470 • CLOSED SESSION – Quarterly Claims Rpt 		<ul style="list-style-type: none"> • Health Care Benefits Review • Consent Decree Quarterly Report 	<ul style="list-style-type: none"> • Quarterly Financial Statements • SPASPA Status Report • CLOSED SESSION – Quarterly Claims Rpt – Manager Perf. Eval. 		